



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 20, 2024 6:30 PM - CITY HALL AUDITORIUM

CALL TO ORDER (5 Minutes)

ROLL CALL

REFLECTION

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS (20 Minutes)

1. St. Petersburg College Greece Study Abroad Presentation

PUBLIC COMMENTS (30 Minutes)

CONSENT AGENDA (10 Minutes)

2. Satisfaction and Release of Liens
3. Attorney's Fees: Unice Salzman Jensen PA Invoices 82727 82728 82729
4. Special Event(s):
 - a. Tarpon Springs Band Boosters Outdoor Music Festival
 - b. Tarpon Springs High School Homecoming Parade
 - c. Tarpon Springs High School Homecoming Bonfire
5. Award File No. 240167-N-JL, Single Source Purchase of a Toro Reelmaster Mower
6. Approve Florida Department of Agriculture and Consumer Service Grant Agreement Phase 2 21-DG-11083112, Contract 31316
7. Approve Change Order No. 2 to Award File No. 220086-B-JL, Pond Mowing
8. Increase File No. 240029-N-AS, YSI Instrumentation, Parts, and Services
9. Award File No. 240160-N-AS, Single Source Purchase of Ammunitions
10. Award File No. 240162-C-PH, Hydraulic Repair, Parts and Service, Utilizing the Pinellas County Invitation to Quote No. 23-0108-ITQ
11. Renew File No. 210202-C-AM, Utilizing Sourcwell Contract No. RFP #032521, Aftermarket Vehicle Parts and Supplies

SPECIAL CONSENT AGENDA

12. 24-45 Moses-Tucker Development Agreement - 44098 U.S. Hwy 19 N - Review Terms of Development Agreement **(10 Minutes)**
13. Sponge Docks/Hope-Athens Community Plan **(30 Minutes)**
14. Discussion and Direction on Allegation Present/Past City Official **(20 Minutes)**

- a. Approval of Process for Conducting Investigation
- b. Removal of Georganna Frantzis from the Planning and Zoning Board Without Cause

ORDINANCES AND RESOLUTIONS (Public Hearings Begin At 7:30 PM)

- 15. Ordinance 2024-04 Application 24-33 Habitat for Humanity Property Rezoning from RM to R-60 for property located at 433 E. Harrison Street **(2nd Reading) (Quasi-Judicial) (10 Minutes)**
- 16. Resolution 2024-29 Salary and Classification Amendments for FY 2025 **(10 Minutes)**

BOARD AND STAFF COMMENTS (10 minutes)

ADJOURNMENT (Estimate 9:05 pm)

GREECE STUDY ABROAD

WITH ST. PETERSBURG
COLLEGE-MAY 2024



TRAVEL DATES:
5/13/2024-5/26/2024

Delphi



ITINERARY:

- ATHENS
- DELPHI
- AEGINA
- KOS

- KALYMNOS*
- HALKI*
- RHODES
- SYMI*.

*-SISTER CITIES



Aegina

SPC'S GREECE STUDY ABROAD 2024 FOCUS

- ANCIENT FOUNDATIONS
- MEDIEVAL ADAPTATIONS
- TIMELESS ISLAND LIFE
- MODERN EUROPEAN CITY LIFE
- SISTER CITY RELATIONSHIPS

All of the program's details: <https://blog.spcollege.edu/international/category/greece-2024/>



Halki

SPC'S GREECE STUDY ABROAD 2024

STUDENTS EXPERIENCED:

- FIRST HAND GREEK LIFE AND CULTURE
- THE SITES THAT DRAW MILLIONS EVERY YEAR
- BEING STUDENT AMBASSADORS TO SISTER CITIES FROM TARPON SPRINGS
- THEIR OWN ENLIGHTENMENT

GREECE STUDY ABROAD - MAY 2024



**SPECIAL THANKS TO THE CITY
OF TARPON SPRINGS FOR THE
SCHOLARSHIPS TOTALING
\$15000 FOR OUR STUDENTS.**

Athens

THANK YOU FOR ALL THE SUPPORT FOR ST. PETERSBURG COLLEGE STUDENTS.

OFFICE OF THE CITY CLERK

INTER-DEPARTMENTAL MEMO

TO: HONORABLE MAYOR AND BOARD OF COMMISSIONERS

SUBJECT: SATISFACTION/RELEASE OF LIENS REGULAR SESSION August 20, 2024

Authorization is requested for the Mayor to execute Satisfaction and/or Release of Lien for the properties listed below. All monies owed the City for delinquent utility liens, street, and/or lot mowing assessments including interest and/or penalties, or administrative fees have been paid in full.

OWNER'S NAME	TYPE OF LIEN	ACCOUNT NUMBER
900 BECKETT WAY, LLC	UTILITY LIEN	80351-270607974
CALVIN ROYAL	UTILITY LIEN	4807-271304767
MARIO INVESTMENTS, LLC	UTILITY LIEN	80215-271809491
WILLIAM E. ANDREWS, ESTATE	UTILITY LIEN	62939-272407498
ROBERT STORY	UTILITY LIEN	23411-271910188
SHYAM P. KOTHA	CODE ENFORCEMENT	20-80000640
RUTH WRIGHT, TRE.	CODE ENFORCEMENT	22-00000253
ROBERT W. MARSHALL	CODE ENFORCEMENT	23-00800001
BETTY NOLAN	CODE ENFORCEMENT	22-80000020
NHE TAN NGUYEN	CODE ENFORCEMENT	23-80000096

UNICE SALZMAN JENSEN, P.A.
ATTORNEYS AT LAW
1815 Little Road, 2nd Floor
Trinity, Florida 34655
727-723-3772
Tax I.D No. 59-3664875

City of Tarpon Springs
324 E. Pine St.
Tarpon Springs FL 34689

Received .

AUG - 6 2024

City Manager
Tarpon Springs

Page: 1
August 02, 2024
Account No: 1924-0000M
Invoice No: 82727

City of Tarpon Springs/General

ML
08-07-2024

<u>Description</u>			<u>Hours</u>	
07/01/2024	AJS	Prepare draft Charter Section for Committee; Prepare for and attend Charter Revision Meeting.	5.20	1,170.00
07/02/2024	AJS	Review correspondence from Attorney Podolsky regarding Stamos; Review Title and Fund Commitment; Prepare e-mail to City Manager; Review correspondence from Chief Young; Review correspondence from Deputy City Clerk regarding Affidavit; Review correspondence from City Manager .	1.10	247.50
07/03/2024	AJS	Review correspondence from Attorney Conner regarding Sagonias; Review outstanding issues regarding Seabreeze project; Review and analysis of subpoena issue; Review correspondence from and prepare e-mail to Chief Young regarding language changes to Amendment to Mutual Aid Agreement.	0.60	135.00
07/08/2024	AJS	Legal research for Charter Revision Issue; Prepare for and attend Charter Revision Meeting.	4.00	900.00
07/10/2024	AJS	Review Proposed Charter Amendments; Analysis of same; Review correspondence from and prepare e-mail to Anela Saday regarding Public Records; Conference with Commissioner.	1.80	405.00
07/11/2024	AJS	Attend TRC Meeting; Conference with City Manager.	2.50	562.50
07/12/2024	AJS	Review correspondence from Janina Lewis; Review and analysis of RFQ Fire Station 70 Construction Pre-Qualification.	2.30	517.50
07/15/2024	AJS	Review Court Order.	0.40	90.00
	AJS	Review correspondence from and prepare e-mail to Janina Lewis regarding Fire Station Construction; Review correspondence from Mayor Vatikiotis; Review and analysis of documentation regarding Sagonias; Review correspondence from Pat McNeese regarding TRC; Review correspondence from John Conner, (2x) regarding Sagonias; Review correspondence from City Manager regarding Sagonias, (2x); Prepare for and attend Charter Revision Meeting.	5.20	1,170.00

City of Tarpon Springs/General

			Hours	
07/16/2024	AJS	Review correspondence from and prepare e-mail to Michele Manousos regarding payment; Review correspondence from and prepare e-mail to City Manager LeCouris regarding Sagonias; Prepare e-mail to Attorney Conner regarding Sagonias conference.	0.50	112.50
07/17/2024	AJS	Review correspondence from Anela Saday; Review and analysis of contract, edits to contract with Sheriff's Office; Prepare e-mail to Anela Saday; Review correspondence from Janina Lewis; Review, analysis of and edit Agreement for Consult Services; Prepare e-mail to Janina Lewis; Review correspondence from Desiree Valencia, (2x); Review correspondence from City Manager regarding Code Fine.	2.80	630.00
07/19/2024	AJS	Review correspondence from David Gilson regarding inspection; Review filings regarding NationStar Mortgage; Review correspondence from City Manager; Review correspondence from Karen Lemmons regarding Policy; Legal research for Charter Revision Committee issue; Review correspondence from City Clerk regarding Charter Revision Committee.	1.80	405.00
07/22/2024	AJS	Prepare draft of Charter Revision Committee Proposed language; Review correspondence from Janina Lewis; Review and analysis of Request for Production; Prepare e-mail to Janina Lewis.	4.70	1,057.50
07/23/2024	AJS	Review correspondence from John Conner; Review correspondence from City Manager; Conference with John Conner and City Manager regarding Sagonias; Conference with Commissioner Koulianos regarding several issues; Review and analysis of Resident issues; Review correspondence from City Manager regarding Sedgwick.	1.70	382.50
07/24/2024	AJS	Review correspondence from Patty Hall; Review and analysis of Janitorial Services Bid; Prepare e-mail to Patty Hall; Review correspondence from City Manager; Review and analysis of FDOT Indemnification letter; Prepare e-mail to City Manager; Conference with Mayor Vatikiotis regarding several issues; Review correspondence from and analysis of Resident issues; Prepare for and attend Board of Adjustment.	5.30	1,192.50
07/25/2024	AJS	Conference with Attorney Williams regarding sewer hookups.	0.30	67.50
07/26/2024	AJS	Conference with City Clerk regarding Election issue; Review correspondence from Mayor Vatikiotis; Review and analysis of Resident issue.	0.40	90.00
07/29/2024	AJS	Review correspondence from Janina Lewis; Legal research and prepare e-mail to Janina Lewis regarding construction lien and notice; Review correspondence from John Conner regarding Sagonias; Review correspondence from Janina Lewis; Review and analysis of documents regarding water treatment; Prepare e-mail to Janina Lewis.	2.20	495.00
07/30/2024	AJS	Review correspondence from and prepare e-mail to Michele Manousos; Review correspondence from and prepare e-mail to City Clerk; Prepare Charter Revision language; Attend Special Commission Meeting; Prepare e-mail to Attorney Dickman regarding Resident issue.	2.40	540.00

City of Tarpon Springs

City of Tarpon Springs/General

Page: 3
August 02, 2024
Account No: 1924-0000M
Invoice No: 82727

Hours

07/31/2024	AJS	Conference with Commissioner Koulianos regarding several issues; Review correspondence from City Manager; Conference with City Manager; Prepare e-mail to Attorney McNee regarding parking.	1.40	315.00
		For Current Services Rendered	46.60	10,485.00
		Total Current Work		10,485.00
		Balance Due		<u>\$10,485.00</u>

UNICE SALZMAN JENSEN, P.A.
ATTORNEYS AT LAW
1815 Little Road, 2nd Floor
Trinity, Florida 34655
727-723-3772
Tax I.D No. 59-3664875

City of Tarpon Springs
324 E. Pine St.
Tarpon Springs FL 34689

Attn: Mark LeCouris

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August 02, 2024
Account No: 1924-0008M
Invoice No: 82728

City of Tarpon Springs/Trask Daigneault


08-07-2024

Description

			Hours	
07/16/2024	AJS	Prepare e-mail to Mayor, City Commission and City Manager regarding status.	0.20	35.00
07/17/2024	AJS	Conference with Commissioner regarding Final Judgment.	0.40	70.00
07/23/2024	AJS	Conference with City Manager; Review correspondence from Karen Lemmons.	0.40	70.00
07/25/2024	AJS	Prepare for and attend meeting with City Clerk and Deputy City Clerk regarding Court Order.	3.50	612.50
		For Current Services Rendered	4.50	787.50
		Total Current Work		787.50
		Balance Due		<u>\$787.50</u>

Received

AUG - 6 2024

**City Manager
Tarpon Springs**

UNICE SALZMAN JENSEN, P.A.
ATTORNEYS AT LAW
1815 Little Road, 2nd Floor
Trinity, Florida 34655
727-723-3772
Tax I.D No. 59-3664875

City of Tarpon Springs
324 E. Pine St.
Tarpon Springs FL 34689

Attn: Mark LeCouris

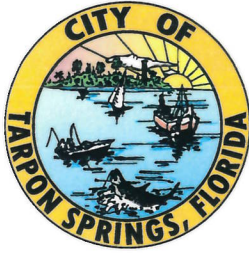
Tarpon Springs/U.S. National Bank/Rasmussen

Page: 1
August 02, 2024
Account No: 1924-0012M
Invoice No: 82729

AMH
8-5-2024

<u>Description</u>			Hours	
07/16/2024	AJS	Review filings by Plaintiff regarding Foreclosure.	0.20	35.00
07/29/2024	AJS	Review filing and analysis of same.	0.20	35.00
		For Current Services Rendered	0.40	70.00
		Total Current Work		70.00
		Balance Due		<u>\$70.00</u>

Received
AUG - 5 2024
City Manager
Tarpon Springs



**Public Works Department
Office of the Director**

Tom Funcheon
Public Works Director

To: Mayor and Board of Commissioners

From: Tom Funcheon, Public Works Director

Date: August 20, 2024

Subject: Special Event – Tarpon Springs Band Boosters
Outdoor Music Festival
October 19, 2024

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs Band Boosters special event application for the “Outdoor Music Festival” on October 19, 2024.

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

Background:

This event has been approved by the Special Events Review Committee based on previous years’ event.

While the actual event will be held at Tarpon Springs High School, it will be necessary based on the Police Departments input to close one lane (east bound) of Gulf Rd. between Florida Ave. to Glades Ave. from 10:00 a.m. to 11:00 p.m. so that buses and students may safely enter the event.

Area homes will be notified by the event sponsor, and the Police Department will allow them to enter/exit their homes.

It is understood that in order for the Sponsor to receive a permit to proceed, he/she must comply with the following:

- Payment of fees and deposit.

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



**Public Works Department
Special Event Review
Application**

Date:	August 9, 2024
To:	Special Events Review Committee Member
From:	Amber Thompson, Public Works Department
Name of Event:	Outdoor Music Festival
Date of Event:	October 19, 2024
Location of Event:	Gulf Rd. (Florida Ave. to Glades)

Approval based upon the following conditions:

- Traffic – Provide barricades/cones.
- Traffic – Add to message board.
- Police Department – Road closure/traffic control.

Comments:

Intended for the August 20, 2024 BOC Agenda

This Special Events application is:

☐

Approved

☐

Denied

Signature Required

Date

**City of Tarpon Springs
Application for Special Events**

Event Information:

Date of Application: 8/7/24
Name of Event: Tarpon Springs Outdoor Music Festival
Date(s) of Event: October 19, 2024
Alternate Date(s): N/A
Hours of Event: 10am-11pm
Set up/break down time needed: 2 hours before and 2 hours after
Type/Purpose of Event: Marching band competition hosted by Tarpon Springs Leadership Conservatory for the Arts

Location of Event (include map for parade/procession routes with assembly and disband points):
Tarpon Springs High School. Requesting Eastbound lane closure on Gulf Rd between Florida Ave to Glades Ave

If Closure of City Parking is needed, please check street: Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court/Lemon ☐
Other: N/A
Disposition of Proceeds: _____

Applicant Information:

Name of Organization: Tarpon Springs Band Boosters
Registered Nonprofit Org.: Yes ☒ No ☐ or City Department ☐
Organizations Address: 1411 Gulf Rd Tarpon Springs, FL 34689
Individual to Contact: Danielle Fatolitis (Telephone #) 727-560-1712 (email) Danielle.fatolitis@tarponspringsband.com
Alternative Contact: Julie Annis (Telephone #) 813-650-4737 (email) Julie.annis@tarponspringsband.com

General Information:

Number of Vendors: 10 (Sponsor is required to keep a list of vendors and must be able to produce upon request.)
Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): _____
Approximate Number of Attendees: 3,000 Entrance Fee: \$ 15
Location for Attendee Parking: TSHS & TSMS
Will Private Security be Provided: Yes ☐ No ☒ Name of Private Company: _____
Will the Following be Provided: Traffic Control: Yes ☒ No ☐ Crowd Control: Yes ☒ No ☐

Will Music be Provided: Yes ☒ No ☐ Hours of Play: 2pm-10pm Band: ☒ DJ: ☐ Other: _____

Type & Location of Toilet Facilities: on campus

Tent or Other Structure: Yes ☐ No ☒ Type of Structure: _____

How will Structure be Secured: _____

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

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

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

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

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

Will Alcoholic Beverages be Served: Yes ☐ No ☒ Type of Alcoholic Beverages: _____

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

Equipment/Miscellaneous (please check if needed):

Barricades: ☒ How many: 20

Cones: ☒ How many: 100

Portable Stage: ☐ Location: _____

Electricity Needed: ☐ Where: _____

Public Restrooms: ☐ Hours of Opening Closing: _____

Street Banners: ☒ Location: _____

Electric Message Board: ☐ _____

Additional City Trash Cans: ☐ _____

Directional Parking Signs: ☒ Locations: Gulf & Florida and Gulf & Glades

Other: _____

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

If not, when will it be sent: within 2 weeks

Is the Certificate of Insurance Attached: Yes ☒ No ☐ If not, when will it be sent: new COI will be sent on our renewal 10/7/24

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

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

Danielle Fata
Signature of Applicant

8/7/24
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/25/2023

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 The Cothron Group 1540 International Pkwy Suite 2000 Lake Mary FL 32746		CONTACT NAME: Sandy Talbot PHONE (A/C, No, Ext): (407) 536-5326 FAX (A/C, No): E-MAIL ADDRESS: Sandy@tcg-ip.com	
INSURED Tarpon Springs Band Boosters, Inc. P.O. Box 642 Tarpon Springs FL 34688		INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits Insurance Alliance (NIA) INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10023	

COVERAGES

CERTIFICATE NUMBER: CL2391301667

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 ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y		2023-70572	10/06/2023	10/06/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			2023-70572	10/06/2023	10/06/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			2023-70572	10/06/2023	10/06/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	DIRECTORS & OFFICERS			2023-70572	10/06/2023	10/06/2024	Each Wrongful Act \$ 1,000,000 Annual Aggregate \$ 1,000,000

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

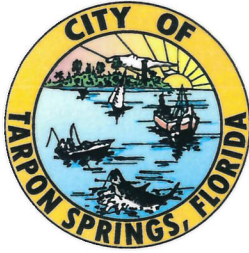
GL Policy has blanket additional insured coverage when required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City of Tarpon Springs PO Box 5004 Tarpon Springs FL 34688	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

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**Public Works Department
Office of the Director**

Tom Funcheon
Public Works Director

To: Mayor and Board of Commissioners

From: Tom Funcheon, Public Works Director

Date: August 20, 2024

Subject: Special Event – Tarpon Springs Band Boosters
Outdoor Music Festival
October 19, 2024

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs Band Boosters special event application for the “Outdoor Music Festival” on October 19, 2024.

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

Background:

This event has been approved by the Special Events Review Committee based on previous years’ event.

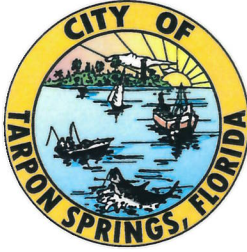
While the actual event will be held at Tarpon Springs High School, it will be necessary based on the Police Departments input to close one lane (east bound) of Gulf Rd. between Florida Ave. to Glades Ave. from 10:00 a.m. to 11:00 p.m. so that buses and students may safely enter the event.

Area homes will be notified by the event sponsor, and the Police Department will allow them to enter/exit their homes.

It is understood that in order for the Sponsor to receive a permit to proceed, he/she must comply with the following:

- Payment of fees and deposit.

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



**Public Works Department
Special Event Review
Application**

Date:	August 9,2024
To:	Special Events Review Committee Member
From:	Amber Thompson, Public Works Department
Name of Event:	Outdoor Music Festival
Date of Event:	October 19, 2024
Location of Event:	Gulf Rd. (Florida Ave. to Glades)

Approval based upon the following conditions:

- Traffic – Provide barricades/cones.
- Traffic – Add to message board.
- Police Department – Road closure/traffic control.

Comments:

--

Intended for the August 20, 2024 BOC Agenda

This Special Events application is:

☐ Approved

☐ Denied

Signature Required

Date

**City of Tarpon Springs
Application for Special Events**

Event Information:

Date of Application: 8/7/24
Name of Event: Tarpon Springs Outdoor Music Festival
Date(s) of Event: October 19, 2024
Alternate Date(s): N/A
Hours of Event: 10am-11pm
Set up/break down time needed: 2 hours before and 2 hours after
Type/Purpose of Event: Marching band competition hosted by Tarpon Springs Leadership Conservatory for the Arts

Location of Event (include map for parade/procession routes with assembly and disband points):
Tarpon Springs High School. Requesting Eastbound lane closure on Gulf Rd between Florida Ave to Glades Ave

If Closure of City Parking is needed, please check street: Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court/Lemon ☐
Other: N/A
Disposition of Proceeds: _____

Applicant Information:

Name of Organization: Tarpon Springs Band Boosters
Registered Nonprofit Org.: Yes ☒ No ☐ or City Department ☐
Organizations Address: 1411 Gulf Rd Tarpon Springs, FL 34689
Individual to Contact: Danielle Fatolitis (Telephone #) 727-560-1712 (email) Danielle.fatolitis@tarponspringsband.com
Alternative Contact: Julie Annis (Telephone #) 813-650-4737 (email) Julie.annis@tarponspringsband.com

General Information:

Number of Vendors: 10 (Sponsor is required to keep a list of vendors and must be able to produce upon request.)
Location for Designated Vendor Parking (Please complete Vendor Designated Parking Form and attach to application): _____
Approximate Number of Attendees: 3,000 Entrance Fee: \$ 15
Location for Attendee Parking: TSHS & TSMS
Will Private Security be Provided: Yes ☐ No ☒ Name of Private Company: _____
Will the Following be Provided: Traffic Control: Yes ☒ No ☐ Crowd Control: Yes ☒ No ☐

Will Music be Provided: Yes ☒ No ☐ Hours of Play: 2pm-10pm Band: ☒ DJ: ☐ Other: _____

Type & Location of Toilet Facilities: on campus

Tent or Other Structure: Yes ☐ No ☒ Type of Structure: _____

How will Structure be Secured: _____

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

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

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

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

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

Will Alcoholic Beverages be Served: Yes ☐ No ☒ Type of Alcoholic Beverages: _____

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

Equipment/Miscellaneous (please check if needed):

Barricades: ☒ How many: 20

Cones: ☒ How many: 100

Portable Stage: ☐ Location: _____

Electricity Needed: ☐ Where: _____

Public Restrooms: ☐ Hours of Opening Closing: _____

Street Banners: ☒ Location: _____

Electric Message Board: ☐ _____

Additional City Trash Cans: ☐ _____

Directional Parking Signs: ☒ Locations: Gulf & Florida and Gulf & Glades

Other: _____

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

If not, when will it be sent: within 2 weeks

Is the Certificate of Insurance Attached: Yes ☒ No ☐ If not, when will it be sent: new COI will be sent on our renewal 10/7/24

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

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

Danielle Fata
Signature of Applicant

8/7/24
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/25/2023

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 The Cothron Group 1540 International Pkwy Suite 2000 Lake Mary FL 32746		CONTACT NAME: Sandy Talbot PHONE (A/C, No, Ext): (407) 536-5326 E-MAIL ADDRESS: Sandy@tcg-ip.com FAX (A/C, No):	
INSURED Tarpon Springs Band Boosters, Inc. P.O. Box 642 Tarpon Springs FL 34688		INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits Insurance Alliance (NIA) INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10023	

COVERAGES

CERTIFICATE NUMBER: CL2391301667

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 ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y		2023-70572	10/06/2023	10/06/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			2023-70572	10/06/2023	10/06/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			2023-70572	10/06/2023	10/06/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	DIRECTORS & OFFICERS			2023-70572	10/06/2023	10/06/2024	Each Wrongful Act \$ 1,000,000 Annual Aggregate \$ 1,000,000

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

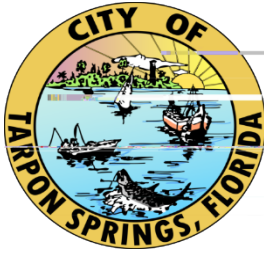
GL Policy has blanket additional insured coverage when required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City of Tarpon Springs PO Box 5004 Tarpon Springs FL 34688	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

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**Public Works Department
Office of the Director**

Tom Funcheon
Public Works Director

To: Mayor and Board of Commissioners

From: Tom Funcheon, Public Works Director

Date: August 20, 2024

Subject: Special Event – Tarpon Springs High School
Homecoming Parade
Friday September 13, 2024.

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs High Schools' special event application for the "Homecoming Parade" on Friday, September 13, 2024, and the temporary closure of Dodecanese Blvd., Roosevelt Blvd., Canal St., N. Spring Blvd., Riverside Dr. and Gulf Blvd.

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

Background:

This event has been approved by the Special Events Review Committee based on previous years' events.

The parade line-up will begin at 4:30 p.m. at the parking lot corner of 100 Dodecanese Blvd. and Pinellas Ave., (The old Passas was) and end at the roundabout. The TSPD will then lead the kids in cars to the high school. This has all been coordinated by the Tarpon Springs Police Department.

All set-up and clean-up will be the event sponsor's, (Tarpon Springs High School) responsibility.

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

City of Tarpon Springs
Application for Special Events

Event Information:

Date of Application: Aug. 13, 2024
Name of Event: Tarpon Springs High Homecoming Parade
Date(s) of Event: Friday, Sept. 13, 2024
Alternate Date(s): n/A
Hours of Event: 4:30 line up Parade 5:00-6:00
Set up/break down time needed: n/A
Type/Purpose of Event: Homecoming Parade

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

Start @ Dodecanese Blvd. @ Alt. 19 @ the roundabout,
turn left on Roosevelt Blvd. to Canal St. & turn right on
N Spring Blvd. to Gulf Road to the High School

If Closure of City Parking is needed, please check street:

Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court/Lemon ☐

Other: _____

Disposition of Proceeds: n/A

Applicant Information:

Name of Organization: Tarpon Springs High School - Student Council
Registered Nonprofit Org.: Yes ☒ No ☐ or City Department ☐
Organizations Address: 1411 Gulf Rd, Tarpon Springs, FL 34689
Individual to Contact: Leze Fatolitis, student council Advisor
(Telephone #) 430-0089 (email) fatolitisle@psb.org
Alternative Contact: _____
(Telephone #) _____ (email) _____

General Information:

Number of Vendors: 0 (Sponsor is required to keep a list of vendors and must be able to produce upon request.)

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

Approximate Number of Attendees: 100 Entrance Fee: \$ 0

Location for Attendee Parking: Sponge Docks Parking Lots

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

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

Will Music be Provided: Yes ☐ No ☒ Hours of Play: _____ Band: ☐ DJ: ☐ or

Other: _____

Type & Location of Toilet Facilities: None

Tent or Other Structure: Yes ☐ No ☒ Type of Structure: _____

How will Structure be Secured: N/A

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

If parade # of: Participants 100 Animals 0 Floats 5-10 Bands 1 Other _____

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

Types of Rides: _____

Is Diagram of Layout Attached: Yes ☐ No ☐

Will Food/Beverages be Served: Yes ☐ No ☒

Cooked on Site: ☐ Catered: ☐ Sold: ☐ Given Away: ☐

Will Alcoholic Beverages be Served: Yes ☐ No ☒

Type of Alcoholic Beverages: _____

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

Equipment/Miscellaneous (please check if needed):

Barricades: ☒ How many: 20

Cones: ☐ How many: _____

Portable Stage: ☐ Location: _____

Electricity Needed: ☐ Where: _____

Public Restrooms: ☐ Hours of Opening/Closing: _____

Street Banners: ☐ Location: _____

Electric Message Board: ☐ _____

Additional City Trash Cans: ☐ _____

Directional Parking Signs: ☐ Locations: _____

Other: _____

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached:

Yes ☐ No ☒ N/A ☐

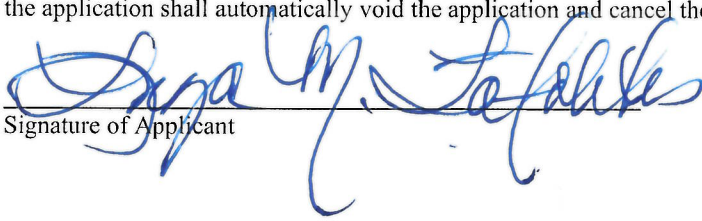
If not, when will it be sent: _____

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

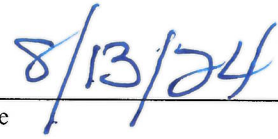
I (we) agree that it is my (our) responsibility to clean up after the conclusion of the special event: Yes ☒ No ☐

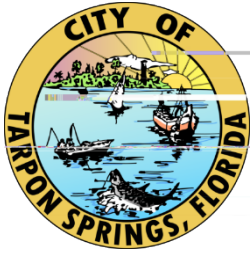
I (we) have read and completed this application and it is true and correct to the best of my (our) knowledge; I (we) have read the general instructions for this application and the City of Tarpon Springs Ordinance #88-25 and agree to conform with the provisions as set forth therein. I (we) understand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

Signature of Applicant



Date





**Public Works Department
Office of the Director**

Tom Funcheon
Public Works Director

To: Mayor and Board of Commissioners

From: Tom Funcheon, Public Works Director

Date: August 20, 2024

Subject: Special Event – Tarpon Springs High School
TSHS Homecoming Bonfire
September 10, 2024

Recommendation:

That the Mayor and Board of Commissioners approve the Tarpon Springs High Schools' special event application for the "Homecoming Bonfire on Tuesday, September 10, 2024 at Sunset Beach. The Tarpon Springs Alumni are organizing this event.

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

Background:

This event has been approved by the Special Events Review Committee based on previous years' events.

The Event will be from 7:00pm- 9:00pm. Bonfire will start at 8:00pm and finish at 9:00pm. Setup will begin at 4:00-9:45pm. This has been coordinated with the Tarpon Springs Fire Department, Tarpon Springs Police Department the Parks Department and Recreation Departments.

All set-up and clean-up will be the event sponsor's, (Tarpon Springs High School) responsibility.

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

City of Tarpon Springs
Application for Special Events

Event Information:

Date of Application: August 13, 2024
Name of Event: Tarpon Springs High School Homecoming Bonfire.
Date(s) of Event: Tuesday, September 10, 2024
Alternate Date(s): n/A
Hours of Event: 7:00-9:00
Set up/break down time needed: 4:00 pm - 9:45 pm
Type/Purpose of Event: Football Homecoming Bonfire.

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

Sunset Beach.

If Closure of City Parking is needed, please check street:

Mother Meres ☐ Tarpon Ave. ☐ Orange St. ☐ Court/Lemon ☐

Other: _____

Disposition of Proceeds: n/A

Applicant Information:

Name of Organization: Alumni of Tarpon High / city of Tarpon Springs

Registered Nonprofit Org.: Yes ☒ No ☐ or City Department ☐

Organizations Address: _____

Individual to Contact: Kiki Kontogiakos

(Telephone #) 417-0353 (email) _____

Alternative Contact: Maria Galanis

(Telephone #) 466-7417 (email) _____

General Information:

Number of Vendors: 0 (Sponsor is required to keep a list of vendors and must be able to produce upon request.)

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

Approximate Number of Attendees: _____ Entrance Fee: \$ 0

Location for Attendee Parking: Tarpon Springs High School Parking Lot.

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

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

Will Music be Provided: Yes ☒ No ☐ Hours of Play: _____ Band: ☐ DJ: ☐ or

Other: Speakers

Type & Location of Toilet Facilities: Beach Restrooms

Tent or Other Structure: Yes ☐ No ☒ Type of Structure: _____

How will Structure be Secured: _____

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

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

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

Types of Rides: _____

Is Diagram of Layout Attached: Yes ☐ No ☐

Will Food/Beverages be Served: Yes ☒ No ☐

Cooked on Site: ☐ Catered: ☐ Sold: ☐ Given Away: ☒

Will Alcoholic Beverages be Served: Yes ☐ No ☒

Type of Alcoholic Beverages: _____

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

Equipment/Miscellaneous (please check if needed):

Barricades: ☐ How many: _____

Cones: ☐ How many: _____

Portable Stage: ☐ Location: _____

Electricity Needed: ☒ Where: Pavilion

Public Restrooms: ☒ Hours of Opening/Closing: _____

Street Banners: ☐ Location: _____

Electric Message Board: ☐ _____

Additional City Trash Cans: ☐ _____

Directional Parking Signs: ☐ Locations: _____

Other: _____

Is a check made payable to the City of Tarpon Springs for the Application Fee & Deposit Attached:

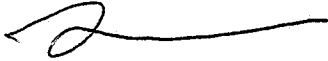
Yes ☐ No ☐ N/A ☐

If not, when will it be sent: _____

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

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

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



Signature of Applicant

8/13/24

Date



Board of Commissioners

Memorandum

Date: August 20, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Janina Lewis, Procurement Services Director
Subject: Award File No. 240167-N-JL, Single Source Purchase of a Toro Reelmaster Mower

Recommendation

Award File No. 240167-N-JL, Single Source Purchase of a Toro Reelmaster Mower to WESCOTURF, in an estimated amount of \$41,560.00, for Public Works Department – Parks Division.

Background

The purpose of this contract is to furnish one pre-owned/refurbished, 2019 Toro Reelmaster mower for the Parks division. The mower is needed to maintain the fields at the City's sports complexes. This mower is a replacement for an FY2001 asset which has exceeded its operational life expectancy and is no longer economically viable to maintain (see attached memo). This item is exempt from competition in accordance with the City's Procurement Guidelines Admin Code, para. 3.5.2.

Funding

001-1403-572-6400 - Parks & Recreation

Strategic Plan Objective

N/A



WESCO TURF PRE-OWNED EQUIPMENT

2101 Cantu Court

Sarasota, FL 34232-6242

direct: +1 888.245.4063 fax: +1 941.487.6888 email: preowned@wescoturf.com website: www.wescoturfequipment.com

August 1, 2024

Quote #: Q-25080

Salesperson: Jason Griffeth

Mike Vecchione
Fleet Director
Tarpon Springs
325 Pine St
Tarpon Springs, FL 34689

Bill-To Number: 202182

TARPON SPRINGS, CITY OF
324 E. PINE STREET
TARPON SPRINGS, FL 34688

Ship-To Number:
204975
TARPON SPRINGS FLEET MAINT.
PARKS AND PARKWAYS
325 EAST PINE STREET
TARPON SPRINGS, FL 34689

Ship-Via: Wesco Truck

Warranty Provided: 90 Days Full **

Line #	Asset No.	Description	Unit Hours	Extended Price
1	6000-5008	2019 Toro Reelmaster 3575-D 03821 Features & Accessories - 11-Blade DPA Cutting Units - Power Rear Roller Brushes - ROPS - Cool Top - Lights - 3-Wheel Drive	2,011.70	\$41,495.00

	Terms:	Net 30
Equipment Total:		\$41,495.00
Sales Tax:		\$0.00
Delivery Fee:		\$65.00
Total:		\$41,560.00

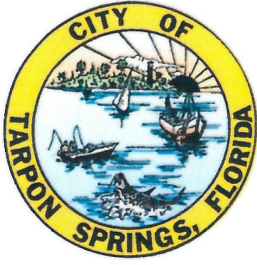
Please indicate your acceptance of this quote as an order by signing below and returning via fax to Wesco Turf, Inc. at 941.487.6889 or email a scanned copy to preowned@wescoturf.com. Please also indicate your preference for Height of Cut and requested delivery dates if applicable. Delivery dates are subject to shop and freight schedules.

Authorized User

Date

All pricing is valid for thirty (30) days. All products are subject to availability. Time of delivery will vary, so please inquire when placing order. Receiving a quote or invoice does not hold equipment. No pre-owned inventory is reserved or secured for sale until a signed order is returned and acknowledged. Pre-Pay and COD orders require a minimum 50% deposit to hold and process equipment. Once a deposit is received, specified refurbishment will commence with balance due prior to shipping.

** All US domestic orders will receive a Limited Drivetrain Warranty Coverage which includes engine/motor, power transmission components, final drive assemblies, & wheel motors. Excluded components and repairs include all normal wear and/or maintenance items including, but no limited to: filters, tires, batteries, belts, hoses, brake linings, blades, bearings, and seats. Additionally, there is no coverage resulting from accidents or other causes of physical damage not associated with a mechanical breakdown. OEM parts will be shipped freight free to your location for warranty repair. There is no coverage or reimbursement for services provided by other parties without pre-authorization from Wesco Turf.



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: August 5, 2024

Re: Parks Department Reelmaster Purchases

Recommend:

Purchase a refurbished 2019 Toro Reelmaster 3575-D 03821, from Wescoturf, in the amount of \$41,560.00.

Background:

This mower will be used at all football and soccer complexes, to maintain the field and conditions. This mower will replace asset #4568, a 2000 Toro Reelmaster. This mower is past its useful life and will be sent to auction.

The funding source will be Parks & Parkways account ending in 001.1403.572.6400



City of Tarpon Springs

PUBLIC WORKS DEPARTMENT
324 EAST PINE STREET
POST OFFICE BOX 5004
TARPON SPRINGS, FLORIDA 34688-5004
(727) 938-3711

MEMORANDUM:

TO: Janina Lewis, Procurement Services Department
THROUGH: Tom Funcheon, Public Works Director 
FROM: James Burke, Parks Supervisor 
DATE: August 9, 2024
SUBJECT: Parks and Parkways Mower Purchase

Recommend:

Purchase a refurbished 2019 Toro Reelmaster 3575-D 03821, from Wescoturf, in the amount of \$41,560.00.

Background:

This mower will be used for Bermuda turf maintenance at all the city's football, soccer and baseball fields. This mower will replace asset #4568, a 2000 Toro Reelmaster. This mower is past its useful life and will be sent to auction.

The funding source will be Parks & Parkways account number 001-1403-572.64-00.



Project Administration Department

324 East Pine Street
Tarpon Springs FL 34689
(727) 942-5638

Memorandum

Date: August 1, 2024
To: Mayor, Board of Commissioners, and City Manager
Through: Bob Robertson, Project Administration Department Director
From: P.J. Harbert, Grant Project Specialist
Shannon Brewer, Municipal Arborist
Subject: Approve Florida Department of Agriculture and Consumer Service Grant Agreement Phase 2 21-DG-11083112, Contract 31316

Recommendation

Approval is recommended for the Mayor to execute a Standard Grant Agreement with the Florida Department of Agriculture and Consumer Services for Phase 2 of the Managing Community Forestry Grant in the amount of \$15,000.00 for the creation of a management plan.

Summary

Through the proposed agreement, the Florida Department of Agriculture and Consumer Services agrees to partner with the City of Tarpon Springs to fund Phase 2 of the Managing Community Forestry Grant which provides funding for creating a management plan. This management plan will include tree care ordinance review or suggested language for a new ordinance as well as utilizing the information obtained through Phase 1. Phase 1 of this grant was used to gather a tree inventory, prioritize planting areas, canopy goals, and how to measure progress. The City agrees to provide a 50% match in the amount of \$15,000 or in-kind services per the agreement.

The agreement document is attached.

The City Attorney has reviewed this agreement.



WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

**FEDERAL FINANCIAL ASSISTANCE
SUBRECIPIENT AGREEMENT**

This Federal Financial Assistance Subrecipient Agreement ("AGREEMENT") made and entered into this _____ day of _____, 20____ by and between the FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, ("RECIPIENT"), and The City of Tarpon Springs, ("SUBRECIPIENT"). The SUBRECIPIENT'S application package for federal financial assistance, dated April 2, 2024 ("APPLICATION") is incorporated by reference. The SUBRECIPIENT shall perform the Scope of Work contained in the SUBRECIPIENT'S APPLICATION.

The Department of Management Services' designated United Nations Standard Products and Services Code (UNSPSC) is: 70151500

A. SUBAWARD AMOUNT

1. The total award amount for satisfactorily completing the Scope of Work is \$15,000.00. In no event shall the RECIPIENT be liable for payment of any amount, which exceeds the total award amount. This contract is for the second year of a three year Managing Community Forests grant program.

B. EFFECTIVE DATE/TERM

1. The effective date of this AGREEMENT shall commence upon execution and, unless sooner terminated or canceled, shall end on the 30 day of June of 2025 ("Term").
2. No-cost extensions require the prior written approval of the RECIPIENT and must be submitted not less than sixty (60) days prior to the end of the Term. Extension requests, which exceed the federal agency award period, will not be granted.

C. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT

1. The SUBRECIPIENT shall comply with 2 CFR, Part 25, "Financial Assistance Use of Universal Identifier and System of Award Management" (SAM). The SUBRECIPIENT must register and maintain a registration in SAM until submittal of the final financial report. A unique entity identifier is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
2. Compliance with 2 CFR, Part 25 is not required for individuals.

D. FINANCIAL AND PROGRAM MANAGEMENT

1. Statutory and National Policy Requirements

- a. All expenditures of federal financial assistance under the AGREEMENT shall be in compliance with all applicable laws, rules and regulations applicable to expenditures of federal funds.
- b. The SUBRECIPIENT shall implement applicable National Policy Requirements.

2. Deliverables

- a. The SUBRECIPIENT must provide quantifiable, measurable and verifiable units of Deliverables (Deliverables) which must be received and accepted in writing by the RECIPIENT before payment. Deliverables must be directly related to the Scope of Work; specify minimum levels of service to be performed; and contain criteria for evaluating the successful completion of each Deliverable. The Deliverables are set forth in the Scope of Work contained in the SUBRECIPIENT APPLICATION.

3. Financial Management

- a. The SUBRECIPIENT shall maintain an accounting system and a set of accounting records, which allow for the identification of revenues and expenditures related to this AGREEMENT.
- b. The SUBRECIPIENT shall comply with 2 CFR, Part 200 and adhere to the accounting principles and procedures required therein, use adequate internal controls and maintain necessary source documentation for all costs incurred.

4. Reimbursement Requests

- a. The allowability of costs shall be in accordance with the federal financial assistance cost principles applicable to the SUBRECIPIENT and terms of this AGREEMENT.
- b. The SUBRECIPIENT shall submit the payment request packet to the RECIPIENT's grant manager not more often than monthly, but not less often than quarterly. To be eligible for reimbursement, costs shall be allowable, necessary and reasonable, and must be submitted by budget category consistent with the budget plan submitted with the SUBRECIPIENT APPLICATION.

- c. All reimbursement requests must be submitted using the RECIPIENT's standard payment request packet and provide supporting documentation for each cost. An authorized SUBRECIPIENT representative shall sign the certifications on the payment request packet submitted.
- d. The payment request packet is downloadable from <https://forms.fdacs.gov/02019.pdf>.
- e. A SUBRECIPIENT whose federal financial assistance grant provides an online reimbursement system for reporting reimbursement details shall use the online reimbursement system instead of the payment request packet.
- f. Bills for any authorized travel expenses shall be submitted and paid in accordance with the rates specified in Section 112.061, Florida Statutes, governing payments by the State for travel expenses. Any travel expenses must be specified in the Budget Plan and Scope of Work.
- g. \$15,000.00 for one year based on invoices submitted for expenses incurred during the quarterly periods ending March 31, June 30, September 30 and December 31 of each year. Invoices must be received within 30 calendar days of the conclusion of each quarter. Bills will be in the form of an invoice by major categories and will include local funding information detailing staff salaries, benefits, indirect costs (at 10% of Total Direct Costs) and other approved expenses, if accrued.

5. Payment of Reimbursement Requests

- a. Payment for allowable, necessary and reasonable costs shall be made within thirty (30) days after acceptance by the RECIPIENT. Payment request packets returned to the SUBRECIPIENT due to omissions or preparation errors will result in a payment delay.
- b. Payment requests for a percentage of work completed on each task deliverable are allowed.
- c. Payment is contingent upon the availability of funding from the federal agency and SUBRECIPIENT'S compliance with the terms and conditions of this AGREEMENT.
- d. The final payment under this AGREEMENT shall be made upon completion of the Scope of Work including all deliverables and the receipt and approval of all reports required hereunder.

- (1) Reimbursement Request Form with required backup documentation.
- (2) Final report summarizing what was accomplished with the grant funding.
- (3) Copy of a news release that will be submitted to a local publication crediting the U.S. Forest Service for providing funding.
- (4) Copy of Congressional thank you letter - Thank you letter addressed to your federal congressional representatives for the grant funding. Include a brief description of what you were able to accomplish with the funding.
- (5) Certification of Acceptance executed by a Florida Forest Service official.

The SUBRECIPIENT must submit the final claim for reimbursement to the RECIPIENT on or before 30 days from the end of the term of the contract.

- e. Disallowance or adjustments due to audit findings may require the SUBRECIPIENT to return funds to the RECIPIENT. The SUBRECIPIENT is solely responsible for reimbursing the RECIPIENT for amounts incorrectly paid to the SUBRECIPIENT.

6. Program Income

- a. "Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds". 2 CFR, 200.80
- b. The SUBRECIPIENT must report to the RECIPIENT any program income received or anticipated from the activities performed under this AGREEMENT.

7. Revision of Budget Plan

- a. The Budget Plan contained in the SUBRECIPIENT APPLICATION lists costs and budget categories to fund the SUBRECIPIENT'S performance of the Scope of Work, including the completion of Deliverables.
- b. SUBRECIPIENT is required to report any transfers from one approved budget category to another approved budget category. If the cumulative budget transfers meet or exceed ten percent (10%), prior approval, evidenced by contract amendment, is required.

c. Prior approval, evidenced by contract amendment, is required for:

- (1) any transfers from an approved budget category to an unapproved budget category. An unapproved budget category is defined as having no funds allocated in the original Budget Plan.
- (2) any equipment purchases not noted in the original Budget Plan and/or Scope of Work.
- (3) any subawarding or contracting out of any work not noted in the original Budget Plan and/or Scope of Work.

8. Revision of Scope of Work

- a. The SUBRECIPIENT shall report any changes to the Scope of Work including but not limited to changes in the objectives, changes in key personnel, reduction of work effort by key personnel and delays in completion of the work.

9. Acknowledgements

- a. The SUBRECIPIENT shall have an acknowledgement of the USDA Forest Service support placed on any publication written or published or audiovisual produced with grant support and, if feasible, on any publication reporting the results of, or describing, a grant-supported activity, or audiovisuals produced with grant support. This requirement does not apply to audiovisuals produced as research instruments or for documenting experimentations or findings and not intended for presentation or distribution to the public.
- b. Publication means a published book, periodical, pamphlet, brochure, flier, or similar item.
- c. Audiovisual means a product containing visual imagery or sound or both.
- d. The SUBRECIPIENT acknowledgement must contain a disclaimer that says: "Any opinions, findings, conclusions, or recommendations expressed in this publication or audiovisual are those of the author(s) and do not necessarily reflect the view of the USDA Forest Service".
- e. Language shall read:

The work upon which this (insert publication or audiovisual or both) is based was funded, in whole or in part through a subrecipient grant awarded by the USDA

Forest Service through the Florida Department of Agriculture and Consumer Services. The contents do not necessarily reflect the views or policies of the USDA Forest Service nor does mention of trade names, commercial productions, services or organization imply endorsement by the U.S. Government.

E. PROPERTY STANDARDS

1. Equipment and Real Property

- a. Equipment must be used in the project for which the federal funds are derived.
- b. The federal agency has a vested interest in equipment and/or real property which, when purchased, exceeds \$5,000 in value. If a title is issued for the equipment and/or real property, the federal agency must be listed on the title.
- c. The SUBRECIPIENT must maintain property records, which include, but are not limited to, the description, serial number or other identification number, acquisition date, cost, location, percentage of federal participation in the cost of the property, use and condition of the property. When the property is disposed of, the property records must be updated with the date of disposal and sale price of the property.
- d. A physical inventory is required at least once every two years.
- e. If the equipment and/or real property are to be sold or used as a trade-in, approval of the RECIPIENT is required.
- f. At the end of the award period, the SUBRECIPIENT is required to request from the RECIPIENT disposal instructions and is required to notify the RECIPIENT of the fair market value of the equipment and/or real property.

2. Insurance Coverage

- a. The SUBRECIPIENT will carry sufficient insurance coverage to protect all assets required under the AGREEMENT from loss due to theft, fraud and/or undue physical damage. SUBRECIPIENT shall carry insurance on its own assets in commercially reasonable amounts and all statutorily required insurance, including without limitation Workers' Compensation insurance.

3. Intellectual Property

- a. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with this AGREEMENT shall become the exclusive property of the RECIPIENT and may be copyrighted, patented or otherwise restricted as provided by Florida or federal law. Neither the SUBRECIPIENT nor any individual employed under this AGREEMENT shall have any proprietary interest in such property.
- b. With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the RECIPIENT.
- c. In the event it is determined as a matter of law that any such work is not a "work for hire," SUBRECIPIENT shall immediately assign to the RECIPIENT all copyrights subsisting therein for the consideration set forth in the AGREEMENT and with no additional compensation.
- d. The foregoing shall not apply to any preexisting software, or other work of authorship used by SUBRECIPIENT to create a Deliverable but which exists as work independent of the Deliverable, unless the preexisting software or work was developed by SUBRECIPIENT pursuant to a previous AGREEMENT with the RECIPIENT or by a purchase by the RECIPIENT under a state term contract.

F. MATCHING OR COST SHARE (IF APPLICABLE)

1. The matching or cost share portion must be tracked using a unique identifier in the SUBRECIPIENT accounting system.
2. If the matching or cost share portion is not met, the RECIPIENT may disallow costs paid with federal funds in proportion to the reduction in the matching or cost share amount.
3. The matching or cost share portion must be incurred in direct proportion to the amount of federal funds used.
4. The matching or cost share portion must be reported based upon the Budget Plan submitted with the APPLICATION.
5. Records for in-kind contributions, which are based upon volunteer hours, must have timesheets or a sign in/sign out log and must explicitly state the method for valuation of the hours. The value must be reasonable.

6. Records for in-kind contributions, which are based upon goods or services provided, must have an invoice, if available, or must explicitly state the method for the valuation. The value must be reasonable.
7. In-kind contributions must be provided by a third party during the period for which they are being claimed.
8. The matching or cost share portion must not be counted towards other cost sharing requirements. Neither costs nor values of third party in-kind contributions may count if they have been used towards other cost sharing requirements.

G. GENERAL PROCUREMENT STANDARDS

1. The SUBRECIPIENT will follow the same policies and procedures it uses for procurements from other funding sources.
2. The SUBRECIPIENT must have documented procurement procedures.
3. The SUBRECIPIENT must have written policies on standards of conduct covering conflicts of interest. No employee, officer, or agency may participate in the selection, award or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest.

H. PERFORMANCE MONITORING AND REPORTING

1. The SUBRECIPIENT shall submit detailed quarterly reports using the format and content shown on the RECIPIENT's performance progress report. The performance progress report is downloadable from <https://forms.fdacs.gov/02018.pdf>.
2. In the event the AGREEMENT is terminated, the SUBRECIPIENT shall furnish a report detailing progress made under this AGREEMENT through the date of termination within twenty (20) days of termination.
3. The SUBRECIPIENT shall cooperate in all on-site reviews from the RECIPIENT, its authorized representatives or federal government personnel.
4. The review personnel will be given full and complete access during normal business hours to all information related to the performance of this AGREEMENT to ensure compliance with project activities and statutes, regulations and rules.
5. The RECIPIENT will give 48 hours of notice of any on site review.

6. The SUBRECIPIENT shall make available all personnel involved in the performance of work on this AGREEMENT.
7. Failure to correct substandard performance within thirty (30) days after written notice from the RECIPIENT shall result in suspension and/or termination of the AGREEMENT.

I. RECORD RETENTION AND ACCESS

1. Retention Requirements for Records

- a. Upon reasonable notice, the RECIPIENT shall have access to the SUBRECIPIENT'S records during normal business hours.
- b. The SUBRECIPIENT shall maintain all records pertinent to the activities to be funded under this AGREEMENT for a period of five (5) years after final payment is received and for such additional period as may be required until all claims, litigation and appeals pertaining or related to the AGREEMENT have been completely resolved.

2. Public Access to Records

- a. The SUBRECIPIENT shall comply with all applicable requirements of Chapter 119, Florida Statutes.

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

**OFFICE OF GENERAL COUNSEL
407 SOUTH CALHOUN STREET, SUITE 520
TALLAHASSEE, FL 32399
PHONE: (850) 245-1000
EMAIL: PRCUSTODIAN@FDACS.GOV**

J. REMEDIES FOR NONCOMPLIANCE

1. Prior to the exercise of any remedy provided for herein, the RECIPIENT shall provide thirty (30) calendar days written notice of default and shall provide the SUBRECIPIENT the opportunity to cure such failure or default within said thirty (30) day period. Upon the failure or inability to cure, the RECIPIENT shall have all rights and remedies provided at law or in equity, including without limitation the following:

- a. Temporarily withhold cash payments pending correction of the deficiency by the SUBRECIPIENT.
- b. Disallow all or part of the cost of the services not in compliance.
- c. Wholly or partly suspend or terminate this AGREEMENT.

2. Termination

- a. The RECIPIENT may suspend or terminate this AGREEMENT if the SUBRECIPIENT:
 - (1) Fails to comply with any applicable rules, regulations or provisions referred to herein, or any other applicable state or federal statutes, rules, regulations, executive orders, federal guidelines, policies or directives;
 - (2) Fails, to timely fulfill its obligations under the AGREEMENT;
 - (3) Improperly or illegally uses funds provided under this AGREEMENT; or
 - (4) Submits reports that are incorrect in any material respect.
- b. This AGREEMENT may be terminated for convenience by either party upon giving not less than thirty (30) days advance written notice to the other party. SUBRECIPIENT shall be paid for all work satisfactorily performed prior to the date of termination provided SUBRECIPIENT has otherwise complied with the terms of this AGREEMENT, including the submission of all reports.

K. CLOSE OUT

- 1. Notwithstanding the termination of this AGREEMENT, the SUBRECIPIENT'S obligations to the RECIPIENT shall survive until all close out requirements are completed. Close out activities shall include but are not limited to: completing and submitting final reports, properly disposing of property, accounting for unspent cash advances and program income and transferring custodianship of records to RECIPIENT or its designee.
- 2. Post-close Out Adjustments
 - a. Any funds paid in excess of the amount to which the SUBRECIPIENT is entitled under the AGREEMENT must be

refunded to the RECIPIENT within thirty (30) days after demand therefore by RECIPIENT.

L. AUDIT REQUIREMENTS

1. Audit Provisions

- a. If the SUBRECIPIENT is a state or local government or a nonprofit organization, the audit provisions as defined in 2 CFR, Part 200 Subpart F are applicable.
- b. If the SUBRECIPIENT is a commercial organization (For-Profit), the organization will provide the RECIPIENT with its annual audited financial statement or the annual tax return provided to the Internal Revenue Service.
- c. Audit provisions are not required for a SUBRECIPIENT who is an individual.
- d. In the event that the SUBRECIPIENT expends \$750,000 or more in federal awards in its fiscal year, the SUBRECIPIENT must have a single or program-specific audit conducted in accordance with the 2 CFR, Part 200 Subpart F.
- e. If the SUBRECIPIENT expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR, Part 200 Subpart F is not required. Records must be available for audit or review if necessary.
- f. If the SUBRECIPIENT expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted, the cost of the audit must be paid from non-federal resources.

2. Basis for Determining Federal Awards Expended

- a. In determining the federal awards expended in its fiscal year, the SUBRECIPIENT shall consider all sources of federal awards, including federal resources received from the RECIPIENT.
- b. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR, Part 200 Subpart F.

3. Relation to Other Audit Requirements

- a. If the SUBRECIPIENT has an audit conducted in relationship to any other federal regulation or statute, the RECIPIENT may determine upon review if the audit reports meet the

needs of the RECIPIENT. If so, an additional audit will not be required.

- b. An audit of the SUBRECIPIENT conducted by the Auditor General in accordance with provisions of 2 CFR, Part 200 Subpart F will meet these requirements.
- c. These provisions do not limit the authority of the federal agency, Inspector General, General Accounting Office (GAO) or RECIPIENT to conduct or arrange for the conduct of audits or evaluations of federal financial assistance awards.

4. Frequency of Audits

- a. Audits shall be performed annually to meet this requirement.

5. Sanctions

- a. If the SUBRECIPIENT is unwilling or has a continued inability to have an audit conducted, the provisions for noncompliance will be enforced.

6. Subrecipient Responsibilities

- a. The SUBRECIPIENT shall arrange for the audit to be conducted in a timely manner and submitted as required in 2 CFR, 200.512.
- b. The SUBRECIPIENT shall prepare the financial statements in accordance with 2 CFR, 200.510.
- c. The SUBRECIPIENT shall promptly follow up and take corrective action on audit findings.
- d. The SUBRECIPIENT will provide the auditor with access to records, personnel, documentation and other information as needed by the auditor.

7. Audit Findings Follow-up

- a. At the completion of the audit, the SUBRECIPIENT must prepare, in a document separate from the auditor's findings a corrective action plan to address each audit finding included in the current year auditor's reports.
- b. The corrective action plan must provide the name(s) of the contact person(s) responsible for corrective action, the corrective action planned and the anticipated completion date.

- c. If the SUBRECIPIENT does not agree with the audit findings or believes corrective action is not required, then the corrective action plan must include an explanation and specific reasons.
- d. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within thirty (30) days after receipt by the SUBRECIPIENT.
- e. Failure of the SUBRECIPIENT to comply with the above requirement will constitute a violation of this AGREEMENT and may result in the withholding of future payments.

8. Report Submission

- a. The audit must be completed and the data collection form and reporting package must be submitted within the earlier of thirty (30) calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day.
- b. The SUBRECIPIENT must submit required data elements described in Appendix X to 2 CFR, Part 200 - Data Collection Form (SF-SAC), which states whether the audit was completed in accordance with this part and provide information about the SUBRECIPIENT, its federal programs and the results of the audit.
- c. A senior representative of the SUBRECIPIENT must sign a statement to be included as part of the data collection that the SUBRECIPIENT has complied with the audit requirements, the data was prepared in accordance with 2 CFR, 200.512, the reporting package does not include protected personally identifiable information, the information is accurate and complete and the reporting package and form will be publicly available on the web.
- d. The SUBRECIPIENT shall also submit to the RECIPIENT's Grant Manager one copy of the audit report, reporting package, any management letter issued by the auditor and data collection form described in Appendix X to 2 CFR, Part 200.
- e. The SUBRECIPIENT is required to use the internet submission form on the Federal Audit Clearinghouse (FAC) website. The FAC website is located at <https://facweb-census.gov>.
- f. The SUBRECIPIENT shall ensure that audit working papers are made available to the RECIPIENT, or its designee, Chief Financial Officer or Auditor General upon request for a

period of five (5) years from the date the audit report is issued, unless extended in writing by the RECIPIENT.

M. GENERAL CONDITIONS

1. Nothing contained in this AGREEMENT is intended to, or will be construed in any manner, as creating or establishing the relationship of principal and agent or employer and employee between the parties. The SUBRECIPIENT will at all times remain an independent contractor with respect to the services to be performed under this AGREEMENT.
2. The RECIPIENT shall have the right of unilateral cancellation for refusal by the SUBRECIPIENT to allow public access to all documents, papers, letters or other material made or received by the SUBRECIPIENT in conjunction with this AGREEMENT, unless the records are confidential or exempt from s. 24(a) of Article I of the State Constitution and s. 119.07(1), Florida Statutes.
3. The SUBRECIPIENT acknowledges and agrees that:
 - i. Pursuant to Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
 - ii. Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to

provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

iii. Pursuant to Section 287.137(2)(a), Florida Statutes, a person or an affiliate who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity.

4. The SUBRECIPIENT shall not discriminate on the basis of race, sex, religion, color, national origin, age or disability and shall comply with all applicable state and federal laws and regulations related thereto, including without limitation, the Americans with Disabilities Act (42 USC 12101 et. Seq.); Section 504 of the Rehabilitation Act of 1973 (29 USC 795); and the Age Discrimination Act of 1975 (42 USC 6101-6107).

5. The SUBRECIPIENT acknowledges and agrees that the employment of unauthorized aliens by any person or entity is considered a violation of 8 U.S.C. § 1324a. If the SUBRECIPIENT knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this AGREEMENT. SUBRECIPIENT avers that it is registered in the E-Verify system and further agrees to comply with the provisions of Section 448.095(2), Florida Statutes during the term of the

contract, including receiving and maintaining required affidavits from subcontractors.

6. This AGREEMENT is contingent upon the availability of funding from the federal agency. This AGREEMENT may be terminated by RECIPIENT if funding from the federal agency is reduced or terminated.
7. The SUBRECIPIENT represents and warrants that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency; and, that the SUBRECIPIENT shall not knowingly enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction. Any lower tier contract provider who receives funds as a result of this AGREEMENT shall be verified by SUBRECIPIENT through the General Services Administration (GSA) Federal Excluded Parties List: <https://sam.gov/SAM/>.
8. The SUBRECIPIENT shall comply with the Federal Acquisition Regulation 52.204-25, prohibition on contracting for certain telecommunications and video surveillance services or equipment pursuant to the National Defense Authorization Act. Failure to comply or if the SUBRECIPIENT knowingly provides funds to any entity prohibited from receiving a contract or award pursuant to the Federal Acquisition Regulation 52.204-25 shall be cause for unilateral cancellation of this AGREEMENT.
9. The SUBRECIPIENT acknowledges it has completed the certification regarding lobbying.
10. If prior written authorization for subcontracting is granted by the DEPARTMENT, any work or services subcontracted by the SUBRECIPIENT shall be specifically by written contract or agreement, and such subcontracts shall be subject to each provision of this AGREEMENT and applicable Federal, State or County guidelines and regulations. Prior to execution by the SUBRECIPIENT of any subcontract hereunder, the SUBRECIPIENT must submit such subcontracts to the RECIPIENT for its review and approval.
11. The SUBRECIPIENT will, to the extent permitted by law, hold harmless, defend and indemnify the RECIPIENT from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the

SUBRECIPIENT's performance or nonperformance of the services or subject matter called for in this AGREEMENT. Nothing herein contained shall be construed or operate as a waiver of sovereign immunity to the extent sovereign immunity may otherwise apply.

12. The SUBRECIPIENT will comply with section 20.055, Florida Statutes.
13. This AGREEMENT may not be modified except by a written instrument executed by a duly authorized representative of each party hereto.
14. In the event that two or more documents combine to form this AGREEMENT, and in the event that there is any contradictory or conflicting clause or requirement in these documents, the provisions of the document(s) prepared by the RECIPIENT shall be controlling.
15. This AGREEMENT shall be controlled by Florida law, without regard to any conflict of law provisions thereof.
16. In the event that any clause or requirement of this AGREEMENT is contradictory to, or conflicts with the requirements of Florida law, such clause or requirement shall be without force and effect and the requirements of the applicable Florida law shall substitute for that clause or requirement and be binding on all parties hereto.
17. SUBSUBRECIPIENT agrees that all services to be performed hereunder shall be performed solely by the SUBRECIPIENT and may not be subcontracted for or assigned without the prior written consent of DEPARTMENT, which may be withheld by DEPARTMENT for any reason or granted subject to SUBRECIPIENT's compliance with one or more of the following: (i) SUBRECIPIENT purchasing, at its sole expense, a payment bond in a form and amount that DEPARTMENT determines to be adequate to protect suppliers of labor and material; (ii) DEPARTMENT withholding, as retainage, 25% or the highest percent permitted by law, whichever is less, of all payments made to the SUBRECIPIENT until SUBRECIPIENT submits evidence satisfactory to DEPARTMENT that all subcontracts and outstanding indebtedness in connection with the services hereunder have been paid for by the SUBRECIPIENT; and (iii) SUBRECIPIENT disclosing information satisfactory to DEPARTMENT regarding each subcontractor to perform services hereunder, including a description of the subcontractor's organization, ability

to provide applicable services, cost to perform applicable services, previous work experience, and relationship to the SUBRECIPIENT.

18. The termination of this AGREEMENT (whether by expiry, completion, the exercise of a termination right hereunder, or otherwise) will not relieve either party of any obligation, nor impair the exercise of rights, accrued hereunder prior to such termination. Without limiting the foregoing, the terms of Sections M(17) hereof and Articles D (entitled "FINANCIAL AND PROGRAM MANAGEMENT"), I (entitled "RECORD RETENTION AND ACCESS"), K (entitled "CLOSE OUT"), and L (entitled "AUDIT REQUIREMENTS") hereof will survive the termination of this AGREEMENT.

Special Conditions: N/A

This AGREEMENT constitutes the entire AGREEMENT between the RECIPIENT and the SUBRECIPIENT for the use of the funds received under this AGREEMENT.

The Grant Manager for the RECIPIENT is Todd Little and is located at 3125 Conner Blvd., Tallahassee, FL 32399.

The Grant Manager for the SUBRECIPIENT is Shannon Brewer and is located at 324 E. Pine Street, Tarpon Springs, FL 34689.

Federal resources awarded to the SUBRECIPIENT pursuant to this agreement are from USDA Forest Service, federal financial assistance funding opportunity under FAIN # 21-DG-11083112-001-B and 22-DG-11083112-001 and Catalog of Federal Domestic Assistance 10.664, Cooperative Forestry Assistance.

Signed by parties to this AGREEMENT:

FLORIDA DEPARTMENT OF AGRICULTURE SUBRECIPIENT
AND CONSUMER SERVICES

Joy B. Hicks

Signature

Signature

Director of Administration

Title

Title

7/8/2024

Date

Date

Florida Department of Agriculture and Consumer Services
Division of Administration

SCOPE OF WORK
2 CFR 200

1. Federal Financial Assistance Funding Opportunity Number: 21-DG-11083112-001-B			2. Subrecipient FEIN: F596000437004		
3. Subrecipient Legal Name: City of Tarpon Springs					
Please note section XII Public Records in the Notice of Federal Financial Assistance Funding Opportunity before including any proprietary or confidential information.					
Performance Measures					
Deliverable #	Tasks	Task Description	Indicator	Costs per Unit	Outcome Measures
1	1	Urban Forest Master Plan	complete	15,000	Completed Master Plan
Describe in detail the activity or work to be conducted.					
The City is requesting \$15,000 to assist in funding an Urban Forestry Management Plan with a proposed cash match of \$15,000 to hire a consultant. The City is positioned and ready to initiate a comprehensive program for urban forestry management and enhancement that addresses both public and private lands. The comprehensive program will be administered by the City’s Municipal Arborist. Goals and objectives of the urban forestry management plan will be based on the findings of initial data collection and canopy assessment and on public feedback on forestry values. The City has already identified some community needs to be addressed: • Expansion/completion of Citywide tree inventory and implementation of data update cycles; • Comprehensive canopy change analysis for long-term planning; • Prioritization criteria and work plan programming of field canopy management over short (5-year), mid and long terms; • Establishment of GIS platform for immediately available integration with City infrastructure; • Update of the City’s tree protection and landscaping ordinances based on plan goals; • Robust engagement, education and resources for citizens and community partners; • Implementation and adaptive management framework to build the program after Year 3, including toolkit, interactive tree reporting/inquiry platform, and similar initiatives. The plan will contain a description of the community, a vision for the urban forest, a strategic plan, an implementation plan and a monitoring plan. It will include practices, policies and programs such as: maintenance plans for street trees and public realm trees, natural areas management, emergency disaster response and planning, public/private infrastructure planning, community and private property tree programs, urban forestry staffing and budget. This phase of the project will be completed within 12 months of grant agreement execution.					

Florida Department of Agriculture and Consumer Services
Division of Administration

BUDGET PLAN
2 CFR 200

Federal Financial Assistance Funding Opportunity Number: 21-DG-11083112-001-B			Subrecipient FEIN: F596000437004	
Subrecipient Legal Name:				
City of Tarpon Springs				
Category/Description	Cost per Unit	Number of Units	Grant Amount	Match Amount
Personnel -				
Fringe Benefits -				
Travel (not authorized)				
Equipment (not authorized)				
Supplies -				
Contractual (if authorized) -	\$30,000.00	1	\$15,000.00	\$15,000.00
Trees -				
Other Expenses -				
Total Direct Charges	\$30,000.00	1	\$15,000.00	\$15,000.00
Indirect Charges -				
Total Amount	\$30,000.00	1	\$15,000.00	\$15,000.00



WILTON SIMPSON
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

**CERTIFICATION REGARDING LOBBYING;
DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS
FOR EXPENDITURE OF FEDERAL FUNDS**

LOBBYING

As required by 2 CFR 200, for persons entering into a contract, grant or cooperative agreement over **\$100,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) No Federal 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 an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

FDACS# 31316

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT / PURCHASE ORDER NUMBER

SIGNATURE OF REPRESENTATIVE / DATE

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by 2 CFR 200, for persons entering into a contract, grant or cooperative agreement over **\$25,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

FDACS# 31316

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT / PURCHASE ORDER NUMBER

SIGNATURE OF REPRESENTATIVE / DATE



Board of Commissioners

Memorandum

Date: August 20, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Janina Lewis, Procurement Services Director
Subject: Approve Change Order No. 2 to Award File No. 220086-B-JL, Pond Mowing

Recommendation

Approve Change Order No. 2 to Award File No. 220086-B-JL, Pond Mowing Services with Lawn's Today, LLC, from an annual estimated amount of \$112,250, to \$115,050.00, an increase of \$2,800.00, through February 22, 2027, for the Public Works Department - Stormwater Division.

Background

On February 22, 2022, the Board awarded the contract. On April 26, 2022, the Board approved Change Order No. 1, to increase the contract to allow for the new pond created at Mango St. & North Ave. The purpose of Change Order No. 2 is to provide additional mowing services for the City acquired property located at 1411 Calumet Court (see attached memo).

This contract is to provide labor and equipment required to perform landscape maintenance of pond property locations within the City. This work includes: removal of unwanted vegetation from sidewalks and roadways, grass cutting (cuttings to be either bagged or mulched), edging, and trimming of grassed areas, weeding and general site cleanup.

Funding

406-4802-538-3400 - Stormwater

Strategic Plan Objective

N/A

ESTIMATE

Lawns Today, LLC
 6804 75th Ave E
 Palmetto, FL 34221

Deb.lawnstoday@gmail.com
 727-798-7002

Bill to

City of Tarpon Springs
324 E Pine Street
P.O. Box 5004
Tarpon Springs, FL 34689

Ship to

City of Tarpon Springs
324 E Pine Street
P.O. Box 5004
Tarpon Springs, FL 34689

Estimate details

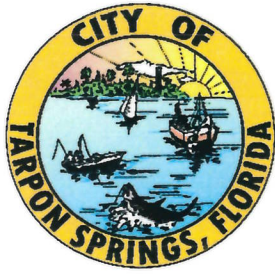
Estimate no.: Calumet Court
Estimate date: 08/02/2024

Service Address: 1411 Calumet Court
 P/O or REQ #: Request for Quote - A.
 Mannello

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Add on to existing contract			
2.		MONTHLY SERVICE	Maintenance to include mowing, line trimming of ROW and pond located at 1411 Calumet Court - Tarpon Springs FL	20	\$140.00	\$2,800.00
3.			This is a yearly quote			
					Total	\$2,800.00

Accepted date

Accepted by



City of Tarpon Springs

PUBLIC WORKS DEPARTMENT
324 EAST PINE STREET
POST OFFICE BOX 5004
TARPON SPRINGS, FLORIDA 34688-5004
(727) 938-3711

MEMORANDUM:

TO: Janina Lewis, Procurement Services Department
THROUGH: Tom Funcheon, Public Works Director 
FROM: Tony Mannello, Streets & Stormwater Supervisor
DATE: August 8, 2024
SUBJECT: Maintenance Addon to existing contract for Ross Ditch & ROW mowing services

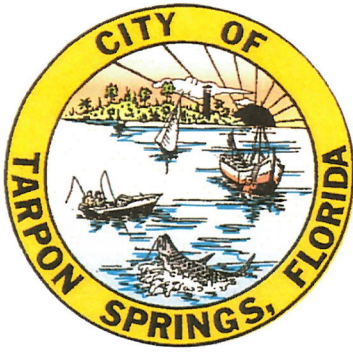
RECOMMENDATION:

Approve change order, File No. 220086-B-JL addon to existing contract for services by Lawns Today LLC. From the estimated amount of \$112,250 to \$115,050, a difference of \$2800.00. This maintenance to include mowing, line trimming of ROW and pond. Located at 1411 Calument Court Tarpon Springs

BACKGROUND:

The land was purchased last year. We have done the improvements to the ditch and the surrounding pond. In order to maintain the new ditch, regular maintenance will need to be done and added to the existing BPO approved on 3/3/2023 to 03/02/2025.

Funding Source is Stormwater, acct # 406-4802-538.34



CITY OF TARPON SPRINGS, FL

Procurement Services

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

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
FROM: Janina Lewis, CPPO, NIGP-CPP, Procurement Services Director *gk*
DATE: 4/26/2022
SUBJECT: Approve Change Order No. 1 to Bid No. 220086-B-JL Pond Mowing Services

RECOMMENDATION:

Approve Change Order No. 1 to Bid No. 220086-B-JL Pond Mowing Services with Lawn's Today, LLC, from \$108,000 to \$112,250 an increase of \$4,250.00 for the Public Works Department.

BACKGROUND:

On February 22, 2022, the Board awarded the contract. The purpose of this change order is to provide additional mowing services. On February 22, 2022, the Mango St. Project was completed, and a new pond was created at Mango St. & North Ave. This pond will now need to be added to the mowing contract as part of the services (see attached memo).

This contract is to provide labor and equipment required to perform landscape maintenance of pond property locations within the City. This work includes: removal of unwanted vegetation from sidewalks and roadways, grass cutting (cuttings to be either bagged or mulched), edging, and trimming of grassed areas, weeding and general site cleanup.

FUNDING: 406-4802-538.34 Stormwater

Accepted by: _____

[Signature]
City Manager

Attest: _____

[Signature]
City Clerk



**Public Works Department
Office of the Director**

To: Janina Lewis, Procurement Services Director

From: Tom Funcheon, Public Works Director

Date: March 11, 2022

Subject: Change Order to File #220086-B-JL

Recommendation:

Approve change order to File #220086-B-JL for pond mowing services to Lawns Today LLC, in an estimated amount of \$108,000 to \$112,250, a difference of \$4,250.

Background:

Since the BOC approved the mowing contract on February 22, 2022, the Mango St. Project was completed, and a new pond was created at Mango St. & North Ave. This pond will now need to be added to the mowing contract.

Funding Source is Stormwater, acct # 406-4802-538.34



CITY OF TARPON SPRINGS, FL

Procurement Services

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

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners

FROM: Janina Lewis, CPPO, NIGP-CPP, Procurement Services Director *AL*

DATE: 02/22/2022

SUBJECT: Award Bid No. 220086-B-JL Pond Mowing Services

RECOMMENDATION:

Award Bid No. 220086-B-JL Pond Mowing Services to Lawns Today LLC., for the period of February 23, 2022, through February 22, 2027, in the not to exceed amount of \$108,000.00 for the Public Works Department.

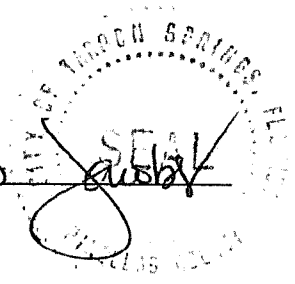
BACKGROUND:

The purpose of this contract is to provide labor and equipment required to perform landscape maintenance of pond property locations within the City. This work includes: removal of unwanted vegetation from sidewalks and roadways, grass cutting (cuttings to be either bagged or mulched), edging, and trimming of grassed areas, weeding and general site cleanup. The pond property locations frequency of service is to be approximately 20 times per year. References were checked and this vendor has performed similar type contracts satisfactorily (see attached memo).

FUNDING: 406-4802-538.34 Stormwater

Accepted by: *M. J. Lewis*

Attest: *James S. Gandy*



Tabulation

For

Bid No. 220086-B-JL

Pond Mowing Services

Monday, February 14, 2022 @ 3:00 p.m.

Company	Total Cost
Lawns Today LLC Palmetto, FL	\$108,000.00
Aero Groundtek LLC Ocoee, FL	\$309,500.00

Broadcast: 226 Planholders: 16 Responses: 2

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



**Public Works Department
Office of the Director**

To: Janina Lewis, Procurement Services Director

From: Tom Funcheon, Public Works Director - 12

Date: February 16, 2022

Subject: Bid No. 220086-B-JL

Recommendation:

Approve Bid No. 220086-B-JL for pond mowing services to Lawns Today LLC, in an amount not to exceed of \$108,000, for the period of March 2, 2022 through March 1, 2027.

Background:

This contract is for pond mowing services of retention pond areas throughout the City for the Stormwater Division.

Funding Source is Stormwater, acct # 406-4802-538.34



Board of Commissioners

Memorandum

Date: August 20, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Anela Saday, Senior Procurement Analyst
Subject: Increase File No. 240029-N-AS, YSI Instrumentation, Parts, and Services

Recommendation

Increase File No. 240029-N-AS, Single Source Purchases of YSI Instrumentation, Parts, and Services with CL2 Solutions LLC, by \$5,000, from \$24,000 to \$29,000, through October 19, 2024; furthermore, award File No. 250005-N-AS, effective October 20, 2024 through October 19, 2025, in an estimated amount not to exceed \$29,000, for the Public Services Department – Wastewater Treatment Facility (WWTF).

Background

On October 18, 2023, the subject Contract was administratively approved. WWTF standardized to YSI Instrumentation in 2018. This equipment is used for continuous online water quality monitoring and communicating with the onsite SCADA system for wastewater treatment process control. The purpose of this contract is to provide as needed instruments, parts, and services to ensure proper function of the wastewater treatment process, maintain FDEP regulatory compliance, and minimize process downtime and costs associated with emergency repairs. The requested increase is needed to replace aged, dissolved oxygen meters and other replacement parts and sensors (see attached memo). CL2 Solutions LLC is the exclusive sales and service representative for YSI, Inc., products in the municipal wastewater and industrial water markets within the State of Florida.

Funding

FY24 account nos. 402-4603-536-4600 and 402-4603-536-5200 - WWTF

Strategic Plan Objective

N/A



Public Services Department

Memorandum

Date: August 8, 2024

To: Janina Lewis, Procurement Services Director

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

(TK)

From: Robert Marcincuk, Wastewater Division Manager

Subject: Increase Contract File No. 240029-N-AS, Single Source Purchases of YSI parts and services, and award File No. 250005-N-AS for the same.

Recommendation

Authorize increase to Contract File No. 240029-N-AS, YSI parts and services with CL2 Solutions LLC, by \$5,000, from \$24,000 to \$29,000, effective through October 19, 2024, for ongoing and as needed proprietary purchases of YSI parts and services. Further, award Contract File No. 250005-N-AS, effective October 20, 2024 through October 19, 2025, to CL2 Solutions LLC, in an estimated amount not to exceed \$29,000 for the Wastewater Treatment Facility.

Background

Since the 2018 competitive bid process, City's wastewater treatment facility (WWTF) has standardized to YSI instrumentation products for the majority of online water quality monitoring. This equipment is currently utilized for continuously monitoring dissolved oxygen, suspended solids, pH, ammonia, nitrate, turbidity, and sludge blanket depths. Instruments are used for both process control and FDEP regulatory compliance reporting for the WWTF. This equipment provides continuous water quality monitoring and communicates to the onsite SCADA system to control the wastewater treatment process.

CL2 Solutions, LLC of Florida is the local sole-source distributor for the YSI instrumentation products. Staff's goal is to have instruments, parts, and services available to ensure the proper function of the wastewater treatment process, maintain regulatory compliance, and minimize process downtime and costs associated with emergency repairs.

Spending on this contract has ranged from \$22,600 to \$24,000 over that last two years. The primary reason for the increase this year is due to the replacement of aged dissolved oxygen meters, as well as other replacement parts and sensors for existing instrumentation as part of periodic maintenance.

Funding

Funds have been budgeted in FY 2024 accounts 402-4603-536-4600 and 402-4603-536-5200



CITY OF TARPON SPRINGS, FL

Procurement Services

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

MEMORANDUM

TO: Janina Lewis, CPPO, NIGP-CPP, Procurement Services Director
FROM: Anela Saday, CPPB, NIGP-CPP, Senior Procurement Analyst
DATE: 10/18/2023
SUBJECT: Administrative Approval to Award File No. 240029-N-AS, Single Source Purchase of YSI Instrumentation, Parts, and Services

RECOMMENDATION:

Award File No. 240029-N-AS Single Source Purchase of YSI Instrumentation, Parts, and Services to CL2 Solutions LLC, for the period of October 20, 2023 through October 19, 2024, in an estimated amount not to exceed \$24,000.00, for the Public Services Department – Wastewater Treatment Facility. Purchase Orders will only be issued against approved budgets.

BACKGROUND:

The Wastewater Treatment Facility (WWTF) standardized to YSI Instrumentation in 2018. This equipment is used for continuous online water quality monitoring and communicating with the onsite SCADA system for wastewater treatment process control. The purpose of this contract is to provide as needed instruments, parts, and services to ensure proper function of the wastewater treatment process, maintain regulatory compliance, and minimize process downtime and costs associated with emergency repairs.

CL2 Solutions LLC is the exclusive sales and service representative for YSI, Inc. products in the municipal wastewater and industrial wastewater markets within the State of Florida.

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

Date of Approval: 10/18/2023



Paul Smith
Public Services Director

Public Services Department

Memorandum

Date: October 17th, 2023
To: Janina Lewis, Procurement Services Director
Through: Paul Smith, Public Services Director
R. Thomas Kiger, Assistant Public Services Director
Raymond Page, Utilities Superintendent
From: Robert Marcincuk, Wastewater Division Manager

Subject: Authorize as needed purchases of YSI parts and services from CL2 Solutions, LLC.

Recommendation

Authorize as needed purchase of equipment, parts, supplies, and training services for YSI instrumentation equipment by the wastewater treatment facility through the local sole source representative CL2 Solutions, LLC in the amount not to exceed \$24,000.00.

Background

Since the 2018 competitive bid process, City's wastewater treatment facility has standardized to YSI instrumentation products for the majority of online water quality monitoring. This equipment is currently utilized for continuously monitoring dissolved oxygen, suspended solids, pH, ammonia, nitrate, turbidity and sludge blanket depths. Instruments are used for both process control and FDEP regulatory compliance reporting for the wastewater treatment facility. This equipment provides continuous water quality monitoring and communicates to the onsite SCADA system to control and alarms the wastewater treatment process.

CL2 Solutions, LLC of Florida is the local sole-source distributor for the YSI instrumentation products. Staff's goal is to have instruments, parts, and services available to ensure the proper function of the wastewater treatment process, maintain regulatory compliance and minimize process downtime and costs associated with emergency repairs.

Funding

Funds have been budgeted in FY 2024 accounts 402-4603-536-4600 and 402-4603-536-6300.



YSI Incorporated
1725 Brannum Lane, Yellow Springs, OH 45387
Tel +1.937.767.7241 Fax +1.937.767.9353

October 17, 2023

To whom it may concern,

CL2 Solutions, LLC., is the sole source of YSI IQ SensorNet process monitoring equipment for products and service in the state of Florida & Georgia. In addition, CL2 Solutions, LLC. is the exclusive YSI, Inc., Xylem Analytics, and MJK sales & service representative in municipal wastewater, industrial wastewater, and municipal drinking water markets within the geographical area of Florida, & Georgia.

CL2 Solutions, LLC's corporate contact information follows:

CL2 Solutions, LLC
2020 Heartland Cir.
Valrico, FL. 33594
jason@cl2solutions.com
Cell: (813) 629-2720

Please don't hesitate to contact me if you have any questions.

Best regards,

Benjamin Barker

Benjamin Barker
Regional Sales Manager; Southeast US
Xylem Analytics
1725 Brannum Lane
Yellow Springs, OH 45387
M: +1.937.505.7477 O: +1.937.767.7241 x317
benjamin.barker@xylem.com



Board of Commissioners

Memorandum

Date: August 20, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Anela Saday, Senior Procurement Analyst
Subject: Award File No. 240160-N-AS, Single Source Purchase of Ammunitions

Recommendation

Award File No. 240160-N-AS, Single Source Purchase of Ammunitions to Florida Bullet Incorporated (Florida Bullet), for a one (1) year period effective from the date of award, in an estimated amount not to exceed \$38,000, for the Police Department (PD).

Background

The purpose of this contract is to provide as needed purchases of duty and range ammunition for PD's current firearms inventory. Approval of this contract will allow PD to uphold its ongoing commitment to the security and effectiveness of the City's police force, public safety, and to provide necessary resources for officers to effectively train (see attached memo). Florida Bullet is currently the only authorized law enforcement ammunition distributor in the State of Florida for Federal Premium LE and Speer LE Ammunition, which is owned by Vista Outdoor Sales LLC, d/b/a The Kinetic Group Sales LLC.

Funding

FY24 and FY25 account no. 001-1002-521.52-00 – Police Department

Strategic Plan Objective

N/A



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

Date: August 2, 2024

Reference: Range and Duty Ammunition

The Police Department is requesting approval for a one-year period single source contract to Florida Bullet, Inc. in the estimated amount of \$38,000 for as needed purchases of duty and range ammunition for our current firearms inventory. To uphold our ongoing commitment to the security and effectiveness of our police force, it is essential that we equip them with the necessary tools and resources to perform their duties effectively and participate in productive training sessions.

Florida Bullet is currently the only authorized Law Enforcement Ammunition Distributor in the State of Florida for Federal Premium LE and Speer LE Ammunition, which is owned by Vista Outdoor Sales LLC dba The Kinetic Group Sales LLC. Attached is the sole source letter from the vendor that states the above information.

Single source documentation for this vendor was filed with Procurement Services on 8/2/2024.

Funding for this will come from account: 001-1002-521.52-00



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

"A Full Service Accredited Law Enforcement Agency"





January 31, 2024

TO: Whom It May Concern,

RE: FL - Authorized Distributors

This letter is to serve as a notice that Florida Bullet in Oldsmar, FL is currently the only authorized “exclusive” Law Enforcement Ammunition Distributor for the State of Florida for Federal and Speer Ammunition.

Presently, Florida Bullet is the only Law Enforcement Ammunition Distributor authorized to dropship factory ammunition within Florida to Law Enforcement Agencies.

Please contact me if you have any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "RDW", with a long horizontal flourish extending to the right.

Randall D. Watkins
Director, LE Sales - West
USMC Ret.
Mobile: 512-549-9646
Randall.Watkins@VistaOutdoor.com





Randall D. Watkins
Director, LE Sales - W
(512) 549-9646
The Kinetic Group

August 2, 2024

To Whom It May Concern:

RE: State of Florida Authorized Distributor

Please be advised that Vista Outdoor Sales LLC dba The Kinetic Group Sales LLC, a subsidiary of Vista Outdoor Inc., with offices at, among other locations, 900 Ehlen Drive, Anoka, MN 55303, has appointed Florida Bullet as the Only Authorized Distributor in Florida; authorized to purchase and sell on its own account the following brand products for Law Enforcement: Federal Premium LE and Speer LE Ammunition.

This authorization is valid until otherwise revoked by any Vista Outdoor entity. All purchase orders are subject to Vista Outdoor Sales LLC dba The Kinetic Group Sales LLC current general terms and conditions at:

<https://vistaoutdoor.com/wp-content/uploads/2018/08/Vista-Outdoor-Terms-Conditions-of-Sale-August-2018.pdf>

Any questions about this authorization should be directed to me at the contact information below.

Sincerely,

Randall D. Watkins
Director, LE Sales - W
512-549-9646
rwatkins@tkghunt.com



Board of Commissioners

Memorandum

Date: August 20, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Patricia Hall, Senior Procurement Analyst
Subject: Award File No. 240162-C-PH, Hydraulic Repair, Parts and Service, Utilizing the Pinellas County Invitation to Quote No. 23-0108-ITQ

Recommendation

Award File No. 240162-C-PH, Hydraulic Repair, Parts and Service, utilizing the Pinellas County Invitation to Quote No. 23-0108-ITQ to Hose & Hydraulics, Inc. for Hydraulic Equipment Repair Service in an estimated annual amount of \$50,000.00 for the period of September 5, 2024 through September 4, 2025 for the Public Works Department – Fleet Maintenance Division.

Background

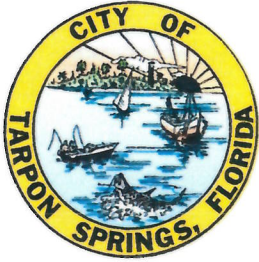
The purpose of this contract is to provide hydraulic equipment repairs, parts and service required on all hydraulic-powered equipment (see attached memo). Pricing is based on a fixed hourly rate for labor and materials. Pinellas County competitively solicited this contract that allows for the utilization by Florida cities and counties. This contract is in effect through April 30, 2026.

Funding

Funding will be identified as repairs are needed.

Strategic Plan Objective

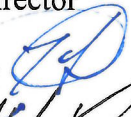
N/A



City of Tarpon Springs, Florida

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

To: Janina Lewis, Procurement Services Director

Through: Tom Funcheon, Public Works Director 

From: Michael Vecchione, Fleet Manager 

Date: July 30, 2024

Re: Award File No. 240162-C-PH utilizing Pinellas County Contract for Hydraulic Repair, Parts & Services

Recommendation:

Award File No. 240162-C-PH to Hose and Hydraulics utilizing Pinellas County Contract for hydraulic repair, parts & services utilizing a three year contract in an estimated annual amount of 50,000.00 for the period of September 5, 2024 through September 4, 2025.

Background:

Hose and Hydraulics is used for our hydraulic equipment repair and service and required on all hydraulic powered equipment.

Funding will come from accounts associated with departments whom product was purchased for.



CITY OF TARPON SPRINGS, FL
Procurement Services

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

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
THRU: Janina Lewis, CPPO, CPP-NIGP, Procurement Services Director *je*
FROM: Patty Hall, CPPB, Senior Procurement Analyst *A*
DATE: 9/05/2023
SUBJECT: Award File No. 230218-C-PH, Hydraulic Repair, Parts and Service, Utilizing the Pinellas County Invitation to Quote No. 23-0108-ITQ

RECOMMENDATION:

Award File No. 230218-C-PH, Hydraulic Repair, Parts and Service, utilizing the Pinellas County Invitation to Quote No. 23-0108-ITQ to Hose & Hydraulics, Inc. for Hydraulic Equipment Repair Service in an estimated annual amount of \$50,000.00 for the period of September 5, 2023 through September 4, 2024 for the Public Works Department – Fleet Maintenance Division.

BACKGROUND:

The purpose of this contract is to provide hydraulic equipment repairs, parts and service required on all hydraulic-powered equipment. Pricing is based on a fixed hourly rate for labor and materials. Pinellas County competitively solicited this contract that allows for the utilization by Florida cities and counties. This contract is in effect through April 30, 2026.

FUNDING: Funding will be identified as repairs are needed.

Accepted by: *M. Hall*
City Manager

Attest: *Janina Lewis*
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 Services Director

Through: Tom Funcheon, Public Works Director 

From: Michael Vecchione, Fleet Manager 

Date: August 16, 2023

Re: Award File No. 23-0108-ITQ utilizing Pinellas County, Hydraulic Repair, Parts & Services

Recommendation:

Award File No. 23-0108-ITQ to Hose and Hydraulics, utilizing Pinellas County, for hydraulic repair, parts & services utilizing a three year contract in an estimated annual amount of 50,000.00, providing a total amount of \$150,000.00 for the period of August 22, 2023 through August 22, 2026.

Background:

Hose and Hydraulics is used for our hydraulic equipment repair and service and required on all hydraulic powered equipment.

Funding will come from accounts associated with departments, whom product was purchased for.



**Pinellas County Purchasing Department
Board of County Commissioners
Pinellas County**

400 S Ft Harrison Ave
6th Floor Annex Bldg
Clearwater FL 33756

Blanket Purchase Agreement: 456308

Revision No: 0

Page 1 of 4

The Standard Purchase Order Number must appear on all packages, shipping notices, invoices and correspondence

PO Date	24-APR-2023
Revision Date	
Buyer/Phone No	Sharon Beacht 727-464-5255
Sales Tax Exempt No	85-8013287050C-7
Requisitioner	
Director Approval	
Quote/Contact	

Supplier:

Hose & Hydraulics Inc
504 S Myrtle Ave
Clearwater FL 33756
727-461-2079

Ship To:

Fleet Management
9685 Ulmerton Rd
Largo, FL 33771
727-582-3000

Invoice To:

Finance Division Accounts Payable
Board of County Commissioners Pinellas County
PO Box 2438
Clearwater, FL 33757
727-464-8389 -
FinanceAccountsPay@MyPinellasClerk.org

Notes:

23-0108-ITQ Hydraulic repair, Parts & Service

This Standard Purchase Order is for services/products as needed. The Department will e-mail or call as services are required using this Standard Purchase Order number which is to provide for all the requirements for the above ship to location.

All inclusive, but not limited to, labor, supervision, materials, supplies, equipment, tools, disposal, freight charges, and travel necessary to provide the services as requested herein.

County Contact:

Melissa Perez
727-582-3005
mperez@pinellas.gov

Notes:

Supplier No	Payment Terms	Freight Terms	FOB	Ship Via
194	Net 45	Freight Included	Destination	Best Way
Effective Start Date	Effective End Date	Delivery Date	Amount Agreed	
01-MAY-2023	30-APR-2026		\$27,800.00	

This Blanket Purchase Agreement (BPA) is not a guaranteed amount. It may be increased or decreased during the contract period internally. Standard Purchase Order(s) will be issued against the BPA as services or goods are needed. The SPO will contain a statement "This PO Line references BPA Number" so you may identify that services should begin. Any other direction to provide goods or services other than a SPO authorized by the Purchasing Department may result in non-payment.

Line	County Item Number / Description	Quantity	UOM	Unit Price	Amount
1	Fixed hourly labor rate for general hydraulic shop work performed at Vendor's or County Fleet location.		Dollar (s)	65.0000	.0000
2	Fixed hourly labor rate for hydraulic machine shop work.		Dollar (s)	65.0000	.0000
3	Fixed hourly field (Road Service) labor rate.		Dollar (s)	65.0000	.0000
4	40% DISCOUNT OFF LIST PRICE OF MISCELLANEOUS PARTS		Dollar (s)	1.0000	.0000
5	Unspecified work is not guaranteed to be utilized during the contract term and will be ordered and authorized solely at the discretion of the County	2450	Dollar (s)	1.0000	.0000

Line	County Item Number / Description	Quantity	UOM	Unit Price	Amount
TOTAL					

It is hereby certified that all provisions of the laws of Florida were complied with in issuing this order, and that there are sufficient and properly appropriated funds to liquidate this obligation. This purchase order is governed by the terms and conditions below.

Notice: Vendors doing business with Pinellas County are required to show proof of current Pinellas Construction licenses, if applicable

Board of County Commissioners

Pinellas County, Florida

Merry Celeste

(Authorized Signature)

TERMS AND CONDITIONS

ACCEPTANCE - ENTIRE AGREEMENT - Acceptance of this Purchase Order will be unqualified, unconditional, and subject to and expressly limited by the Terms and Conditions hereon. Pinellas County and the Contractor shall not be bound by additional provisions or provisions at variance herewith that may appear in the Contractor's quotation, acknowledgement in force, or any other communication from Contractor to Pinellas County unless such provision is expressly agreed to and confirmed to in writing.

ASSIGNMENT/SUBCONTRACTING - The Contractor shall provide the Services required by this Agreement. No assignment or subcontracting shall be allowed without prior written consent of the Pinellas County. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the Pinellas County, within (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. In that event, the Pinellas County may terminate this Agreement in those instances in which a corporate acquisition and/or merger represents a conflict of interest or contrary to any local, state or federal laws.

CAPTIONS - Captions have been provided for the benefit of the parties, and for reference only, and are not deemed to be part of the agreement created.

COMPENSATION - Pinellas County shall pay Contractor upon Contractor's completion of, and Pinellas County's acceptance of, the services required herein, as specified. All payments shall be made in accordance with the Local Government Prompt Payment Act, Florida Statutes Section 218.70.

- **Invoicing** - Invoice(s) must be submitted to the billing address indicated on the face of the Standard Purchase Order. Each invoice shall include, at a minimum, the Supplier's name, contact information and the standard purchase order number. The County may dispute any payments invoiced by Supplier in accordance with the County's Dispute Resolution Process for Invoiced Payments, established in accordance with Section 218.76, Florida Statutes, and any such disputes shall be resolved in accordance with the County's Dispute Resolution Process.
- **Name Changes** - The successful contractor is responsible for immediately notifying the Purchasing Department of any company name change, which would cause invoicing to change from the name used at the time of the original purchase order or solicitation.
- **ePayables** - Pinellas County offers a credit card payment process (ePayables) through Bank of America. Pinellas County does not charge vendors to participate in the program; however, there may be a charge by the company that processes your credit card transactions. For more information please visit Pinellas County purchasing website at www.pinellascounty.org/purchase

COMPLIANCE WITH APPLICABLE LAWS - Contractor certifies that all of the products and services to be furnished hereunder will be manufactured or supplied by Contractor in accordance with all applicable provisions of State, Local and Federal laws, as of this date.

The laws of the State of Florida apply to any and all purchases made. Contractors shall comply with all local, state, and federal directives, orders and laws including, but not limited to, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and OSHA.

DISCOUNTS - Delay in receiving an invoice, invoicing for materials shipped ahead of specified schedule, or invoices rendered with errors or omissions will be considered just cause for Pinellas County to withhold payment without losing discount privileges. Discount privilege will apply from date of scheduled delivery, the date of receipt of goods, or the date of approved invoice, whichever is later.

FISCAL NON-FUNDING - In the event that sufficient budgeted funds are not available for a new fiscal period, the Pinellas County shall notify the Contractor of such occurrence and the Agreement shall terminate on the last day of then current fiscal period without penalty or expense to the Pinellas County.

GOVERNING LAW - The laws of the State of Florida shall govern this agreement.

INDEMNITY PROVISION - Contractor shall indemnify, pay the costs of defense, including attorney's fees and hold harmless the Pinellas County from all suits, actions or claims of any character brought on account of any injuries or damages received or sustained by any person, persons or property, by or from said Contractor, or by or in consequence of any neglect in safeguarding the work, or through the use of unacceptable materials in the construction or improvements; or by, or on account of, any act of omission, neglect or misconduct of the said Contractor, on account of any act or amounts recovered under the "Workers Compensation Law" or of any other laws, bylaws, ordinance, order of decrees, except only such injury or damage as shall have been occasioned by the sole negligence of the Pinellas County. The first ten dollars (\$10.00) of compensation received by the Contractor represents specific consideration for this indemnification obligation.

The successful bidder(s) agrees to indemnify the Pinellas County and hold it harmless from and against all claims, liability, loss, damage or expense, including counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon, with respect to the goods or any part thereof covered by this order, and such obligation shall survive acceptance of the goods and payment thereof by the Pinellas County.

INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 - The Contractor is and shall remain an independent contractor and is neither agent, employee, partner, nor joint venture of the Pinellas County. Contractor acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 located at 8 U.S.C. 1324 et seq., and regulations thereto, as either may be amended from time to time. Failure to comply with the above provisions shall be considered a material breach and shall be grounds for immediate termination of the agreement, at the discretion of the Pinellas County.

INQUIRIES - Any inquiries relative to Purchase Order should be directed to the Purchasing Department. Collect telephone calls will not be accepted.

INSPECTION - Goods rejected due to inferior quality or workmanship will be returned to Contractor with charge for transportation both ways, plus labor, loading, packing, etc., and are not to be replaced except upon receipt of written instructions from Pinellas County.

INSURANCE - Pinellas County Risk Management requires a certificate of insurance from Vendors that the Purchasing Department orders goods and services from. The limits shown below are the minimum acceptable limits for General Liability insurance. Purchase orders for goods or services that generate greater risk exposure may require additional insurance limits and / or coverages. **You will be notified by Purchasing Department of any additional requirements that may apply to a specific purchase order type.**

Limits:

Commercial General Liability:

Each Occurrence: \$1,000,000.00

Personal and Advertising Injury: \$1,000,000.00

General Aggregate: \$2,000,000.00

Products and Completed Operations Aggregate: \$2,000,000.00

The Purchasing Department must receive and submit to Risk Management for approval your company's certificate of insurance before goods or services may be ordered.

It is vital that "Pinellas County, a political Subdivision of the State of Florida" be shown as both certificate holder and indicated as additional insured.

If you have any questions regarding the completion of the insurance certificate contact Pinellas County Risk Management at (727) 464-3664.

MATERIAL QUALITY - All materials purchased and delivered against this agreement will be of first quality and not damaged and/or factory seconds. Any materials damaged or not in first quality condition upon receipt will be exchanged within twenty-four (24) hours of notice to the Contractor at no charge to the Pinellas County.

MATERIAL SAFETY DATA - In accordance with OSHA Hazardous Communications Standards, it is the seller's duty to advise if a product is a toxic substance and to provide a Material Safety Data Sheet at time of delivery.

NON-EXCLUSIVE AGREEMENT - Award of this Agreement shall impose no obligation on the Pinellas County to utilize the vendor for all work of this type, which may develop during the agreement period. This is not an exclusive agreement. Pinellas County specifically reserves the right to concurrently agree with other companies to provide similar work if it deems such action to be in the Pinellas County's best interest. In the case of multiple-term agreements, this provision shall apply separately to each term.

PERMITS, FEES AND COSTS IMPOSED BY PINELLAS COUNTY TO BE OBTAINED BY AND/OR BORNE BY CONTRACTOR - The Contractor is responsible for (1) determining and paying any fees that may be necessary to perform this agreement and (2) determining and acquiring any and all permits and licenses required by any Federal, State or local government entity, agency or board that may be necessary to perform this agreement. The Contractor shall maintain any and all permits and licenses required to complete this agreement.

PRICES - Prices are F.O.B. destination unless otherwise specified and agreed to by the Pinellas County.

- **DELIVERY/CLAIMS** - Prices quoted shall be F.O.B. Destination, FREIGHT INCLUDED and unloaded to location(s) within Pinellas County. Actual delivery address (es) shall be identified at time of order. Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items

PURCHASE ORDER NUMBER - Purchase Order Number must appear on all packing slips, invoices and all correspondence relating to the Order. Pinellas County will not be responsible for goods delivered without a Purchase Order Number.

REMEDIES - Buyer and Seller shall have all remedies afforded by the Uniform Commercial Code and applicable law.

RIGHT TO AUDIT - The Contractor shall retain records relating to this agreement for a period of at least three (3) years after final payment is made. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes. In addition, Pinellas County reserves the right to audit such records pursuant to Pinellas County Code, §2-176(j).

SEVERABILITY - If any section, subsection, sentence, clause, phrase, or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent Jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

TAX EXEMPTION - The Florida State Sales Tax Exemption Number for Pinellas County is on page one of the purchase order. Federal Excise Tax Exemption Number is available by contacting the Purchasing Department.

TAXES - Payments to Pinellas County are subject to applicable Florida taxes.

TERMINATION - Pinellas County reserves the right to terminate this agreement, without cause by giving thirty (30) days prior written notice to the Contractor of the intention to terminate or with cause if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified.

Failure of the Contractor to comply with any of the provisions of this Agreement shall be considered a material breach of Agreement and shall be cause for immediate termination of the Agreement at the sole discretion of Pinellas County.

In addition to all other legal remedies available to the Pinellas County, the Pinellas County reserves the right to terminate and obtain from another source any services which have not been provided within the period of time stated in the proposal, or if no such time is stated, within a reasonable period of time from the date of request, as determined by the Pinellas County.

In the event that sufficient budgeted funds are not available for a new fiscal period, the Pinellas County shall notify the Contractor of such occurrence and the Agreement shall terminate on the last day of the then current fiscal year period without penalty or expense to the Pinellas County.

VARIATION IN QUANTITY - Pinellas County assumes no liability for material produced, processed or shipped in excess of the amount specified herein.

WARRANTY - Seller warrants that the goods are merchandisable and as described in Purchase Order.

Vendor Signature

Vendor hereby agrees to the above Standard Purchase Order Terms and Conditions:

Signature: _____

Print Name: _____

Title: _____

Date: _____



Pinellas County
ADMINISTRATIVE SERVICES

Joseph Lauro, Director
Pinellas County Courthouse Annex Bldg., Sixth Floor, Clearwater, FL 33765

EVALUATION TABULATION

ITQ No. 23-0108-ITQ

Hydraulic Repair, Parts, & Service

RESPONSE DEADLINE: April 13, 2023 at 3:00 pm

Report Generated: Friday, April 14, 2023

SELECTED VENDOR TOTALS

Vendor	Total
Hose and Hydraulics Inc.	\$8,450.00
Lightning Bay Pneudraulics	\$11,410.00

HYDRAULIC REPAIR, AND SERVICE

Hourly Labor Rates

Selected	Line Item	Description	Quantity	Unit of Measure	Hose and Hydraulics Inc.		Lightning Bay Pneudraulics	
					Unit Cost	Total	Unit Cost	Total
X	1	Fixed hourly labor rate for general hydraulic shop work performed at Vendor's or County Fleet location (all inclusive, but not limited to, labor, supervision, materials, supplies, equipment, tools, disposal, freight charges, and travel necessary to provide the services as requested herein.)	50	HOURL	\$65.00	\$3,250.00	\$89.00	\$4,450.00

EVALUATION TABULATION
ITQ No. 23-0108-ITQ
Hydraulic Repair, Parts, & Service

Selected	Line Item	Description	Quantity	Unit of Measure	Hose and Hydraulics Inc.		Lightning Bay Pneu-Draulics	
					Unit Cost	Total	Unit Cost	Total
X	2	Fixed hourly labor rate for hydraulic machine shop work (all inclusive, but not limited to, labor, supervision, materials, supplies, equipment, tools, disposal,, freight charges, and travel necessary to provide the services as requested herein.)	30	HOUR	\$65.00	\$1,950.00	\$82.00	\$2,460.00
X	3	Fixed hourly field (Road Service) labor rate (all inclusive, but not limited to, labor, supervision, materials, supplies, equipment, tools, disposal, freight charges, and travel necessary to provide the services as requested herein.)	50	HOUR	\$65.00	\$3,250.00	\$90.00	\$4,500.00
Total						\$8,450.00		\$11,410.00

AWARD OF QUOTE WILL BE BASED UPON FIXED HORLY LABOR RATES ONLY

Line Item	Description	Unit of Measure	Hose and Hydraulics Inc.	Lightning Bay Pneu-Draulics
			Percentage	Percentage
1	PERCENTAGE DISCOUNT OFF LIST PRICE OF MISCELLANEOUS PARTS	Percent	40%	12%

VENDOR QUESTIONNAIRE PASS/FAIL

EVALUATION TABULATION
ITQ No. 23-0108-ITQ
Hydraulic Repair, Parts, & Service

Question Title	Hose and Hydraulics Inc.	It's Greek To Me, Inc dba Champion Teamwear	Kimmins Contracting Corp.	Lightning Bay Pneumatics	Southern Roofing Co., Inc.	VIBRA-ANALYSIS, INC
VENDORS MUST COMPLETE THE FOLLOWING	Pass	No Response	No Response	Pass	No Response	No Response
Please provide a complete list of address(es) for your storefront/locations:	Pass	No Response	No Response	Pass	No Response	No Response
References	Pass	No Response	No Response	Pass	No Response	No Response
ELECTRONIC PAYMENT (EPAYABLES)	Pass	No Response	No Response	Pass	No Response	No Response
W-9	Pass	No Response	No Response	Pass	No Response	No Response
Certificate of Insurance	Pass	No Response	No Response	Pass	No Response	No Response
Delivery ARO	Pass	No Response	No Response	Pass	No Response	No Response



Board of Commissioners

Memorandum

Date: August 20, 2024
To: Mayor and Board of Commissioners
Through: Janina Lewis, Procurement Services Director
From: Patricia Hall, Senior Procurement Analyst
Subject: Renew File No. 210202-C-AM, Utilizing Sourcewell Contract No. RFP #032521, Aftermarket Vehicle Parts and Supplies

Recommendation

Renew File No. 210202-C-AM, Aftermarket Vehicle Parts and Supplies, Utilizing Sourcewell Contract No. RFP #032521, to O'Reilly Auto Parts, in an annual estimated amount of \$40,000, for the period of September 7, 2024 through May 19, 2025 for the Public Works Department - Fleet Maintenance Division.

Background

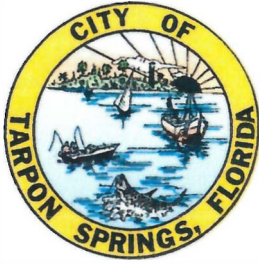
The purpose of this contract is to purchase automotive and truck parts and services for Fleet for inventory and on an as-needed basis (see attached memo). O'Reilly Auto Parts has been utilized extensively for auto parts due to their quick turn-around time. This contract is effective from May 20, 2021 through May 19, 2025 and has a one-year extension available. Sourcewell is a public agency serving as a municipal contracting agency under the enabling authority of Minnesota. All Sourcewell contracts have been awarded by virtue of a public competitive process. Sourcewell awards all contracts which can then be made available to local governments.

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: Tom Funcheon, Public Works Director 

From: Michael Vecchione, Fleet Manager 

Date: July 30, 2024

Re: Renew File No. 210202-C-AM utilizing Sourcewell Contract No. 032521, Aftermarket Vehicle Parts and Supplies

RECOMMENDATION:

Renew File No. 210202-C-AM to O'Reilly Auto Parts utilizing Sourcewell (formerly National Joint Powers Alliance (NJPA) for the purchase of aftermarket vehicle parts and supplies in an estimated annual amount of \$40,000 for the period September 7, 2024 through May 19, 2025 for Fleet Maintenance.

BACKGROUND:

The purpose of this contract is to purchase automotive and truck parts and services for Fleet for inventory and on an as needed basis.

This contract was effective on May 20, 2021 through May 19, 2025 and has a one year extension available.

FUNDING: Funding will be identified as orders are placed.

**Solicitation Number: RFP #032521****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and O'Reilly Auto Enterprises LLC dba O'Reilly Auto Parts, 233 South Patterson Ave., Springfield, MO 65802 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Aftermarket Vehicle Parts and Supplies from which Vendor was awarded a contract.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires May 19, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. **SURVIVAL OF TERMS.** Articles 11 through 14 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in Vendor's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and Vendor will pass through all available manufacturer warranties to the Participating Entity. Vendor agrees to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Intentionally omitted.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Vendor as soon

as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcwell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcwell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcwell Price and Product Change Request Form to the assigned Sourcwell Contract Administrator. This form is available from the assigned Sourcwell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcwell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of discount documentation in Microsoft Excel with the effective date of the modified discounts, or product addition or deletion. The new discount restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcwell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. **PARTICIPATION.** Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. **PUBLIC FACILITIES.** Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. **ORDERS AND PAYMENT.** To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically, a Participating Entity will issue an order directly to Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.

Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Vendor, such as job or industry-specific

requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcwell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity.

E. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. **BUSINESS REVIEWS.** Vendor must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. **CONTRACT SALES ACTIVITY REPORT.** Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcewell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. **ADMINISTRATIVE FEE.** In consideration for the support and services provided by Sourcewell, the Vendor will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Vendor's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in

any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

D. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

E. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. LIABILITY

Vendor must indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, and including injury or death to person(s) or property, alleged to have been caused by or arising out of the (i) negligence, gross negligence, or willful misconduct of Vendor or its agents or employees in the performance of Vendor's duties and obligations under this Contract (ii) infringement of a third party's intellectual property rights by Vendor, or (iii) any violation of applicable law by Vendor.

12. GOVERNMENT DATA PRACTICES

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

- a. Sourcewell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use the Trademark(s) provided to Vendor by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Vendor.
- b. Vendor grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcewell.

2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

- a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.

b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.

c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. Intentionally Omitted.

5. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY**. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING**. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. **ENDORSEMENT**. The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed will be borne by the Vendor.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcwell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcwell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcwell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Vendor’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Vendor represents and warrants that it is an equal opportunity employer.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

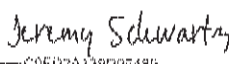
22. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

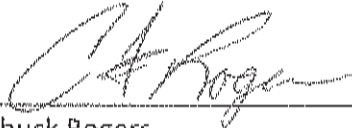
032521-ORA

Sourcewell

O'Reilly Auto Enterprises LLC
dba O'Reilly Auto Parts

DocuSigned by:

C0F02A139D05489

By: _____
Jeremy Schwartz
Title: Chief Procurement Officer
5/20/2021 | 4:17 PM CDT
Date: _____

By:  _____
Chuck Rogers
Title: VP of Professional Sales
Date: 5-27-2021

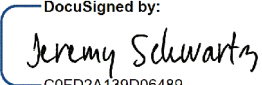
Approved:

By: _____
Chad Coquette
Title: Executive Director/CEO
Date: _____

032521-ORA

Sourcewell

O'Reilly Auto Enterprises LLC
dba O'Reilly Auto Parts

DocuSigned by:

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By: _____
Jeremy Schwartz
Title: Chief Procurement Officer
5/20/2021 | 4:17 PM CDT
Date: _____

By: _____
Chuck Rogers
Title: VP of Professional Sales
Date: _____

Approved:

DocuSigned by:

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By: _____
Chad Coauette
Title: Executive Director/CEO
6/3/2021 | 11:02 AM CDT
Date: _____

RFP 032521 - Aftermarket Vehicle Parts and Supplies

Vendor Details

Company Name: O'Reilly Auto Enterprises LLC

Does your company conduct business under any other name? If yes, please state: O'Reilly Auto Parts

Address: 233 S Patterson
Springfield, MO 65802

Contact: Robert Fulp

Email: coops@oreillyauto.com

Phone: 417-829-5822

HST#: 86-0221312

Submission Details

Created On: Monday February 15, 2021 14:36:52

Submitted On: Thursday March 25, 2021 11:44:45

Submitted By: Robert Fulp

Email: coops@oreillyauto.com

Transaction #: 647822a6-c705-481e-bb2f-47182e8d8dbf

Submitter's IP Address: 70.230.120.100

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (and applicable d/b/a, if any):	O'Reilly Auto Enterprises, LLC dba O'Reilly Auto Parts	*
2	Proposer Address:	233 South Patterson Ave. Springfield, MO, 65802	*
3	Proposer website address:	www.oreillyauto.com	*
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Chuck Rogers VP of Professional Sales 233 South Patterson Ave., Springfield, MO, 65802 CoOps@oreillyauto.com 417-829-5822	*
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Joe Micko Director of National Accounts 233 South Patterson Ave., Springfield, MO, 65802 CoOps@oreillyauto.com 417-829-5822	*
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Robert Fulp National Accounts Administrative Supervisor 233 South Patterson Ave., Springfield, MO, 65802 CoOps@oreillyauto.com 417-829-5822 Jacob Saylor National Accounts Support Analyst 233 South Patterson Ave., Springfield, MO, 65802 CoOps@oreillyauto.com 417-829-5822	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
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7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	O'Reilly Automotive, Inc. officially started in the auto parts business in Springfield, Missouri, in November of 1957. However, its historical background in the automotive business, as well as the family's quest for opportunity and advancement, may be traced back to a much earlier time. Michael Byrne O'Reilly immigrated to America in 1849, escaping from the hard times of the potato famine, which struck Ireland in 1845-46. Settling in St. Louis, he worked his way through school to earn a law degree, and then pursued a career as a title examiner. His son, Charles Francis O'Reilly, attended college in St. Louis and went to work in 1914 as a traveling salesman for Fred Campbell Auto Supply in St. Louis. By 1924, Charles had become familiar with the Springfield area, having traveled by train to sell auto parts throughout the territory. He recognized the region as an area of growth and opportunity and asked to be transferred there. By 1932, he had become manager of Link Motor Supply in Springfield. One of his sons, Charles H. (Chub) O'Reilly, had also joined the company. Together they provided the leadership and management that made Link the predominant auto parts store in the area. In 1957, Link planned a reorganization, which would have included the retirement of 72-year-old Charles F. O'Reilly, and the transfer of C. H. O'Reilly to Kansas City. Since neither agreed with these plans, they made the decision to form their own company, O'Reilly Automotive, Inc. They opened for business on December 2, 1957 with one store and 13 employees at 403 Sherman in Springfield. Their sales totaled \$700,000 in 1958, their first full year of business. Due to the hard work and ability of the original employees, several of whom were stockholders in the company, the business grew and prospered from its very first year. By 1961, the company's volume had reached \$1.3 million – the combined volume of O'Reilly Automotive Distributors, a division formed to serve independent automotive jobbers in the area. In March of 1975, annual sales volume rose to \$7 million, and a 52,000-square-foot facility at 233 S. Patterson was built for the O'Reilly/Ozark warehouse operation. By that time, the company had nine stores, all located in southwest Missouri. The long range plans and stability of the company were solidified by a public offering of company stock in April 1993. Since that time, the Company has grown through the opening of new stores, as well as through numerous mergers and acquisitions, and currently operates 5,594 stores in 47 states, including Alaska and Hawaii, and 22 stores in Mexico. Throughout this time the underlying spirit and philosophy of O'Reilly Automotive, Inc., has been one of growth and progress, both for the company and its team members. This remains the policy to which the company is dedicated today.	*
8	What are your company's expectations in the event of an award?	To grow our sales and market share within the public sector.	*
9	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Please see the attached 10-K (O'Reilly Auto Parts 2020 Annual Report).	*
10	What is your US market share for the solutions that you are proposing?	According to CSI Market, O'Reilly has a 13.19% market share in aftermarket automotive parts and accessories.	*
11	What is your Canadian market share for the solutions that you are proposing?	O'Reilly does not currently have a presence in Canada.	*
12	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No	*

13	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	We purchase automotive products in substantial quantities from over 900 suppliers. Our stores offer a wide selection of products for domestic and imported automobiles, vans and trucks. Our merchandise generally consists of nationally recognized, well-advertised, premium name brand products, such as AC Delco, Armor All, Bosch, BWD, Cardone, Castrol, Gates Rubber, Monroe, Moog, Pennzoil, Prestone, Quaker State, STP, Turtle Wax, Valvoline, Wagner, and Wix, and a wide selection of quality proprietary private label products, which span the entire good, better and best value spectrum, under our BestTest®, BrakeBest®, Import Direct®, Master Pro®, Micro-Gard®, Murray®, Omnispark®, O'Reilly Auto Parts®, Precision®, Power Torque®, Super Start®, and Ultima® brands. Our proprietary private label products are produced by nationally recognized manufacturers, meet or exceed original equipment manufacturer specifications and consist of house brands and nationally recognized proprietary bands, which we have acquired or developed over time. All O'Reilly stores are company owned and operated.	*
14	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	N/A	*
15	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	N/A	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
16	Describe any relevant industry awards or recognition that your company has received in the past five years	O'Reilly has received recognition from industry leaders in both the automotive service industry and automotive aftermarket parts manufacturers.	*
17	What percentage of your sales are to the governmental sector in the past three years	This information is not available.	*
18	What percentage of your sales are to the education sector in the past three years	This information is not available.	*
19	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	O'Reilly is part of several national and regional cooperative purchasing contracts. Some examples include Sourcewell, TIPS, NCPA, & NASPO. For 2020, our cooperative programs accounted for approximately \$60 million.	*
20	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	N/A	*

Table 4: References/Testimonials

Line Item 21. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Henry County BOC	Jody Swords	770-288-6781	*
City of Olathe	Alen Shorehouse	913-782-2600	*
Martin County BOCC	Joe Valcone	772-288-5699	*

Table 5: Top Five Government or Education Customers

Line Item 22. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
Confidential	Government	Texas - TX	Automotive Parts	Average: \$26.07 per unit.	2020: \$231,414	*
Confidential	Government	Texas - TX	Automotive Parts	Average: \$18.20 per unit.	2020: \$231,333	*
Confidential	Government	Texas - TX	Automotive Parts	Average: \$16.72 per unit.	2020: \$207,445	*
Confidential	Government	Arkansas - AR	Automotive Parts	Average: \$21.74 per unit.	2020: \$159,076	*
Confidential	Government	Texas - TX	Automotive Parts	Average: \$20.57 per unit.	2020: \$158,031	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcwell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
23	Sales force.	We have approximately 779 full-time O'Reilly sales representatives strategically located across our market areas as part of our First Call program. Each sales representative is dedicated solely to calling upon, selling to and servicing our professional service provider customers.	*
24	Dealer network or other distribution methods.	As of December 31, 2020, O'Reilly operates 28 distribution centers across the US. Our DCs stock an average of 159,000 SKUs and most are linked to and have access to multiple other regional DCs' inventory. Our DCs provide five-night-a-week delivery, primarily via O'Reilly's company-owned fleet, to all of our stores. O'Reilly employs approximately 9,500 Team Members at our US DCs. O'Reilly stores also receive deliveries from our Hub store network. This comprises 88 Super Hubs, which carries an average of 70,000 SKUs, and 274 Hubs, that carry an average of 42,000 SKUs.	*
25	Service force.	As of December 31, 2020, O'Reilly operates 5,594 stores in 47 states. Each store employs 11 Team Members on average and carries approximately 22,000 SKUs on average. Each store is staffed with a store manager and one or more assistant managers, in addition to parts specialists, retail and/or installer service specialists, and other positions required to meet the specific needs of each store.	*
26	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	We seek to provide our customers with an efficient and pleasant in-store experience by maintaining attractive stores in convenient locations with a wide selection of automotive products. We believe that the satisfaction of professional service provider customers is substantially dependent upon our ability to provide, in a timely fashion, the specific automotive products needed to complete their repairs. Accordingly, each O'Reilly store carries, or has same or next day availability to, a broad selection of automotive products designed to cover a wide range of vehicle applications. We continuously refine the inventory levels and assortments carried in each of our stores and within our network, based in large part on the sales movement tracked by our inventory control system, market vehicle registration data, failure rates and management's assessment of the changes and trends in the marketplace. We have no material backorders for the products we sell. We seek to attract new customers and to retain existing customers by offering superior customer service, the key elements of which are identified below: 1) Superior in-store service through highly-motivated, technically-proficient store personnel ("Professional Parts People"); 2) An extensive selection and availability of products; 3) Attractive stores in convenient locations; 4) Competitive pricing, supported by a good, better, best product assortment designed to meet all of our customers' quality and value preferences; and 5) A robust point-of-sale system integrated with our proprietary electronic catalog, which contains a wide variety of product images, schematics and technical specifications, equips our Team Members with highly effective tools to source products in our extensive supply network.	*

27	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	O'Reilly has over 70,000 team members that are willing and ready to provide Sourcewell participating entities with our industry leading automotive products and services in the United States.	*
28	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	O'Reilly does not currently have a presence in Canada.	*
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	We will not be able to service entities in Canada, New Jersey, Delaware, & Maryland because we do not currently have stores operating in these areas. We are also unable to make deliveries in most cases where the participating entity is more than 5 miles from the nearest O'Reilly store. They will still be able to participate for pick up orders.	*
30	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	We do not have any limitations on sectors except where we do not currently have a store presence.	*
31	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	O'Reilly is currently operating in Hawaii and Alaska without any specific requirements or restrictions unless the entity is over 5 miles from an O'Reilly store. If the entity is over 5 miles, they can still utilize the contract for purchases however delivery may not be available. We do not have a presence in US territories at this time.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	O'Reilly's extensive and knowledgeable sales force is out in the field calling on new and existing customers on a daily basis. These team members are knowledgeable in our cooperative contract offering and if we were to be awarded this contract, they would begin offering the use of it to applicable customers. Please see attachment 'O'Reilly Marketing Materials' for more information.	*
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	O'Reilly has a presence on all major social media platforms. These are utilized to spread awareness of our product offering and current promotions.	*
34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	O'Reilly views Sourcewell as a partner in promoting this contract. We would expect Sourcewell to inform its members of our contract, if awarded. O'Reilly will utilize our sales force to reach out to prospective Sourcewell members to educate them on our program and facilitate any additional needs that are required to register and use this program.	*
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Yes, O'Reilly offers our full catalog and ordering system called First Call Online for no charge. Customers can look up parts, place orders, make payments, and utilize multiple features that will help with their every purchasing need. See attachment 'O'Reilly Auto Parts First Call Online' for more information.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	We offer several training options from class room courses to web based training. The cost of the courses can vary by number of attendees and type of training. O'Reilly has the ability to custom tailor these courses to meet the needs of agencies.	*
37	Describe any technological advances that your proposed products or services offer.	To pair with the online ordering system, we have added connectivity with your smart phone to allow VIN scanning. Vehicle information can now be looked up through the vehicle's license plate number as well. To streamline the accounting side we have the capability to transmit and receive invoice, credit, and payment information via EDI.	*

38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	We have the following green initiatives in place at O'Reilly: 1) Oil/oil filters – Almost all stores accept oil/transmission fluid and oil filters from walk-in customers. This is done at no charge to the customer. 2) Batteries – We take and recycle batteries at no charge to our customers. 3) Cardboard –If the trash haulers that service our stores participate in a recycling program, cardboard recycling is offered at store level. Whether recycling or not, stores are asked to break down all cardboard boxes, thus reducing the frequency of trash/cardboard pick ups required. This reduces the fuel used by the haulers. The DCs compact and bale their own cardboard which is picked up by the recycling plant. 4) Paper – The corporate headquarters and many regional offices have bins to collect paper for recycling. Even our Team Spirit is published on recycled paper. 5) Aluminum cans – Most DCs and offices recycle aluminum cans. 6) Fuel – We purchase four-cylinder trucks which run more fuel efficiently than other trucks in the market. 7) Energy – Most stores and some DCs have an energy management system installed which controls peak demand, maintains HVAC setpoints and notifies us when HVAC units are not functioning efficiently, thus reducing the energy consumed and money spent for energy. 8) Other – Some DC/office locations recycle metal, pallets, and phone books. Stores are always encouraged to look at items/ways they can recycle cardboard, paper, aluminum, etc., from the store through local contacts within their communities.	*
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	We have a number of products that have a combination of eco-labels, ratings or certifications. A list of these products can be made available upon request.	*
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	None.	*
41	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	We lead the industry in parts availability, and our competitive advantage starts with a very robust, tiered, regional distribution network made up of 28 distribution centers, which replenish our stores at least five nights a week from inventories that average 159,000 SKUs. By servicing our stores at least five nights a week, we are able to deploy our inventory dollars in a greater breadth of inventory at the store level, versus carrying a greater depth of inventory that would be required if our stores were replenished less often from the DCs. This breadth of inventory means we will be much more likely to have a part in stock in the store when a customer needs it. We further augment our store level inventory availability by providing more than 95% of our stores with same day access to a broader selection of hard-to-find inventory through multiple daily deliveries from either a DC or an expanded inventory Super Hub store, which stock on average 70,000 SKUs, or a Hub store, which stock on average 42,000 SKUs. Our customer service commitment is to "never say no," and we will remain the industry leader in parts availability, providing our Team Members with the tools necessary to provide extremely high levels of service and earn customers' business. All O'Reilly stores are company owned meaning uniform adherence to contract provisions across the nation.	*

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
42	Do your warranties cover all products, parts, and labor?	Our manufacturers' warranty policies vary depending on the part. 31.48% of available SKUs are on a limited lifetime warranty, 39.12% offer a 1 year limited warranty, 10.57% offer a manufacturer's defect warrant, 7.18% cover 90 days, 2.67% are on a 2 year limited warranty. O'Reilly does not offer a direct labor warranty on products, but if a product that was purchased and installed by an agency fails within the supported warranty time period, O'Reilly will support the agency in filing labor claims. The procedures of filing a labor claim start with a labor claim filed by our store's manager and then O'Reilly will present the claim to the appropriate manufacturer. Once the manufacturer determines their level of support after testing and inspection of the part in question, O'Reilly will report back to the agency on the results. Please see attachment 'O'Reilly Warranty Policy and Return & Exchange Policy' for more information.	*
43	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	The length of our warranty offerings vary depending on the part. Please see attachment 'O'Reilly Warranty Policy and Return & Exchange Policy' for more information.	*
44	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	O'Reilly does not perform warranty repairs. We do replace the part immediately and send it off to the manufacturer for their inspection or repair. Please see attachment 'O'Reilly Warranty Policy and Return & Exchange Policy' for more information.	*
45	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	O'Reilly does not perform warranty repairs. We do replace the part immediately and send it off to the manufacturer for their inspection or repair. Please see attachment 'O'Reilly Warranty Policy and Return & Exchange Policy' for more information.	*
46	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	These warranties are typically passed on to the original equipment manufacturer.	*
47	What are your proposed exchange and return programs and policies?	Our proposed exchange and return policies vary by part based on condition and type. Please see attachment 'O'Reilly Warranty Policy and Return & Exchange Policy' for more information.	*
48	Describe any service contract options for the items included in your proposal.	We do not offer service contract options.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
49	What are your payment terms (e.g., net 10, net 30)?	2% 10th net 20.	*
50	Describe any leasing or financing options available for use by educational or governmental entities.	We can facilitate leasing options through a third party, however we do not offer leasing options ourselves. O'Reilly does offer in-house financing primarily on shop equipment, upon approved credit.	*
51	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell participating entities' purchase orders.	We offer different methods for placing orders. First Call Online is the best method. This system is capable of finding parts by application, interchange, or manual entry. Once parts are located, it will display the cost, and availability at the local store, hub store, and distribution center. After the order is placed, the local store will invoice and deliver the part(s). We also offer phone-in orders that are answered by our installer service specialists. Walk-in orders are always welcome as well.	*
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, P-cards are accepted as long as they are backed by a major credit card company. There is no additional cost for this service.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcwell Price and Product Change Request Form.

Line Item	Question	Response *	
53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	We offer a product-category discount pricing model. The proposed discount for Sourcwell will be O'Reilly List Price less 41% or better. This discount will cover every item we offer. Due to the number of items O'Reilly offers, an individual listing of every item is not available. We do have attached the listing of every product category, subcategory, and segment on items we are proposing with the stated discount.	*
54	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Sourcwell's catalog discount will be O'Reilly List Price less 41% or better. For 2020, Sourcwell members total purchases came out to be 21% less than if they were to pay O'Reilly retail price.	*
55	Describe any quantity or volume discounts or rebate programs that you offer.	Any quantity discounts are evaluated on a case by case basis.	*
56	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	In the event an agency would like to procure an item that is from an outside source it would be subject to a sliding scale mark-up from cost.	*
57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Not applicable.	*
58	If freight, delivery, or shipping is an additional cost to the Sourcwell participating entity, describe in detail the complete freight, shipping, and delivery program.	Freight/Delivery/Shipping costs will only be applicable on factory/special order situations. These costs will be communicated to and approved by the agency at the time of the order. We do not mark up shipping costs.	*
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight/Delivery/Shipping costs to Alaska and Hawaii will only be applicable for factory/special order items. Canada and offshore delivery is not available at this time.	*
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Delivery is made by O'Reilly delivery team members in company owned vehicles. Average delivery time is 30 minutes to 1 hour for items stocked in our local store. Items that are stocked in our DCs are available for next day delivery, if not earlier. This service is available to agencies that are within a 5 mile radius of an O'Reilly store location. For agencies just beyond this distance, scheduled deliveries may be a viable option. These situations would be addressed on a case by case basis.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
61	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
62	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	Anytime we receive a new customer sign-up request for Sourcewell, we assign the entity to the Sourcewell group code. This code is used to track all customers on the Sourcewell program. We have the ability to pull sales data for a specific group code, which is then used for our reporting. We also have a model pricing profile for Sourcewell. At the same time that we assign the entity to the group code, we also apply the model pricing profile to the entity. We have the ability to pull the pricing profiles for each entity assigned to the group code and cross check that profile against the Sourcewell model pricing profile to ensure they are receiving the correct pricing. This is done on a regularly scheduled basis.
63	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	1%

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
64	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	Our stores carry an extensive product line, including: 1) New and remanufactured automotive hard parts, such as alternators, starters, fuel pumps, water pumps, brake system components, batteries, belts, hoses, temperature control, chassis parts, driveline parts and engine parts 2) Maintenance items, such as oil, antifreeze, fluids, filters, wiper blades, lighting, engine additives and appearance products 3) Accessories, such as floor mats, seat covers and truck accessories. Our stores offer many enhanced services and programs to our customers, such as: 1) Used oil, oil filter and battery recycling 2) Battery, wiper and bulb replacement 3) Battery diagnostic testing 4) Electrical and module testing 5) Check engine light code extraction 6) Loaner tool program 7) Drum and rotor resurfacing 8) Custom hydraulic hoses 9) Professional paint shop mixing and related materials 10) Machine shops.
65	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Please attachment 'O'Reilly Proposed Pricing Discounts' for a listing of our product subcategory offerings.

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
66	Air conditioning, heating, cooling, and climate control	☒ Yes ☐ No	
67	Alternators, starters, batteries, electrical, and ignition systems	☒ Yes ☐ No	
68	Bearings - ball and roller	☒ Yes ☐ No	
69	Belts, hoses, gaskets, and seals	☒ Yes ☐ No	
70	Brakes	☒ Yes ☐ No	
71	Bumpers, body, cab, and chassis parts	☒ Yes ☐ No	
72	Emission and exhaust	☒ Yes ☐ No	
73	Engine and drive train	☒ Yes ☐ No	
74	Filters - oil, fuel, air, and transmission	☒ Yes ☐ No	
75	Oils and lubricants - regular and synthetic	☒ Yes ☐ No	
76	Pumps - fuel and water	☒ Yes ☐ No	
77	Safety and security systems	☒ Yes ☐ No	
78	Interior and exterior parts and accessories	☒ Yes ☐ No	
79	Lamps, lighting, mirrors, and wiring	☒ Yes ☐ No	
80	Pumps - fuel and water	☒ Yes ☐ No	
81	Suspension, shocks, struts, and steering	☒ Yes ☐ No	
82	Wipers and washers	☒ Yes ☐ No	
83	Heating and cooling (engine)	☒ Yes ☐ No	
84	Vehicle paint and primer	☒ Yes ☐ No	
85	Tires, OEM vehicle parts, and garage and fleet maintenance equipment, tools and supplies as described in RFP Section II. B. 1. b.	☒ Yes ☐ No	We do not offer tires and our OEM part offering is limited.

Table 15: Industry Specific Questions

Line Item	Question	Response *	
86	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	We will measure the success of this contract based on how many new entities we can sign up on this program and how existing entities on the Sourcewell program perform year over year. Since we already have a contract in place with Sourcewell, we are able to measure this based on historical data.	*
87	Describe any electronic service programming subscriptions and service information provided within your proposal along with any associated costs.	We will not be offering electronic service programming subscriptions with this proposal.	*
88	Describe your ability to provide customized reports of historical purchases and participating entities accounts payable management.	O'Reilly is willing to work with Sourcewell and its participating entities to provide customized reports per request.	*
89	Describe any online parts catalog and ordering capabilities that can be provided or are included. If applicable, identify any additional costs associated with this service.	O'Reilly offers our online parts catalog and ordering system via First Call Online at no additional cost. Please see attachment 'O'Reilly Auto Parts First Call Online' for more information.	*
90	Identify the vehicle makes for which your offered parts are used.	We are able to provide parts for nearly all vehicle makes. In the event that we do not have a part for a specific vehicle, we will work with our manufacturers to add the requested part to our inventory, when possible.	*
91	Identify the vehicle engine types for which your products are manufactured (e.g., gasoline, diesel, CNG, propane, hybrid, electric, etc.)	We offer products for all vehicle engine types.	*

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Financial Strength and Stability](#) - O'Reilly Auto Parts 2020 Annual Report.pdf - Wednesday March 24, 2021 17:35:58
- [Marketing Plan/Samples](#) - O'Reilly Marketing Materials.pdf - Thursday March 25, 2021 09:07:59
- WMBE/MBE/SBE or Related Certificates (optional)
- [Warranty Information](#) - O'Reilly Warranty Policy and Return & Exchange Policy.pdf - Thursday March 25, 2021 09:08:24
- [Pricing](#) - O'Reilly Proposed Pricing Discounts.xlsx - Wednesday March 24, 2021 17:37:42
- [Upload Additional Document](#) - O'Reilly Auto Parts First Call Online.pdf - Thursday March 25, 2021 09:08:45

Proposer's Affidavit

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or

3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Chuck Rogers, Vice President of Professional Sales, O'Reilly Auto Enterprises, LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_4_Aftermarket_Vehicle_Parts_RFP_032521 Fri March 19 2021 12:55 PM	☒	1
Addendum_3_Aftermarket_Vehicle_Parts_RFP_032521 Thu March 11 2021 12:31 PM	☒	1
Addendum_2_Aftermarket_Vehicle_Parts_RFP_032521 Fri February 19 2021 04:46 PM	☒	4
Addendum_1_Aftermarket_Vehicle_Parts_RFP_032521 Thu February 18 2021 01:56 PM	☒	2



Proposal Evaluation
Aftermarket Vehicle Parts and Supplies RFP #032521

Possible Points		Automotive Parts Services Group (The Group)	Auto-Wares Inc.	Beecher Emission Solution Technologies, LLC	Capital Filtrations Inc	Diesel Laptops, LLC	ELLIOTT AUTO SUPPLY CO INC	General Motors ACDelco	Genuine Parts Company dba NAPA Auto Parts	IEH Auto Parts LLC
Conformance to RFP Requirements	50	39	33	38	37	33	40	40	44	44
Pricing	400	323	281	291	311	261	326	311	335	330
Financial Viability and Marketplace Success	75	58	53	51	51	55	58	61	68	65
Ability to Sell and Deliver Service	100	77	64	68	59	69	79	83	90	83
Marketing Plan	50	34	31	36	34	33	39	38	46	44
Value Added Attributes	75	55	51	53	56	44	56	50	64	64
Warranty	50	42	39	40	39	36	42	42	41	43
Depth and Breadth of Offered Equipment, Products, or Services	200	181	165	131	139	105	173	163	184	175
Total Points	1,000	809	717	708	726	636	813	788	872	848
Rank Order		7	15	16	14	17	6	9	1	2

Possible Points		Imperial Supplies Holdings Inc	Interstate Batteries, INC.	Jasper Engine Exchange	New York Bus Sales, LLC	O'Reilly Auto Enterprises LLC	Paccar Parts (PACCAR, Inc.)	Wastebuilt Environmental Solutions LLC	Whelen Engineering Company Inc.
Conformance to RFP Requirements	50	40	36	42	43	40	39	35	37
Pricing	400	334	334	336	326	333	286	312	321
Financial Viability and Marketplace Success	75	64	56	64	57	59	64	57	60
Ability to Sell and Deliver Service	100	83	79	82	74	83	83	79	78
Marketing Plan	50	42	34	43	40	40	35	40	33
Value Added Attributes	75	64	60	59	60	60	66	39	57
Warranty	50	41	40	41	41	43	39	37	38
Depth and Breadth of Offered Equipment, Products, or Services	200	163	134	169	154	175	168	155	141
Total Points	1,000	831	773	836	795	833	780	754	765
Rank Order		5	11	3	8	4	10	13	12

DocuSigned by:
James Voelker
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James Voelker, CPCM, CFCM, Procurement Lead Analyst

DocuSigned by:
Michael Munoz
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Michael Munoz, CPPB, Procurement Analyst

DocuSigned by:
Stephanie Haataja
755ba3f379b5409...
Steff Haataja, CPIM, Procurement Analyst

DocuSigned by:
Tom Sharbonno
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Tom Sharbonno, Procurement Analyst



Member Kircher moved the adoption of the following Resolution:

RESOLUTION TO APPROVE SOLICITATION AND/OR RE-SOLICITATION OF CATEGORIES

Resolution No. 2020-29

WHEREAS, Sourcewell desires to issue a solicitation, and is seeking permission from the Board to issue a solicitation, for the categories listed on Appendix A, which is attached and incorporated.

WHEREAS, through the Sourcewell Procurement Policy, the Board designated the Chief Procurement Officer to administer Sourcewell's cooperative purchasing and contracting program; and

WHEREAS, the Chief Procurement Officer recommends approval of categories detailed above.

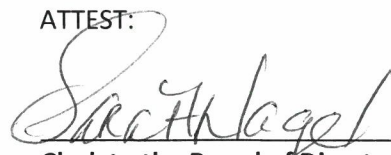
NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby approves the solicitation of categories.

The motion for the adoption of the foregoing resolution was duly seconded by Member Thiel and the following voted in favor: Mike Wilson, Greg Zylka, Scott Veronen, Sara Nagel, Sharon Thiel, Ryan Thomas, Linda Arts, and Chris Kircher.

and the following voted against: NONE

whereupon said resolution was declared duly passed and adopted.

ATTEST:


Clerk to the Board of Directors

APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS -November 2020

CONSENT AGENDA ITEMS

Requesting Board permission to Solicit the following categories:

Requesting Board permission to Re-Solicit the following categories:

Aftermarket Parts & Accessories for Light, Medium, and Heavy Vehicles with Related Supplies & Services
Facility Security Systems, Equipment, and Services with Related Components, Software and Supplies
Multi-Function Copiers, Printers, and Equipment Applicable to Scanned Data Management and Image Duplication

NEW CONTRACTS

Doosan Industrial Vehicle	091520-DIV	"Forklifts and Lift Trucks with Related Services"
Hyundai Construction Equipment	091520-HCE	"Forklifts and Lift Trucks with Related Services"
Mitsubishi Caterpillar Forklift America	091520-MCF	"Forklifts and Lift Trucks with Related Services"
Phoenix Business, Inc.	090320-PNX	"Public Sector and Education Administration Software Solutions with Related Services"
Dude Solutions	090320-SDI	"Public Sector and Education Administration Software Solutions with Related Services"
eSolutionsGroup, Limited	090320-ESL	"Public Sector and Education Administration Software Solutions with Related Services"
Hyland Software	090320-HYL	"Public Sector and Education Administration Software Solutions with Related Services"
Konica Minolta	090320-KON	"Public Sector and Education Administration Software Solutions with Related Services"
PowerSchool Group	090320-POW	"Public Sector and Education Administration Software Solutions with Related Services"
Tyler Technologies	090320-TTI	"Public Sector and Education Administration Software Solutions with Related Services"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)

Lightspeed Technologies	111616-LTI	"Classroom Audio Technology Equipment with Related Accessories, Services and Supplies"
LilyPad EV	051017-LPE	"Electric Vehicle Supply Equipment and Related Services"
Zeco Systems dba Greenlots	051017-ZSI	"Electric Vehicle Supply Equipment and Related Services"
Landscape Structures	030117-LSI	"Recreation and Playground Equipment, Accessories and Supplies"
PlayPower	030117-LTS	"Recreation and Playground Equipment, Accessories and Supplies"
Spohn Ranch	030117-SRI	"Recreation and Playground Equipment, Accessories and Supplies"
ReCollect Systems	041217-RCS	"Solid Waste and Recycling Collection and Transport Equipment with Related Equipment, Supplies and Accessories"
Quadient, Inc.	041917-NPI	"Mailing and Postage Equipment with Related Software, Accessories, Services and Supplies"

NEW ezIQc CONTRACTS

Company Name	Contract Number	State - Region - Type of Work
The Matthews Group, Inc.	WA-DC-GC01-100120-TMG	General Construction
Centennial Contractors Enterprises	WA-DC-GC02-100120-CCE	General Construction
S-Works Construction Corporation	WA-DC-GC03-100120-SWC	General Construction
Vigil Contracting, Inc.	WA-DC-GC04-100120-VGL	General Construction
HITT Contracting	WA-DC-GC05-100120-HCI	General Construction
F.H. Paschen	WA-DC-GC06-100120-FHP	General Construction
Vigil Contracting, Inc.	WA-DC-M01-100120-VGL	Mechanical HVAC Construction
Adrian L. Merton Inc.	WA-DC-M02-100120-ALM	Mechanical HVAC Construction
Paige Industrial Services, Inc	WA-DC-M03-100120-PAI	Mechanical HVAC Construction
Vigil Contracting, Inc.	WA-DC-E01-100120-VGL	Electrical Construction
Paige Industrial Services, Inc	WA-DC-E02-100120-PAI	Electrical Construction
-	No Contract Awarded	Electrical Construction
Vigil Contracting, Inc.	WA-DC-P01-100120-VGL	Plumbing Construction
Adrian L. Merton Inc.	WA-DC-P02-100120-ALM	Plumbing Construction
Paige Industrial Services, Inc	WA-DC-P03-100120-PAI	Plumbing Construction

ezIQc RENEWALS

Platinum Roofing, Inc	KS-W-R01-111319-PLR	
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Straub Construction Company, Inc.	KS-E-GC01-111319-STC	
BKM Construction LLC	KS-E-GC02-111319-BKM	
MTS Contracting, Inc	KS-E-GC03-111319-MTS	
Platinum Roofing, Inc	KS-E-R01-111319-PLR	
RoofConnect Logistics, Inc	KS-E-R02-111319-RCL	
BKM Construction LLC	KS-W-GC01-111319-BKM	
RoofConnect Logistics, Inc	KS-W-R02-111319-RCL	
Julius Kaaz Construction Company, Inc.	MO-KC-GC01-111319-JKC	
BKM Construction LLC	MO-KC-GC02-111319-BKM	
MTS Contracting, Inc	MO-KC-GC03-111319-MTS	
Straub Construction Company, Inc.	MO-KC-GC04-111319-STC	
Julius Kaaz Construction Company, Inc.	MO-KC-P01-111319-JKC	
Platinum Roofing, Inc	MO-KC-R01-111319-PLR	
RoofConnect Logistics, Inc	MO-KC-R02-111319-RCL	

**SOURCEWELL
STATE OF MINNESOTA**



Member Zylka moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2021-15

WHEREAS, the Sourcewell Board of Directors previously authorized the solicitations for the cooperative categories listed on Appendix A, which is attached and incorporated; and

WHEREAS, Sourcewell issued the cooperative contracting solicitations for the authorized categories; and

WHEREAS, through the Sourcewell Procurement Policy, the Board designated the Chief Procurement Officer to administer Sourcewell's cooperative purchasing and contracting program and to award all competitively solicited contracts, without limitation; and

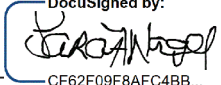
WHEREAS, the Chief Procurement Officer made the awards listed based on the results of the competitive solicitation process; and

WHEREAS, the Board acknowledges that the awards made by the Chief Procurement Officer are valid and binding; however, based upon some members' legal requirements the Chief Procurement Official is required to seek subsequent Board ratification of all cooperative purchasing awards.

NOW THEREFORE BE IT RESOLVED by the Board of Directors ratifies the cooperative contracting awards made by the Chief Procurement Officer listed on Appendix A.

The motion for the adoption of the foregoing resolution was duly seconded by Member Thiel
and the following voted in favor: (list names here)
Wilson, Zylka, Veronen, Nagel, Thomas, Thiel, Arts
and the following voted against: (list names here or "NONE")
None
whereupon said resolution was declared duly passed and adopted.

ATTEST:

DocuSigned by:

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Clerk to the Board of Directors

APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - June 2021
CONSENT AGENDA ITEMS
Requesting Board permission to Solicit the following categories:

Requesting Board permission to Re-Solicit the following categories:

Roadway Paving Equipment
Vehicles, Cars, Vans, SUVs and Light Duty Trucks with Related Equipment, and Accessories
Express Courier, Shipping and Logistics

NEW CONTRACTS

Supplier Name	Contract Number	Solicitation Title
Auto Plus Auto Parts	032521-PEP	"Aftermarket Vehicle Parts and Supplies"
Imperial Supplies, LLC	032521-IMP	"Aftermarket Vehicle Parts and Supplies"
Jasper Holdings, Inc.	032521-JAS	"Aftermarket Vehicle Parts and Supplies"
NAPA Auto Parts	032521-GPC	"Aftermarket Vehicle Parts and Supplies"
O'Reilly Auto Parts	032521-ORA	"Aftermarket Vehicle Parts and Supplies"
Cascade Engineering, Inc.	041521-CEI	"Plastic Refuse and Recycling Containers with Related Technology Solutions"
ReCollect Systems, Inc.	041521-RCS	"Plastic Refuse and Recycling Containers with Related Technology Solutions"
Rehrig Pacific Company	041521-REH	"Plastic Refuse and Recycling Containers with Related Technology Solutions"
Toter, LLC	041521-TOT	"Plastic Refuse and Recycling Containers with Related Technology Solutions"
Eduporium, Inc.	040121-EDU	"STEM Curriculum Solutions and Equipment with Related Accessories, Supplies and Services"
H2I Group	040121-H2I	"STEM Curriculum Solutions and Equipment with Related Accessories, Supplies and Services"
Lakeshore Learning Materials	040121-LSH	"STEM Curriculum Solutions and Equipment with Related Accessories, Supplies and Services"
Palmer Hamilton, LLC	040121-PHL	"STEM Curriculum Solutions and Equipment with Related Accessories, Supplies and Services"
Prophet Corp./STEM Supplies	040121-STM	"STEM Curriculum Solutions and Equipment with Related Accessories, Supplies and Services"
Sid Tool Co./MSC Industrial Supply	040121-MSI	"STEM Curriculum Solutions and Equipment with Related Accessories, Supplies and Services"
STEM For Kids	040121-SFK	"STEM Curriculum Solutions and Equipment with Related Accessories, Supplies and Services"
Box Gang Manufacturing	040621-BXG	"Bulk Solid Waste and Recycling Equipment"
Hol-Mac Corporation	040621-HMC	"Bulk Solid Waste and Recycling Equipment"
Marathon Equipment Company	040621-MEC	"Bulk Solid Waste and Recycling Equipment"
Petersen Industries, Inc.	040621-PII	"Bulk Solid Waste and Recycling Equipment"
Wastequip Manufacturing Company, LLC	040621-WQI	"Bulk Solid Waste and Recycling Equipment"
Facility Optimization Solutions, LLC	050421-FAC	"JOC or IQCC Program Management Consulting Services"
The Gordian Group, Inc.	050421-GGI	"JOC or IQCC Program Management Consulting Services"

CONTRACT EXTENSIONS

Supplier Name	Contract Number	Solicitation Title
APi National Service Group	031517-API	"Facility Security Equipment, Systems and Services with Related Equipment and Supplies"
The Toro Company	062117-TTC	"Grounds Maintenance Equipment, Attachments, Accessories and Related Services"
Bandit Industries, Inc.	062117-BAN	"Grounds Maintenance Equipment, Attachments, Accessories and Related Services"
Kubota Tractor Corporation	062117-KBA	"Grounds Maintenance Equipment, Attachments, Accessories and Related Services"
Deere & Company	062117-DAC	"Grounds Maintenance Equipment, Attachments, Accessories and Related Services"
Morbark, LLC	062117-MBI	"Grounds Maintenance Equipment, Attachments, Accessories and Related Services"

NEW ezIQc CONTRACTS

Company Name	Contract Number	State - Region - Type of Work

ezIQc RENEWALS

Company Name	Contract Number	



RFP #032521
REQUEST FOR PROPOSALS
for
Aftermarket Vehicle Parts and Supplies

Proposal Due Date: March 25, 2021, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Aftermarket Vehicle Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://portal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than March 25, 2021, at 4:30 p.m. Central Time, and late proposals will not be considered.

Solicitation Schedule

Public Notice of RFP Published:	February 4, 2021
Pre-proposal Conference:	February 25, 2021, 10:00 a.m., Central Time
Question Submission Deadline:	March 18, 2021, 4:30 p.m., Central Time
Proposal Due Date:	March 25, 2021, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	March 25, 2021, 6:30 p.m., Central Time **

** SEE RFP SUB-SECTION V. G. "OPENING"

I. ABOUT SOURCEWELL PARTICIPATING ENTITIES

A. SOURCEWELL

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements, and results in cooperative contracting solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative contracting provides participating entities and vendors increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted vendors' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly-funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Calgary, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
- Members of the Rural Municipalities of Alberta (RMA) and their represented Associations, Saskatchewan Association of Rural Municipalities (SARM), Saskatchewan Urban Municipalities Association (SUMA), Association of Manitoba Municipalities (AMM), Local Authority Services (LAS), Municipalities Newfoundland and Labrador (MNL), Nova Scotia Federation of Municipalities (NSFM), and Federation of Prince Edward Island Municipalities (FPEIM).

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country's listing): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Access to contracted equipment, products, or services by Participating Entities is typically through a purchase order issued directly to the applicable vendor. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, public notice of this RFP has been broadly published, including notification in the United States to each state-level procurement department for possible re-posting.

Proof of publication will be available at the conclusion of the solicitation process.

II. EQUIPMENT, PRODUCTS, AND SERVICES

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that Proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for Aftermarket Vehicle Parts and Supplies including, but not to be limited to:

- a. Aftermarket repair, replacement, and maintenance parts, supplies, and services for gasoline, diesel, compressed natural gas (CNG), propane, hybrid, and electric

automobiles, sport utility vehicles (SUV), light-, medium-, and heavy-duty trucks, buses, and motorcycles; and,

- b. Proposers may include tires, OEM vehicle parts, and garage and fleet maintenance equipment, tools and supplies related to the offering of the Aftermarket Vehicle Parts and Supplies described in Subsection 1. a. above, to the extent that these solutions are complementary to the offering of the Aftermarket Vehicle Parts and Supplies being proposed.

2. The primary focus of this solicitation is for Aftermarket Vehicle Parts and Supplies. This solicitation should NOT be construed to include:

- a. Vehicle repair and maintenance services-only solutions
- b. Vehicle installation services-only solutions

3. This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:

- a. Fleet and Facility Related Vendor Managed Inventory and Logistics Management Solutions (RFP #110520)

Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or service(s) being proposed.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers vendors that provide a sole source of responsibility for the products and services provided under a resulting contract. If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Participating Entities and describe the network of dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell desires the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that Proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, Proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the Proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four (4) years. Up to two one-year extensions may be offered based on the best interests of Sourcewell and its Participating Entities.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$40 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The Proposer's Marketing Plan should demonstrate Proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as Proposer's sales and service capabilities. It is expected that Proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to Proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the Proposal. Sourcewell reserves the right to verify Proposer's information and may request clarification from a Proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
4. A Proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the Vendor's published "List Price," as well as the "Contract Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.
2. The Proposer's ceiling price (Ceiling price means that the proposed pricing will be considered as the highest price for which equipment, products, or services may be billed to a Participating Entity). However, it is permissible for vendors to sell at a price that is lower than the contracted price;
3. Stated in U.S. and Canadian dollars (as applicable); and
4. Clearly understood, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the Proposer. Additionally, Proposers should clearly describe any unique distribution and/or delivery methods or options offered in the Proposal.

B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the Proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the Proposal being disqualified from further review and evaluation.

To request a modification to the Contract terms, conditions, or specifications, a Proposer must complete and submit the Exceptions to Terms, Conditions, or Specifications table, with all requested modifications, through the Sourcewell Procurement Portal at the time of submitting the Proposer's Proposal. Exceptions must:

1. Clearly identify the affected article and section, and
2. Clearly note what language is requested to be modified.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded vendor for signature.

If a Proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted on page one of this RFP and on the Sourcewell Procurement Portal. The

purpose of this conference is to allow potential Proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

Questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a Proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the Proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential Proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the Proposer by checking the box for each addendum. It is the responsibility of the Proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a Proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the Proposer's proposal status to INCOMPLETE. The Proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The Proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its Proposal (and up to the Proposal due date). If the Proposer's Proposal status has changed to INCOMPLETE, the Proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the Proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that Proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a Proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to twenty-four (24) hours to respond to certain issues.

Upon successful submission of a proposal, the Portal will automatically generate a confirmation email to the Proposer. If the Proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the Proposer has obtained this solicitation document from a third party, the onus is on the Proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the Proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, Proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the Proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the Proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a Proposer may withdraw its proposal.

G. OPENING

The Opening of Proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all Proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of Proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible Proposer(s) offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of Proposers that Sourcewell determines is necessary to meet the needs of Participating Entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
 - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Participating Entities' use.
 - A Proposer's sales and service network to assure availability of product supply and coverage to meet Participating Entities' anticipated needs.
- Total evaluation scores.
- The attributes of Proposers, and their equipment, products, or services, to assist Participating Entities achieve environmental and social requirements, preferences, and goals. Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell's knowledge about a specific vendor or product.

B. AWARD(S)

Award(s) will be made to the Proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcwell Evaluator Scoring Guide (available in the Sourcwell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
TOTAL POINTS	1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a Proposer must be in writing, addressed to Sourcwell's Executive Director, and delivered to the Sourcwell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. The protest must be received no later than 10 calendar days' following Sourcwell's notice of contract award(s) or non-award and must be time stamped by Sourcwell no later than 4:30 p.m., Central Time.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- The original signature of the protester or its representative;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the issues to be resolved;
- Identification of the legal or factual basis;
- Any additional supporting documentation; and
- Protest bond in the amount of \$20,000, except where prohibited by law or treaty.

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcwell to award any contract and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the Proposer may be rejected.

Sourcwell reserves the right to:

- Modify or cancel this RFP at any time;

- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a Proposal;
- Disqualify any Proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any Proposer; and negotiate with more than one Proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more Proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the Proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law.

Sourcewell will not consider the prices submitted by the Proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a Proposer is not considered trade secret under the statutory definition.

The Proposer understands that Sourcewell will reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.



2/18/2021

Addendum No. 1

Solicitation Number: RFP 032521

Solicitation Name: Aftermarket Vehicle Parts and Supplies

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is it possible to receive a document that contains all the "table questions" in Step 1 (Specifications) in one master document format?

Answer 1:

After selecting "Start Submission" in the Sourcewell Procurement Portal, a proposer may navigate to Step 4 – "Preview Bid" and select "Preview My Bid in PDF" if a downloadable PDF of the questionnaire tables is desired.

Question 2:

Within your portal there are product categories listed by what looks to be commodity codes. Is there a list available that shows more details on the product items within these codes?

Answer 2:

Sourcewell utilizes the North American Industry Classification System (NAICS) within the Sourcewell Procurement Portal to allow prospective vendors the ability to broadly identify the types of equipment, products, or services applicable to them at the time of account creation. Prospective vendors who select one or more commodity codes receive system-generated notifications by email of new Sourcewell opportunities matching their commodity code selection.

For this RFP (and all cooperative purchasing contract opportunities), Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities. A proposer can propose its entire line of equipment,

products, or services falling within the requested equipment, products, or services as described in RFP Section II. B.

End of Addendum

Acknowledgement of this Addendum to RFP 032521 posted to the Sourcewell Procurement Portal on 2/18/2021, is required at the time of proposal submittal.



2/19/2021

Addendum No. 2

Solicitation Number: RFP 032521

Solicitation Name: Aftermarket Vehicle Parts and Supplies

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Referring to RFP Section II. B., can we propose a products only solution?

Answer 1:

A proposer is not required to offer all possible items or services within the scope of the solicitation as described in RFP Section II B. – Requested Equipment, Products, or Services, to be considered for award. However, proposals are evaluated based on the criteria as stated in the RFP.

Question 2:

If awarded a contract, can we use our authorized participating distributors or dealers?

Answer 2:

Refer to RFP Section II. B. – Requested Equipment, Products, or Services – “...If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Participating Entities and describe the network of dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.”

Question 3:

Our participating distributors are independent companies that may supply product and installation. Is this acceptable?

Answer 3:

See Answer 2 above.

Question 4:

In reference to RFP Section III. A. 2., regarding ceiling price, does this mean that better or lower pricing may be given to any user on a case-by-case basis?

Answer 4:

Refer to RFP Section III. A. 2. – which requires that all proposed pricing must be: “The Proposer’s ceiling price (Ceiling price means that the proposed pricing will be considered as the highest price for which equipment, products, or services may be billed to a Participating Entity). However, it is permissible for vendors to sell at a price that is lower than the contracted price.”

Question 5:

In reference to RFP Section III. A. 2., can we bid a different discount in Canada to compensate for the exchange rate, customs, duties, etc.?

Answer 5:

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. Each proposer, in its discretion, will determine and propose the pricing approach that aligns with their business methods and satisfies all the requirements of RFP Section III. – Pricing.

Question 6:

If there is added cost to ship to Hawaii and Alaska can we bid prepaid and add, or have a different minimum order requirement?

Answer 6:

See Answer 5 above.

Question 7:

In reference to Sourcewell contract template Section 3. B. – Sales Tax, if agencies are required to pay taxes, can we add them to the invoice as a separate line item?

Answer 7:

See Answer 5 above.

Question 8:

Is there a method to request modifications to contract prices throughout the term of the contract?

Answer 8:

An awarded vendor may submit a Product and Pricing Change Request to Sourcewell. Refer to Section 4. – Product and Pricing Change Requests, of the Sourcewell contract template.

Question 9:

In reference to Sourcewell contract template Section 6. B. – Additional Terms and Conditions/Participating Addendum, if a state requires a participating addendum, and there are requirements that change the offer the vendor supplied, are we allowed to negotiate new terms?

Answer 9:

Refer to Sourcewell contract template Section 6. B. – Additional Terms and Conditions/Participating Addendum. "...Some Participating Entities may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract."

Question 10:

In reference to Sourcewell contract template Section 7. – Customer Service, can we supply one contact for related items to the contract and multiple contacts for questions pertaining to product, lead times, etc.?

Answer 10:

Refer to the Sourcewell contract template Section 7. A. – Primary Account Representative, "Vendor will assign an Account Representative to Sourcewell for this Contract..." It is left to the discretion of the proposer to describe in their response their ability to sell and deliver service to Sourcewell participating entities.

Question 11:

In reference to Sourcewell contract template Section 15. – Force Majeure, can language regarding a pandemic be included?

Answer 11:

Refer to RFP Section IV. – Contract. A request for modification to the Sourcewell contract template may be submitted with a proposal. To request a modification to the template Contract terms, conditions, or specifications, a Proposer may complete and submit the Exceptions to Terms, Conditions, or Specifications Form, which is found as the final Table of Step 1 in the proposal submission process.

Question 12:

Is there a minimum estimated sales volume for a supplier to be awarded?

Answer 12:

The Sourcewell RFP is an open and competitive solicitation process. Each proposer, in its discretion, will determine the information necessary to best demonstrate its financial viability and marketplace success to Sourcewell. Proposals are evaluated based on the criteria stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 032521 posted to the Sourcewell Procurement Portal on 2/19/2021, is required at the time of proposal submittal.



3/11/2021

Addendum No. 3

Solicitation Number: RFP 032521

Solicitation Name: Aftermarket Vehicle Parts and Supplies

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Page 12 of RFP Section E states that the proposer must "clearly identify any data submitted that it considers to be protected...." Are any financial statements provided by the proposer considered protected?

Answer 1:

Sourcewell does not consider financial statements submitted by a proposer to meet the definition of a trade secret under the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13). Refer to RFP Section VI. E., for a proposer's responsibility to identify data it considers protected and the justification for such classification.

End of Addendum

Acknowledgement of this Addendum to RFP 032521 posted to the Sourcewell Procurement Portal on 3/11/2021, is required at the time of proposal submittal.



3/19/2021

Addendum No. 4

Solicitation Number: RFP 032521

Solicitation Name: Aftermarket Vehicle Parts and Supplies

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Our company has a product or products that may fall within the requested equipment, products, and services, in two open Sourcewell solicitations? Are we allowed to, or will we be penalized for, including that product or products in a proposal under both RFPs?

Answer 1:

Each Sourcewell solicitation is separate and distinct from any other Sourcewell solicitation. A proposer is allowed to propose the entire line of equipment, products, and services falling within the requested equipment, products, or services of the subject solicitation. Proposals are evaluated based on the criteria stated in the RFP.

End of Addendum

Acknowledgement of this Addendum to RFP 032521 posted to the Sourcewell Procurement Portal on 3/19/2021, is required at the time of proposal submittal.



Board of Commissioners

Memorandum

Date: August 20, 2024
To: Mayor and Board of Commissioners
Through: Mark LeCouris, City Manager
From: Renea Vincent, Planning Director
Subject: 24-45 Moses-Tucker Development Agreement - 44098 U.S. Hwy 19 N - Review Terms of Development Agreement **(10 Minutes)**

Recommendation

Review proposed terms for a Development Agreement for property located at 44098 US Highway 19 N. (Moses Tucker Partners) and authorize the City Attorney to draft a formal legal agreement for a future public hearing.

Background

The applicant is proposing a Development Agreement in association with a Future Land Use Map Amendment, Conditional Use, and Site Plan Approval for a conceptual project to be located at 44098 US Highway 19 N. The applicant has previously sought a future land use map amendment from Residential Office Retail to CG, Commercial General, which was denied. The two main reasons cited for the denial were (1) there was no guarantee that a future site plan would be substantially in compliance with the proposed concept plan and (2) the terms negotiated and agreed upon between the applicant and adjoining Home Owners Association (Brittany Park) were not enforceable by the City.

Subsequently, the applicant submitted a Request to Negotiate a Development Agreement to further address these concerns. The Board of Commissioners approved the request to negotiate on March 19, 2024 (agenda materials included in attachments). The full Development Agreement application was reviewed by the City's Technical Review Committee on July 11, 2024 and was deemed compliant with the City's Land Development Code. In accordance with the Land Development Code, Section 97.00 Development Agreement Procedures, the City Manager must notify the Board of Commissioners of the terms of a mutually acceptable development agreement for review by the Board of Commissioners. An affirmative vote of 3 members is required to authorize the City Attorney to reduce said development terms to a contractual form for further consideration by the Board at a later

public hearing.

The general proposed terms of the Development Agreement are:

1. To designate the 0.2 acres of wetlands on the site and change the future land use of the wetland area to P (Preservation).
2. To limit the floor area ratio (FAR) for the subject property to 0.30.
3. To install an 8-foot-tall wall and 8-foot fence along the south property line to provide additional buffering for the adjacent property owners (as shown in the attached concept plan).
4. To increase the side setback to 25 feet for the building footprint of the building pad for the outparcel adjacent to the southern property owners (see 'Parcel A' on the concept plan).
5. To limit the height of the building pad for the outparcel immediately adjacent to the southern property owners to a single story 22-foot building (see 'Parcel A' on the concept plan).
6. To limit the use of the building pad immediately to the southern property owners to not allow the following uses: fast food restaurants, adult entertainment/sales, car wash facilities, gas/service stations, car dealerships, or tire/automotive repair stores.
7. To limit the hours of operation open to public of the building pad immediately adjacent to the southern property owners from 6:00 a.m. to 10:00 p.m. (see 'Parcel A' on the concept plan).
8. To develop the subject property in accordance with the provided concept plan.

ADDITIONAL RECOMMENDED CONDITION BY STAFF:

9. A restrictive covenant to the benefit of the City (or similar mechanism as recommended by the City Attorney) including all terms of the agreement shall be required in perpetuity and may only be further modified by the Board of Commissioners.

LOCATION



Funding

N/A

Strategic Plan Objective

N/A



MEMORANDUM

To: Renea Vincent, AICP, CPM
Staff: Allie Keen, AICP
Date: July 15, 2024
Subject: #24-45 – Moses Tucker Partners Development Agreement

Moses Tucker Partners submitted a development agreement proposal and application for the property located at 44098 US Hwy 19 N. The applicant is requesting to negotiate an agreement to develop the subject property with a storage facility and two commercial retail outparcels.

The application was reviewed by the Technical Review Committee on July 11, 2024, and was found to be in compliance with the requirements of the Land Development Code. The application is now ready to be transmitted to the City Manager for negotiation.

DEVELOPMENT AGREEMENT OVERVIEW:

To accomplish the proposed development, the applicant will need to seek the following:

1. **Future Land Use Amendment** – A request to amend the future land use from the ROR (Residential/Office/Retail) category to the CG (Commercial General) category will be necessary under the current comprehensive plan standards. Depending on when the updated Comprehensive Plan is adopted, this may not be necessary due to the proposed changes to the ROR category. As currently drafted, the ROR category will be renamed to R&SL (Retail & Services Limited), no longer require a mixed use project, and will allow up to a 0.30 floor area ratio.
2. **Conditional Use** – The current HB (Highway Business) zoning would not change. Storage facilities require conditional use approval in the HB zoning district.
3. **Site Plan** – At the time the applicant requests the conditional use, they will also need to submit for site plan approval.

As a part of the development agreement, the applicant has agreed to impose the following:

1. To designate the 0.2 acres of wetlands on the site and change the future land use of the wetland area to P (Preservation).
2. To limit the floor area ratio (FAR) for the subject property to 0.30.
3. To install an 8-foot-tall wall and 8-foot fence along the south property line to provide additional buffering for the adjacent property owners (*as shown in the attached concept plan*).
4. To increase the side setback to 25 feet for the building footprint of the building pad for the outparcel adjacent to the southern property owners (*see 'Parcel A' on the concept plan*).
5. To limit the height of the building pad for the outparcel immediately adjacent to the southern property owners to a single story 22-foot building (*see 'Parcel A' on the concept plan*).
6. To limit the use of the building pad immediately to the southern property owners to not allow the following uses: fast food restaurants, adult entertainment/sales, car wash facilities, gas/service stations, car dealerships, or tire/automotive repair stores.
7. To limit the hours of operation open to public of the building pad immediately adjacent to the southern property owners from 6:00 a.m. to 10:00 p.m. (*see 'Parcel A' on the concept plan*).
8. To develop the subject property in accordance with the provided concept plan.

ATTACHMENTS:

1. Completed Development Agreement Application
2. Development Agreement Level of Service Narrative
3. Concept Plan
4. Survey

CITY OF TARPON SPRINGS, FLORIDA
Development Proposal & Agreement Application

Return to:
Planning & Zoning Department
324 E. Pine Street
Tarpon Springs, FL 34689
(727) 942-5611

(Please type or print clearly)

Property Owner(s)

Name Frederick and Jane McClimans		Email janeart@tampabay.rr.com
Address 40 Bahama Circle		
City Tampa	State Florida	Zip 33606
Phone	Fax	Cellular 813-758-4000

Applicant

Name Moses Tucker Partners		Email mchandler@mosestucker.com
Address 200 River Market Avenuem Suite 501		
City Little Rock	State Arkansas	Zip 72201
Phone 501-231-5284	Fax	Cellular

Agent (if applicable)

Name Amy Huber, Esq.		Email amy@huberzoninglaw.com
Address 1299 Main Street, Suite C		
City Dunedin	State Florida	Zip 34698
Phone 727-337-4239	Fax	Cellular

General Information

Property Location or Address 44098 U.S. 19 North, Tarpon Springs, Florida 34689			
Legal Description (attach additional sheets as necessary) See attached.			
Tax Parcel Number(s) 062716000002100100 & 062716000002100200			
Proposed Agreement Duration (not to exceed 5 years) ☐ 1 yr. ☐ 2 yrs. ☐ 3 yrs. ☐ 4 yrs. ☒ 5 yrs.	Present Designations of Property <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>Land Use Category ROR</td><td>Zoning District HB</td></tr></table>	Land Use Category ROR	Zoning District HB
Land Use Category ROR	Zoning District HB		

Additional Information Required:

Applicant must submit a development proposal containing, at a minimum, the following information:

1. **Completed original application with digital copies of all application documents**
2. Application fees:
 - a. Request to Negotiate \$ 250.00 (no mailing labels or advertisement fees required)
 - b. Development Proposal \$2,500.00
 - c. Agreement Modification \$1,000.00
 - d. Agreement Extension \$ 250.00
3. Applicable postage charges (City staff will prepare the labels and calculate postage charges when a complete application is submitted.)
4. \$1,000.00 advertising fee (requires 2 advertisements at \$500 each)

CITY OF TARPON SPRINGS, FLORIDA
Development Proposal & Agreement Application

AFFIDAVIT

I (we), the undersigned, certify ownership of the property within this application, that said ownership has been fully divulged, whether such ownership by contingent or absolute, and that the name of all parties to an existing contract for sale or any options are filed with this application.

I (we) certify that Amy Huber, Esq. is (are) duly designated as the agent(s) for the owner, that the agent(s) is (are) authorized to provide subject matter on the application contained herein, whether verbal or written, and appear at any public hearing(s) involving this petition.

I (we) assent to the City's Comprehensive Plan as it applies to the property. Further, it is understood that this application must be complete and accurate and the appropriate fee paid prior to processing.

Date: 5/13/24

Title Holder/Property Owner: [Signature]

Date: 05/13/2024

Title Holder/Property Owner: [Signature]

Date: _____

Title Holder/Property Owner: _____

Date: _____

Title Holder/Property Owner: _____

STATE OF FLORIDA)

COUNTY OF PINELLAS)

The foregoing instrument was acknowledged before me this 16th day of May, A.D., 2024 by Frederick and Jane McClums who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.



NOTARY PUBLIC

Name: Amy E. Huber

Signature: [Signature]

Stamp: _____

CITY OF TARPON SPRINGS, FLORIDA
Development Proposal & Agreement Application

5. Proof of ownership or legal interest (warranty deed, title certification, contract, power of attorney, etc.).
6. Description of the proposed development use(s) including residential density, building intensity, FAR, if applicable, and proposed building height.
7. A level of service analysis of the impact upon existing and proposed public facilities and services, including who shall provide such facilities, the date any new facilities will be constructed, if needed, and a schedule to assure public facilities and services are available concurrent with the impacts of the development.
8. A description of any reservation or dedication of land for public purposes.
9. A description of all City development approvals necessary, including any zoning or land use modifications required.
10. Accurate survey of boundary and existing conditions including but not limited to easements, streets, buildings, land uses, historic sites, zoning, wetlands, watercourses, utilities, general topographic contours, and existing zoning and land uses for all contiguous properties.
11. A preliminary master drainage and grading plan.
12. The location of proposed buffers or screening.
13. An existing tree survey.
14. A conceptual master plan showing the locations and acreage of general land uses including dwelling unit types, general types of non-residential uses, open spaces, recreational facilities, and other proposed uses.
15. Circulation plan showing locations and types of all access points and internal streets.
16. Proposed development phasing.
17. A list of all federal, state, and local permit requirements.
18. Any further information deemed necessary to conduct a complete review of the proposal, including, but not limited to:
 - a. Hurricane Shelter Space Impact Study, if required by Section 122.12, LDC.
 - b. Endangered/Threatened Species Study, if required by Section 144.00, LDC.
 - c. Traffic Impact Study, if required by Section 122.11, LDC.



Via Hand Delivery

May 16, 2024

Ms. Renea Vincent
Planning Director
City of Tarpon Springs
324 Pine Street
Tarpon Springs, FL 34689

Re: Development Agreement Application
44098 US 19 N, Tarpon Springs, FL (the "Subject Property")

Dear Ms. Vincent:

On behalf of the owners the Subject Property, Frederick and Jane McClimans, and the developer, Moses Tucker Partners (collectively, the "Applicants"), attached please find a completed Development Proposal and Agreement Application package. In support of this application, attached please find:

- One (1) Original executed Development Proposal and Agreement Application;
- One (1) Original Owner's Affidavit for Frederick and Jane McClimans;
- One (1) copy of the Legal Description for the Subject Property;
- Check in the amount of \$2500.00;
- Proof of Ownership – Warranty Deed;
- Survey of the Property;
- Level of Service Analysis;
- One (1) copy of the Proposed Master Concept Plan for the development of the Subject Property, including buffers, setbacks, height, drainage and grading, and circulation;

- Proposed Development Phasing; and
- List of all required permits.

The Applicants are requesting to negotiate a Development Agreement with the City of Tarpon Springs for the development of the Subject Property with a storage facility and two (2) commercial retail outparcels. In order to accomplish this development, the Applicant will need to seek to change the Land Use Designation of the Subject Property from ROR to CG. The Zoning will remain HB. The Applicant will also seek a Conditional Use approval for the storage facility, as well as Site Plan Approval.

The Subject Property is located on US Highway 19 and sits on the border of Pinellas and Pasco Counties. The current Land Use designation of ROR requires a residential component to the development; however, the current Zoning does not permit residential as of right. This Property is the only parcel on US Highway 19 in this area with this inconsistent Land Use and Zoning. Moreover, this Site is not suited for residential development because of its location on U.S Highway 19 and the incompatible uses on the surrounding parcels. Moreover, the Subject Property is divided by a 100-foot Duke Energy easement. Duke Energy is currently installing power lines on the Property within its easement. This easement imposes significant development restrictions on the Site. Moreover, the Property has a significant stormwater area and wetlands on the Southwest corner of the site. These constraints impose limits on the development of the Site.

The Applicants previously filed a Land Use Plan Amendment application with the City. During that process, the City Commission expressed some concerns regarding the development. The Applicants are proposing a Development Agreement to address these concerns in a legally binding manner with the City.

The Applicant agrees to impose the following on the development of the Site:

- To designate the 0.2 acres of wetlands on the site and change the Land Use of the wetland area to Preservation.
- To limit the FAR for the Subject Property to .30.
- To install an 8 foot wall and 8 foot fence along the South property line to provide additional buffering for the adjacent property owners. See attached Concept Plan for location of wall and fence.

- To increase the side setback to 25' for the building footprint of the building pad for the outparcel adjacent to the Southern property owners. See attached Concept Plan for setback line for building pad.
- To limit the height of the building pad for the outparcel immediately adjacent to the Southern property owners to a single story 22' building. See attached Concept Plan for outparcel pad.
- To limit the use of the building pad immediately adjacent to the Southern property owners to not allow the following uses: 1) fast food restaurants; (2) adult entertainment/sales; (3) car wash facilities; (4) gas/service stations; (5) car dealerships; or (6) tire/automotive repair stores;
- To limit the hours of operation open to public of the building pad immediately adjacent to the Southern property owners from 6:00 a.m. to 10:00 p.m.
- To develop the Subject Property in accordance with the attached Concept Plan.

We hope that imposing these restrictions addresses the City's concerns and look forward to working with you and your Staff during the Development Agreement process. Please feel free to contact me at amy@huberzoninglaw.com or 727.337.4239 with any questions or in the event you need additional information or documentation. Thank you for your anticipated attention to this matter.

Sincerely,



Amy E. Huber, Esq.

Cc: Matt Chandler

LEGAL DESCRIPTION
44098 U.S. Highway 19, Tarpon Springs, FL 34689
Parcels 062716000002100100 & 062716000002100200

Parcel A:

A portion of Tract 17, TAMPA-TARPON SPRINGS LAND COMPANY SUBDIVISION of Section 6, Township 27 South, Range 16 East, according to the map or plat thereof, as recorded in Plat Book 1, Page(s) 116, of the Public Records of Hillsborough County, Florida, of which Pinellas County was formerly a part, and portion of the Northwest 1/4 of the Northeast 1/4 of Section 6, Township 27 South, Range 16 East, Pinellas County, Florida, all being further described as follows:

Commence at the Northwest corner of the Northwest 1/4 of the Northeast 1/4 of said Section 6 for a Point of Beginning; thence run along the North boundary line of the Northwest 1/4 of the Northeast 1/4 of said Section 6, South 89°58'25" East, a distance of 82.46 feet to the West right-of-way line of State Road No. 55, Section 15150 (U.S. Highway No. 19) as it is now established, thence along the West right-of-way line of said State Road No. 55, South 00°04'12" West, a distance of 225.00 feet; thence parallel with the North boundary line of the Northwest 1/4 of the Northeast 1/4 of said Section 6, North 89°58'25" West, a distance of 300.00 feet; thence parallel with the West right-of-way line of said State Road No. 55, North 00°04'12" East, a distance of 225.00 feet to the North boundary line of said Tract 17, the same being the North line of the Northwest 1/4 of said Section 6; thence along the North boundary line of said Tract 17; South 89°58'25" East, a distance of 217.54 feet to the Point of Beginning.

AND

Parcel B:

A portion of Tract 17 and 18, TAMPA-TARPON SPRINGS LAND COMPANY SUBDIVISION of Section 6, Township 27 South, Range 16 East, according to the map or plat thereof, as recorded in Plat Book 1, Page(s) 116, of the Public Records of Hillsborough County, Florida, of which Pinellas County was formerly a part, and a portion of the Northwest 1/4 of the Northeast 1/4 of Section 6, Township 27 South, Range 16 East, Pinellas County, Florida, all being further described as follows:

Commence at the Northwest corner of the Northwest 1/4 of the Northeast 1/4 of said Section 6; thence run along the North boundary line of the Northwest 1/4 of the Northeast 1/4 of Section 6, South 89°58'25" East, a distance of 82.46 feet to the West right-of-way line of State Road No. 55, Section 15150 (U.S. Highway No. 19) as it is now established, thence along the West right-of-way line of said State Road No. 55, South 00°04'12" West, a distance of 225.00 feet for a Point of Beginning; thence continue along the West right-of-way line of State Road No. 55, South 00°04'12" West, a distance of 225.00 feet; thence parallel with the North boundary line of the Northwest 1/4 of the Northeast 1/4 of said Section 6, North 89°58'25" West, a distance of 650.00 feet; thence parallel with the West right-of-way line of said State Road No. 55, North 00°04'12" East, a distance of 450.00 feet to the North boundary line of said Tract 18, the same being the North line of the Northwest 1/4 of said Section 6; thence along the North boundary line of said Tracts 18 and 17, South 89°58'25" East, a distance of 350.00 feet; thence South 00°04'12" West, a distance of 225.00 feet; thence South 89°58'25" East, a distance of 300.00 feet to the Point of Beginning.

1 of 4

99-327438 OCT- 5-1999 5:06PM
PINELLAS CO BK 10681 PG 2210

KARLEEN F. DE BLAKER, CLERK OF COURT
PINELLAS COUNTY, FLORIDA
2C13574 10-05-1999 17:06:34 NBP
51 DEO-FREDERICK MCCLINAMS
0000000000
RECORDING 002 PAGES 1 \$10.50
DOC STAMP - DR219 3 \$4,410.00

	TOTAL:	\$4,420.50
P	CHECK AMT. TENDERED:	\$4,420.50
	CHANGE:	\$.00
BY	DEPUTY CLERK	

Witnesseth, that the said Grantor, for and in consideration of the sum of (Ten & NO/100) Dollars, to it in hand paid by the said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee forever, the following described land, situate, lying and being in the County of Pinellas State of Florida, to wit:

PAGE: 32
ACC: 10.50
R#:
DF21: 4,410.00
D:
IN:
FEE:
MT:
P#:
REV: Sub
TOTAL: 4,420.50
CK BAL
CHG AMT

Parcel Identification Number: 06-27-16-00000-210-0100/0200

And the said Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, the said Grantor has caused this instrument to be executed in its name by its duly authorized officer and caused its corporate seal to be affixed the day and year first above written.

Documentary Tax Pd. \$ 4,410.00
\$ _____ Inton² in Tax Pd.
Marloen F De Blaker, Clerk, Franklin County
By [Signature] Deputy Clerk

**McClimans Golf Company, Inc., a
Florida corporation**

Signed and Sealed in Our Presence:

By: Gregory S. McClimans
Gregory S. McClimans
Its President

Witness: _____
Printed Name: BRUCE M. TIGERT

Witness: Sandra Krupa
Printed Name: **SANDRA KRUPA**

(Corporate Seal)

State of **Florida**
County of **Hillsborough**

The foregoing instrument was acknowledged before me this 29th day of September, 1999, by Gregory S. McClimans, President of McClimans Golf Company, Inc., a Florida corporation

a corporation existing under the laws of the State of Florida, on behalf of the corporation.
He/She is personally known to me or has produced a driver's license as identification
and ~~did not take an oath~~

id not take an oath
OFFICIAL NOTARY SEAL
SANDRA H. PA
NOTARY PUBLIC, STATE OF FLORIDA
COMMISSION NO. CC72693
MY COMMISSION EXPIRES MAR. 22, 2002

Print Name: SANDRA KRUPA
Notary Public
My Commission Expires:

CWD-1
5/93

My Commission Expires: _____
Prepared by and return to, if applicable, Sandra Krupa of Bayshore Title Insurance Company, 3431 Henderson Boulevard, Tampa, Florida 33609-2938, as a necessary incident to the fulfillment of conditions contained in a title insurance commitment issued by it. File No:9909060; Folio Number:06-27-16-00000-210-0100/0200

DEVELOPMENT AGREEMENT LOS NARRATIVE

TARPON COMMERCIAL CENTER 44098 US 19 N, Tarpon Springs, FL

As depicted on the submitted Concept Plan, the proposed **TARPON COMMERCIAL CENTER** will be a commercial development with (3) single-use Parcels A, B & C. As Phase 1, the developer intends to construct a Mini-Warehouse facility with Outdoor RV & Boat Storage on Parcel C, along with master planned and shared infrastructure to include the US 19 access driveway, water, sewer, drainage, stormwater, and general grading to serve Parcels A, B & C. During Phase 1, the developer will also construct the required 8-foot tall Wall & Fence, and, Buffer Screening along the southern property line.

The developer intends to sell Parcels A & B for later Phase 2 development, by the developer or others, either together or at separate times in the future.

LEVEL OF SERVICE (LOS) ESTIMATE:

Traffic Generation (per *Gulf Coast Consulting Traffic Study*):

- Parcel A: Retail/Commercial ITE Land Use - Phase 2
- Parcel B: Retail/Commercial ITE Land Use - Phase 2
- Parcel C: Storage Use; ITE Land Use 151 – Phase 1

Total Daily Trips = 820
AM Peak Hour Trips = 46
PM Peak Hour Trips = 100

Vehicular Access:

- Single shared driveway proposed to US 19 allowing Right-IN and Right-OUT movements. Permitting of the Driveway will be coordinated with FDOT. No turn lanes improvements, traffic signals or median openings are expected.

Water & Fire Demand:

- Water & Fire services will be provided to all Parcels via tapping and extension from the City of Tarpon Springs 8-inch water main located along the US 19 ROW frontage of the property.
 - Parcel A: Retail/Commercial = 10 GPD / 100 SF (Phase 2)
 - Parcel B: Retail/Commercial = 10 GPD / 100 SF (Phase 2)
 - Parcel C: Storage Use = 2 Restrooms @ 200 GPD each = 400 GPD (Phase 1)

Sanitary Sewer Demand:

- Sanitary sewer service will be provided to all parcels by a shared onsite gravity sewer main discharging into a shared Lift Station. The Lift Station will be connected via Force Main extension to the City of Tarpon Spring 6-inch Force Main located at the south ROW of Brittany Park Blvd.
 - Parcel A: Retail/Commercial = 10 GPD / 100 SF (Phase 2)
 - Parcel B: Retail/Commercial = 10 GPD / 100 SF (Phase 2)
 - Parcel C: Storage Use = 2 Restrooms @ 200 GPD each = 400 GPD (Phase 1)

Solid Waste:

- Each Parcel Use will manage solid waste via onsite dumpsters placed within independent dumpster enclosures for access and pickup by a local licensed solid waste hauler.

Stormwater:

- Water quality treatment and attenuation of stormwater runoff will be provided via an onsite conveyance and retention pond systems shared by all Parcels. Outfall discharge of stormwater will be to the wetlands via an engineered control structure. Wetland delineation and Stormwater Permitting will be pursued through SWFMD & FDOT.

Pedestrian Access:

- Pedestrian access routes via sidewalks, cross walks, and ramps will be provided from each Parcel to the US 19 frontage public sidewalk.

ADA Compliance:

- All parking and sidewalks will be constructed in compliance with ADA.

Public Transportation:

- Public transportation bussing will be provided by PSTA.

Civil Engineering Site Plans will be prepared by a Licensed Professional Engineer to assist in securing the following Permits for the project:

Proposed Phasing Plan

MTP intends to develop the site as follows:

Phase 1 – Site Work to include: paving, drainage, access, wall, fence and buffer, and development of Parcel C

Phase 2 – Parcels A & B (Parcels A & B may be developed simultaneously with Phase 1).

Proposed List of Permits

City of Tarpon Springs Conditional Use
City of Tarpon Springs Land Use Amendment
City of Tarpon Springs Development Order
City of Tarpon Spring Utility Permitting
FDEP Water Permit
FDEP Sewer Permit (Lift Station & Sewer FM)
ROW Vacation
FDOT Driveway Permit
FDOT Drainage Permit
FDOT Utility Permit (Sewer FM)
SWFWMD Wetland Delineation
SWFWMD Environmental Resource Permit (ERP)

	12"	OAK TREE AND SIZE
	6"	MISCELLANEOUS TREE AND SIZE
	12"	PALM TREE AND SIZE
	4"	PINE TREE AND SIZE

JAY COLEMAN ENTERPRISES, INC.
O.R. 8504, PAGE 2500

SUNBELT OFFICE CENTER
C.B. 6, PAGE 128

P.O.B.
PARCEL A
P.O.C.
PARCEL B
N.W. CORN
OF N.W. 1
OF THE N
1/4 OF

TBM 2
S.P.K./DISK
ELEV= 18.23'

PARCEL B
0.87 AC±
FF=16.00 (APPROX.)

PARCEL C
4.52 AC±

PARCEL A
1.21 AC±
FF=15.50 (APPROX.)

- NOTES:
1. SITE DATA DEPICTED HEREIN APPLIES TO PERMITTED USES IN HB ZONING DISTRICT.
2. MINIMUM PARKING PER LAND DEVELOPMENT CODE SHALL BE PROVIDED.
3. MINIMUM LANDSCAPING AND BUFFERING PER LAND DEVELOPMENT CODE SHALL BE PROVIDED.
4. PROPOSED STORAGE USE IS SHOWN CONCEPTUALLY. LAYOUT, BUILDING SIZE / DESIGN AND EXTERIOR FEATURES MAY VARY PER FINAL DESIGN AND END-USER REQUIREMENTS.
5. FAR & ISR LIMITS ARE COMBINED TOTALS OF ALL PARCELS REGARDLESS OF PARCEL AREAS.
6. DESIGN FLEXIBILITY SHALL BE ALLOWED FOR PROPOSED DEVELOPMENT INFRASTRUCTURE AND ENCUMBRANCES WITHIN THE 100 FOOT DUKE ENERGY EASEMENT, TO SATISFY DUKE ENERGY ACCESS REQUIREMENTS.
7. PARCEL BOUNDARIES AND INFRASTRUCTURE SHALL BE DETERMINED AT TIME OF FINAL ENGINEERING DESIGN.

PARCEL A:	ALL USES ALLOWED PER HB ZONING DISTRICT, EXCEPT: 1. FAST FOOD RESTAURANTS 2. ADULT ENTERTAINMENT / SALES 3. CAR WASH FACILITIES 4. GAS / SERVICE STATIONS 5. CAR DEALERSHIPS; OR 6. TIRE / AUTOMOTIVE REPAIR STORES NOTE: PARCEL A HOURS OF OPERATION (OPEN TO PUBLIC) SHALL BE RESTRICTED TO 6:00 AM TO 10:00 P.M.
PARCEL B:	ALL USES ALLOWED PER HB ZONING DISTRICT
PARCEL C:	PROPOSED MINI-WAREHOUSE AND OUTDOOR STORAGE FOR RVs, CAMPERs, BOATS, TRAILERS, ETC.

WATER:	CITY OF TARPON SPRINGS UTILITIES
SEWER:	CITY OF TARPON SPRINGS UTILITIES
POWER:	DUKE ENERGY INC.

SCALE: 1"=200

FREDERICK MCCLIMANS

TARPON COMMERCIAL CENTER
US HIGHWAY 19
TARPON SPRINGS, FL

CONCEPT PLAN

SHEET No.
CP-1

LA CIVIL, Inc.
Engineering Business License # 00029995
PO BOX 7649
Clearwater, Florida 33758-7649
Phone: 727-446-9000

Page 165 of 44

1"=40'

TOTAL ACRE = 0.43'
SQUARE FOOT = 1873.08'
LENGTH = 957.80'

CURVE	RADIUS	ARC LENGTH	CURVE LENGTH	CURVE BEARING	DELTA ANGLE
C1	14.00	38.53	26.56	N 05°20'27" E	164°47'35"
C2	81.43° 91°	181.91°	81.44°	N 81°43'44" E	4°44'44"
C3	6431.10°	202.62°	202.62°	S 88°45'42" E	14°18'19"
C4	558.29	72.63°	72.58	N 87°18'00" E	7°27'15"
C5	2.00	3.20	3.20	N 59°43'30" E	3°58'35"
C6	24.71°	25.77°	24.62°	N 09°46'58" W	59°46'07"
C7	19.00	22.07°	20.85	N 39°48'43" E	66°32'35"
C8	40.61°	22.71°	22.41	N 21°01'54" E	32°08'49"
C9	5.00	28.19°	24.03°	S 74°12'37" E	17°20'51"
C10	145.08°	101.23°	99.19	S 74°12'37" E	1°58'48"
C11	23.51	57.69	49.26	S 25°14'46" E	140°37'52"
C12	3.789°	6.379°	6.379°	S 30°51'47" E	1°59'29"
C13	5225.07°	179.62°	178.81	S 89°09'32" E	1°58'11"

TOTAL ACRE = 0.20'
SQUARE FOOT = 8593'
LENGTH = 526.40'

LINE	BEARING	DISTANCE
1	N 30°15'04" W	30.86'
2	N 33°34'42" W	47.78'
3	N 34°09'08" W	54.13'
4	N 17°44'36" W	42.32'
5	N 26°02'49" W	26.62'
6	N 08°32'18" W	29.29'

	12"	OAK TREE AND SIZE
	6"	MISCELLANEOUS TREE AND SIZE
	12"	PALM TREE AND SIZE
	4"	PINE TREE AND SIZE

(C) CALCULATED MEASUREMENT	(T) TELEPHONE MANHOLE	(C) UNDERGROUND CABLE MARKER
(R) RIGHT OF WAY MEASUREMENT	UG UNDERGROUND PHONE	BS SANITARY MANHOLE
CON. CONCRETE	UMS UNDERGROUND FORCE MAIN	W WATER METER
EP EDGE OF PAVEMENT	UMS MIXED END SECTION	W VALVE
MILT. MULTIPLE	STM STORM MANHOLE	F.C.I.R. FOUND CAPPED IRON ROD
C CURB INLET	UG UNDERGROUND ELECTRIC	F.N.D. FOUND NAIL & DISK
G GRATE INLET	UGM UNDERGROUND WATER	F.C.M. FOUND CONCRETE MONUMENT
SMH SANITARY MANHOLE	OHV OVERHEAD WIRES	(P) PLAT MEASUREMENT
STM STORM MANHOLE	UG UNDERGROUND GAS	(F) FIELD MEASUREMENT
	T.O.S. TOE OF SLOPE	N.C.F. NO CORNER FOUND
⬆ FLAG POLE	WDF WOOD FENCE	
⊗ GREASE TRAP MANHOLE	PCV PLASTIC PRIVACY FENCE	SV SEWER VALVE
⊗ HYDRANT	UG UNDERGROUND	
⊗ PREVENTER VALVES	E.O.W. EDGE OF WATER	⊗ MONITOR WELL
⊗ METAL LIGHTPOLE	LB LICENSED BUSINESS	SS SIGNAL SUPPORT POLE
○ CLEANOUT	OHV OVERHEAD WIRE	ICV IRRIGATION CONTROL VALVE
⊗ STORM MANHOLE	TF TRANSFORMER PAD	RM IRRIGATION VALVE/RECLAM.
⊗ GAS VALVE	TYP. TYPICAL	P.O.B. POINT OF BEGINNING
⊗ UNDERGROUND ELECTRIC	T.O.B. TOP OF BANK	P.O.C. POINT OF COMMENCEMENT
⊗ UNDERGROUND WATER MARKER	⊗ CROSS WALK SIGNAL	⊗ UNDERGROUND GAS MARKER
CONCRETE LIGHT POLE	⊗ WELL	
WOOD LIGHT POLE	⊗ MAILBOX	⊗ ELECTRIC BOX
⊗ WOOD POWER POLE	⊗ GUY WIRE	⊗ TRAFFIC BOX
⊗ CON POWER POLE	⊗ SIGN	⊗ UNDERGROUND PHONE MARKER
RAILROAD X-MING FENCE	⊗ PHONE BOX	⊗ RAILROAD LIGHT
	⊗ CABLE BOX	
	⊗ WATER MANHOLE	
	⊗ FIRE DEPARTMENT CONNECTION	P1 PARCEL 1



PARCEL A:

A PORTION OF TRACT 17, AS MAPA-TARPOON SPRINGS LAND COMPANY SUBDIVISION OF SECTION 6, TOWNSHIP 27 SOUTH, RANGE 16 EAST, AS SHOWN ON PLAT RECORDED IN PLAT BOOK 1, PAGE 116 OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA, OF WHICH PINELLAS COUNTY WAS FORMALLY A PART, AND A PORTION OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 6, TOWNSHIP 27 SOUTH, RANGE 16 EAST, PINELLAS COUNTY, FLORIDA, ALL BEING FURTHER DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 6 FOR A POINT OF BEGINNING; THENCE RUN ALONG THE NORTH BOUNDARY LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 6, 17.54 FEET TO THE POINT OF BEGINNING; THENCE RUN ALONG THE WEST BOUNDARY LINE OF SAID SECTION 6, 1515.00 FEET TO THE POINT OF BEGINNING; THENCE RUN ALONG THE WEST RIGHT OF WAY LINE OF STATE ROAD NO. 55, SECTION 15150 (US HIGHWAY NO. 19) AS IT IS NOW ESTABLISHED; THENCE ALONG THE WEST RIGHT OF WAY LINE OF SAID STATE ROAD NO. 55, 8.00'D04'12" W, A DISTANCE OF 225.00 FEET; THENCE PARALLEL WITH THE NORTH BOUNDARY LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 6, 17.54 FEET TO THE POINT OF BEGINNING; THENCE PARALLEL WITH THE WEST RIGHT OF WAY LINE OF STATE ROAD 55, N 00°04'12" E, A DISTANCE OF 225.00 FEET TO THE NORTH BOUNDARY LINE OF SAID TRACT 17, THE SAME BEING THE NORTH LINE OF THE NORTHWEST 1/4 OF SAID SECTION 6; THENCE S 17° 09' 58" W, A DISTANCE OF 217.54 FEET TO THE POINT OF BEGINNING.

AND;

PARCEL B:

A PORTION OF TRACT 17 AND 18, TAMPA-TARPON SPRINGS LAND COMPANY SUBDIVISION OF SECTION 6, TOWNSHIP 27 SOUTH, RANGE 16 EAST, AS SHOWN ON PLAT RECORDED IN PLAT BOOK 1, PAGE 116 OF THE PUBLIC RECORDS OF HILLSBOROUGH COUNTY, FLORIDA, OF WHICH PINELLAS COUNTY WAS FORMALLY A PART, AND A PORTION OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 6, TOWNSHIP 27 SOUTH, RANGE 16 EAST, PINELLAS COUNTY, FLORIDA, ALL BEING FURTHER DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 6; THENCE RUN ALONG THE NORTH BOUNDARY LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 6, S 89°58'25" E, A DISTANCE OF 82.46 FEET TO THE WEST RIGHT OF WAY LINE OF STATE ROAD NO. 55, S 89°58'25" E, A DISTANCE OF 150 FEET TO THE WEST RIGHT OF WAY LINE OF SAID STATE ROAD NO. 55, S 00°04'12" E, A DISTANCE OF 225.00 FEET FOR A POINT OF BEGINNING; THENCE CONTINUE ALONG THE WEST RIGHT OF WAY LINE OF STATE ROAD NO. 55, S 00°04'12" E, A DISTANCE OF 225.00 FEET; THENCE PARALLEL WITH THE NORTH BOUNDARY LINE OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 6, S 89°58'25" E, A DISTANCE OF 45.00 FEET TO THE WEST RIGHT OF WAY LINE OF SAID STATE ROAD NO. 55, S 00°04'12" E, A DISTANCE OF 45.00 FEET TO THE NORTH BOUNDARY LINE OF SAID TRACT 18, THE SAME BEING THE NORTH LINE OF THE NORTHWEST 1/4 OF SAID SECTION 6; THENCE ALONG THE NORTH BOUNDARY LINE OF SAID TRACTS 18 AND 17, S 89°58'25" E, A DISTANCE OF 300.00 FEET TO THE WEST RIGHT OF WAY LINE OF SAID STATE ROAD NO. 55, S 89°58'25" E, A DISTANCE OF 300.00 FEET TO THE POINT OF BEGINNING.

SURVEYOR'S NOTES:

- 1) THIS IS A WETLAND DELINEATION SURVEY OF THE ABOVE DESCRIBED TRACT OF LAND ONLY, MADE ON THE GROUND UNDER THE SUPERVISION OF A FLORIDA REGISTERED LAND SURVEYOR AND MAPPER, AND EXCEEDS THE MINIMUM TECHNICAL STANDARDS FOR HORIZONTAL AND VERTICAL ACCURACY FOR THIS PROPERTY'S EXPECTED USE.
- 2) BEARINGS REFERENCED TO THE NORTH LINE OF THE NORTHEAST 1/4 OF SECTION 6-27-16 A, BEING S 89°58'25" E, PER DEED AND GEODETIC BEARINGS, N.A.D. 83, ZONE WEST.
- 3) THIS SURVEY WAS CONDUCTED FOR THE PURPOSE OF A WETLAND DELINEATION SURVEY, AND IS NOT INTENDED TO DELINEATE THE REGULATORY JURISDICTION OF ANY FEDERAL, STATE, REGIONAL OR LOCAL AGENCY, BOARD, COMMISSION OR OTHER SIMILAR ENTITY.
- 4) THIS SURVEY PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT, THEREFORE, THERE MAY BE OTHER EASEMENTS, RIGHTS-OF-WAY, SETBACK LINES, AGREEMENTS, RESERVATIONS, RESTRICTIONS, OR OTHER SIMILAR MATTERS OF PUBLIC RECORD, NOT DEPICTED ON THIS SURVEY.
- 5) NO UNDERGROUND UTILITIES, UNDERGROUND ENCROACHMENTS, BUILDING FOUNDATIONS WERE OBSERVED AS A PART OF THIS SURVEY, UNLESS OTHERWISE SHOWN. SHRUBS WERE NOT LOCATED, UNLESS OTHERWISE SHOWN.
- 6) THIS SURVEY NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
- 7) THE PARCEL SHOWN HEREON APPEARS TO FALL WITHIN FLOOD ZONE "X", AS SHOWN ON THE FLOOD INSURANCE RATE MAP 12103C, COMMUNITY PANEL NUMBER 0036 H, MAP REVISED 08/24/2021.
- 8) ELEVATIONS DEPICTED HEREON BASED UPON N.A.V.D. 88, UTILIZING NGS CONTROL POINT "G 759", ELEVATION 15.64' (N.A.V.D. 88). SITE BENCHMARKS DEPICTED HEREON AND ARE IN (N.A.V.D. 88) DATUM.
- 9) WETLAND AREA DEPICTED HERE BY ARMSTRONG ENVIRONMENTAL SERVICES FLAGGED ON 1/11/23.


Alex B. Thompson Jr., P.L.S.
State of Florida No. 5318
Registered Land Surveyor and Mapmaker

1/19/2023

Last Date of Field Survey: 1/18/2023

EXTREME SURVEYING OF FLORIDA, INC.

29340 RHODIN PLACE
WESLEY CHAPEL, FLORIDA 33545
PH. (813) 973-2092
FAX. (813) 973-2122
EMail: alex@extreme-surveying.com

Email: alex@extreme-surveying.com

[illegible]

WETLAND DELINEATION SURVEY

44098 US HIGHWAY 19 N.
PINELLAS COUNTY, FLORIDA

DESIGNED BY:

DRAWN BY:

CHECKED BY:

SCALE:	DATE:
--------	-------

1"=40'	1/19/2
--------	--------

PARTY CHIEF:

DW

FIELD BOOK:1

PAGE: 22

CAD FILE.
2205 100 35

JOB NUMBER:

2205-100-35

SHEET

of

CITY OF TARPON SPRINGS, FLORIDA
Development Proposal & Agreement Application

Return to:
Planning & Zoning Department
324 E. Pine Street
Tarpon Springs, FL 34689
(727) 942-5611

(Please type or print clearly)

Property Owner(s)

Name Frederick and Jane McClimans		Email janeart@tampabay.rr.com
Address 40 Bahama Circle		
City Tampa	State Florida	Zip 33606
Phone	Fax	Cellular 813-758-4000

Applicant

Name Moses Tucker Partners		Email mchandler@mosestucker.com
Address 200 River Market Avenuem Suite 501		
City Little Rock	State Arkansas	Zip 72201
Phone 501-231-5284	Fax	Cellular

Agent (if applicable)

Name Amy Huber, Esq.		Email amy@huberzoninglaw.com
Address 1299 Main Street, Suite C		
City Dunedin	State Florida	Zip 34698
Phone 727-337-4239	Fax	Cellular

General Information

Property Location or Address 44098 U.S. 19 North, Tarpon Springs, Florida 34689			
Legal Description (attach additional sheets as necessary) See attached.			
Tax Parcel Number(s) 062716000002100100 & 062716000002100200			
Proposed Agreement Duration (not to exceed 5 years) ☐ 1 yr. ☐ 2 yrs. ☐ 3 yrs. ☐ 4 yrs. ☒ 5 yrs.	Present Designations of Property <table border="1"><tr><td>Land Use Category ROR</td><td>Zoning District HB</td></tr></table>	Land Use Category ROR	Zoning District HB
Land Use Category ROR	Zoning District HB		

Additional Information Required:

Applicant must submit a development proposal containing, at a minimum, the following information:

- Completed original application with digital copies of all application documents**
- Application fees:
 - Request to Negotiate \$ 250.00 (no mailing labels or advertisement fees required)
 - Development Proposal \$2,500.00
 - Agreement Modification \$1,000.00
 - Agreement Extension \$ 250.00
- Applicable postage charges (City staff will prepare the labels and calculate postage charges when a complete application is submitted.)
- \$1,000.00 advertising fee (requires 2 advertisements at \$500 each)

CITY OF TARPON SPRINGS, FLORIDA
Development Proposal & Agreement Application

AFFIDAVIT

I (we), the undersigned, certify ownership of the property within this application, that said ownership has been fully divulged, whether such ownership by contingent or absolute, and that the name of all parties to an existing contract for sale or any options are filed with this application.

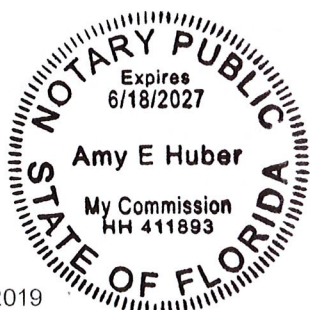
I (we) certify that Amy Huber, Esq.
AGENT is (are) duly designated as the agent(s) for the owner, that the agent(s) is (are) authorized to provide subject matter on the application contained herein, whether verbal or written, and appear at any public hearing(s) involving this petition.

I (we) assent to the City's Comprehensive Plan as it applies to the property. Further, it is understood that this application must be complete and accurate and the appropriate fee paid prior to processing.

Date: <u>5/13/24</u>	Title Holder/Property Owner: <u>[Signature]</u>
Date: <u>05/13/2024</u>	Title Holder/Property Owner: <u>[Signature]</u>
Date: _____	Title Holder/Property Owner: _____
Date: _____	Title Holder/Property Owner: _____

STATE OF FLORIDA)
COUNTY OF PINELLAS)

The foregoing instrument was acknowledged before me this 15th day of May, A.D., 20 24
by Frederick and Jane McClimens who is personally known to me or who has produced
PROPERTY OWNER NAME PRINTED
_____ as identification and who did (did not) take an oath.

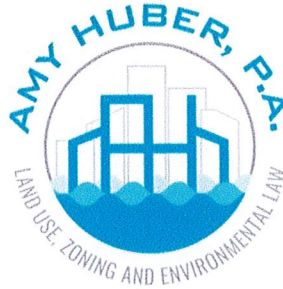


NOTARY PUBLIC

Name: Amy E. Huber
Signature: [Signature]
Stamp: _____

CITY OF TARPON SPRINGS, FLORIDA
Development Proposal & Agreement Application

5. Proof of ownership or legal interest (warranty deed, title certification, contract, power of attorney, etc.).
6. Description of the proposed development use(s) including residential density, building intensity, FAR, if applicable, and proposed building height.
7. A level of service analysis of the impact upon existing and proposed public facilities and services, including who shall provide such facilities, the date any new facilities will be constructed, if needed, and a schedule to assure public facilities and services are available concurrent with the impacts of the development.
8. A description of any reservation or dedication of land for public purposes.
9. A description of all City development approvals necessary, including any zoning or land use modifications required.
10. Accurate survey of boundary and existing conditions including but not limited to easements, streets, buildings, land uses, historic sites, zoning, wetlands, watercourses, utilities, general topographic contours, and existing zoning and land uses for all contiguous properties.
11. A preliminary master drainage and grading plan.
12. The location of proposed buffers or screening.
13. An existing tree survey.
14. A conceptual master plan showing the locations and acreage of general land uses including dwelling unit types, general types of non-residential uses, open spaces, recreational facilities, and other proposed uses.
15. Circulation plan showing locations and types of all access points and internal streets.
16. Proposed development phasing.
17. A list of all federal, state, and local permit requirements.
18. Any further information deemed necessary to conduct a complete review of the proposal, including, but not limited to:
 - a. Hurricane Shelter Space Impact Study, if required by Section 122.12, LDC.
 - b. Endangered/Threatened Species Study, if required by Section 144.00, LDC.
 - c. Traffic Impact Study, if required by Section 122.11, LDC.



Via Hand Delivery

May 16, 2024

Ms. Renea Vincent
Planning Director
City of Tarpon Springs
324 Pine Street
Tarpon Springs, FL 34689

Re: Development Agreement Application
44098 US 19 N, Tarpon Springs, FL (the "Subject Property")

Dear Ms. Vincent:

On behalf of the owners the Subject Property, Frederick and Jane McClimans, and the developer, Moses Tucker Partners (collectively, the "Applicants"), attached please find a completed Development Proposal and Agreement Application package. In support of this application, attached please find:

- One (1) Original executed Development Proposal and Agreement Application;
- One (1) Original Owner's Affidavit for Frederick and Jane McClimans;
- One (1) copy of the Legal Description for the Subject Property;
- Check in the amount of \$2500.00;
- Proof of Ownership – Warranty Deed;
- Survey of the Property;
- Level of Service Analysis;
- One (1) copy of the Proposed Master Concept Plan for the development of the Subject Property, including buffers, setbacks, height, drainage and grading, and circulation;

- Proposed Development Phasing; and
- List of all required permits.

The Applicants are requesting to negotiate a Development Agreement with the City of Tarpon Springs for the development of the Subject Property with a storage facility and two (2) commercial retail outparcels. In order to accomplish this development, the Applicant will need to seek to change the Land Use Designation of the Subject Property from ROR to CG. The Zoning will remain HB. The Applicant will also seek a Conditional Use approval for the storage facility, as well as Site Plan Approval.

The Subject Property is located on US Highway 19 and sits on the border of Pinellas and Pasco Counties. The current Land Use designation of ROR requires a residential component to the development; however, the current Zoning does not permit residential as of right. This Property is the only parcel on US Highway 19 in this area with this inconsistent Land Use and Zoning. Moreover, this Site is not suited for residential development because of its location on U.S Highway 19 and the incompatible uses on the surrounding parcels. Moreover, the Subject Property is divided by a 100-foot Duke Energy easement. Duke Energy is currently installing power lines on the Property within its easement. This easement imposes significant development restrictions on the Site. Moreover, the Property has a significant stormwater area and wetlands on the Southwest corner of the site. These constraints impose limits on the development of the Site.

The Applicants previously filed a Land Use Plan Amendment application with the City. During that process, the City Commission expressed some concerns regarding the development. The Applicants are proposing a Development Agreement to address these concerns in a legally binding manner with the City.

The Applicant agrees to impose the following on the development of the Site:

- To designate the 0.2 acres of wetlands on the site and change the Land Use of the wetland area to Preservation.
- To limit the FAR for the Subject Property to .30.
- To install an 8 foot wall and 8 foot fence along the South property line to provide additional buffering for the adjacent property owners. See attached Concept Plan for location of wall and fence.

- To increase the side setback to 25' for the building footprint of the building pad for the outparcel adjacent to the Southern property owners. See attached Concept Plan for setback line for building pad.
- To limit the height of the building pad for the outparcel immediately adjacent to the Southern property owners to a single story 22' building. See attached Concept Plan for outparcel pad.
- To limit the use of the building pad immediately adjacent to the Southern property owners to not allow the following uses: 1) fast food restaurants; (2) adult entertainment/sales; (3) car wash facilities; (4) gas/service stations; (5) car dealerships; or (6) tire/automotive repair stores;
- To limit the hours of operation open to public of the building pad immediately adjacent to the Southern property owners from 6:00 a.m. to 10:00 p.m.
- To develop the Subject Property in accordance with the attached Concept Plan.

We hope that imposing these restrictions addresses the City's concerns and look forward to working with you and your Staff during the Development Agreement process. Please feel free to contact me at amy@huberzoninglaw.com or 727.337.4239 with any questions or in the event you need additional information or documentation. Thank you for your anticipated attention to this matter.

Sincerely,



Amy E. Huber, Esq.

Cc: Matt Chandler

LEGAL DESCRIPTION
44098 U.S. Highway 19, Tarpon Springs, FL 34689
Parcels 062716000002100100 & 062716000002100200

Parcel A:

A portion of Tract 17, TAMPA-TARPON SPRINGS LAND COMPANY SUBDIVISION of Section 6, Township 27 South, Range 16 East, according to the map or plat thereof, as recorded in Plat Book 1, Page(s) 116, of the Public Records of Hillsborough County, Florida, of which Pinellas County was formerly a part, and portion of the Northwest 1/4 of the Northeast 1/4 of Section 6, Township 27 South, Range 16 East, Pinellas County, Florida, all being further described as follows:

Commence at the Northwest corner of the Northwest 1/4 of the Northeast 1/4 of said Section 6 for a Point of Beginning; thence run along the North boundary line of the Northwest 1/4 of the Northeast 1/4 of said Section 6, South 89°58'25" East, a distance of 82.46 feet to the West right-of-way line of State Road No. 55, Section 15150 (U.S. Highway No. 19) as it is now established, thence along the West right-of-way line of said State Road No. 55, South 00°04'12" West, a distance of 225.00 feet; thence parallel with the North boundary line of the Northwest 1/4 of the Northeast 1/4 of said Section 6, North 89°58'25" West, a distance of 300.00 feet; thence parallel with the West right-of-way line of said State Road No. 55, North 00°04'12" East, a distance of 225.00 feet to the North boundary line of said Tract 17, the same being the North line of the Northwest 1/4 of said Section 6; thence along the North boundary line of said Tract 17; South 89°58'25" East, a distance of 217.54 feet to the Point of Beginning.

AND

Parcel B:

A portion of Tract 17 and 18, TAMPA-TARPON SPRINGS LAND COMPANY SUBDIVISION of Section 6, Township 27 South, Range 16 East, according to the map or plat thereof, as recorded in Plat Book 1, Page(s) 116, of the Public Records of Hillsborough County, Florida, of which Pinellas County was formerly a part, and a portion of the Northwest 1/4 of the Northeast 1/4 of Section 6, Township 27 South, Range 16 East, Pinellas County, Florida, all being further described as follows:

Commence at the Northwest corner of the Northwest 1/4 of the Northeast 1/4 of said Section 6; thence run along the North boundary line of the Northwest 1/4 of the Northeast 1/4 of Section 6, South 89°58'25" East, a distance of 82.46 feet to the West right-of-way line of State Road No. 55, Section 15150 (U.S. Highway No. 19) as it is now established, thence along the West right-of-way line of said State Road No. 55, South 00°04'12" West, a distance of 225.00 feet for a Point of Beginning; thence continue along the West right-of-way line of State Road No. 55, South 00°04'12" West, a distance of 225.00 feet; thence parallel with the North boundary line of the Northwest 1/4 of the Northeast 1/4 of said Section 6, North 89°58'25" West, a distance of 650.00 feet; thence parallel with the West right-of-way line of said State Road No. 55, North 00°04'12" East, a distance of 450.00 feet to the North boundary line of said Tract 18, the same being the North line of the Northwest 1/4 of said Section 6; thence along the North boundary line of said Tracts 18 and 17, South 89°58'25" East, a distance of 350.00 feet; thence South 00°04'12" West, a distance of 225.00 feet; thence South 89°58'25" East, a distance of 300.00 feet to the Point of Beginning.

1 of 4

99-327438 OCT- 5-1999 5:06PM
PINELLAS CO BK 10601 PG 2210

KARLEEN F. DE BLAKER, CLERK OF COURT
PINELLAS COUNTY, FLORIDA
2C13574 10-05-1999 17:06:34 NBP
51 DED-FREDERICK MCCLIMANS
0000000000
RECORDING 002 PAGES 1 \$10.50
DOC STAMP - DR219 3 \$4,410.00

	TOTAL:	\$4,420.50
P	CHECK AMT. TENDERED:	\$4,420.50
	CHANGE:	\$.00
BY	DEPUTY CLERK	

Witnesseth, that the said Grantor, for and in consideration of the sum of (Ten & NO/100) Dollars, to it in hand paid by the said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee forever, the following described land, situate, lying and being in the County of Pinellas State of Florida, to wit:

PAGE: 32
ACC: 10.50
RIN: 4.40
DEBIT: 4.40
D.:
IN:
FEE:
MTN:
PI:
REV: Sub
TOTAL: 24.40
CK BAL: 24.40
CHG AMT: 24.40

Parcel Identification Number: 06-27-16-00000-210-0100/0200

And the said Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, the said Grantor has caused this instrument to be executed in its name by its duly authorized officer and caused its corporate seal to be affixed the day and year first above written.

Documentary Tax Pd. \$ 4,410.00
\$ _____ Int. 2% Tax Pd.
Karleen F De Blazer, Clerk, Franklin County
By [Signature] Deputy Clerk

**McClimans Golf Company, Inc., a
Florida corporation**

Signed and Sealed in Our Presence:

By: Gregory S. McClimans
Gregory S. McClimans
Its President

Witness: _____
Printed Name: BRUCE M. TIGERT

Witness: Sandra Krupa
Printed Name: **SANDRA KRUPA**

(Corporate Seal)

State of **Florida**
County of **Hillsborough**

The foregoing instrument was acknowledged before me this 29th day of September, 1999, by Gregory S. McClimans, President of McClimans Golf Company, Inc., a Florida corporation.

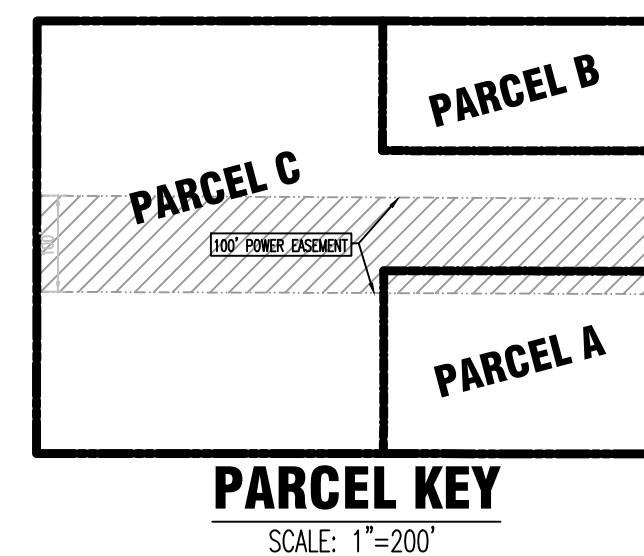
a corporation existing under the laws of the State of Florida, on behalf of the corporation.
He/She is personally known to me or has produced a driver's license as identification
and ~~did not take an oath~~ 7

id not take an oath.
OFFICIAL NOTARY SEAL
SANDRA H. PA
NOTARY PUBLIC, STATE OF FLORIDA
COMMISSION NO. CC72693
MY COMMISSION EXPIRES MAR. 22, 2002

Print Name: SANDRA KRUPA
Notary Public
My Commission Expires:

CWD-1
5/93

My Commission Expires: _____
Prepared by and return to, if applicable, Sandra Krupa of Bayshore Title Insurance Company, 3431 Henderson Boulevard, Tampa, Florida 33609-2938, as a necessary incident to the fulfillment of conditions contained in a title insurance commitment issued by it. File No: 9909060; Folio Number: 06-27-16-00000-210-0100/0200



PROJECT TITLE	TARPON
SHEET TITLE	

SHEET No.
CP-1

DEVELOPMENT AGREEMENT LOS NARRATIVE

TARPON COMMERCIAL CENTER 44098 US 19 N, Tarpon Springs, FL

As depicted on the submitted Concept Plan, the proposed **TARPON COMMERCIAL CENTER** will be a commercial development with (3) single-use Parcels A, B & C. As Phase 1, the developer intends to construct a Mini-Warehouse facility with Outdoor RV & Boat Storage on Parcel C, along with master planned and shared infrastructure to include the US 19 access driveway, water, sewer, drainage, stormwater, and general grading to serve Parcels A, B & C. During Phase 1, the developer will also construct the required 8-foot tall Wall & Fence, and, Buffer Screening along the southern property line.

The developer intends to sell Parcels A & B for later Phase 2 development, by the developer or others, either together or at separate times in the future.

LEVEL OF SERVICE (LOS) ESTIMATE:

Traffic Generation (per *Gulf Coast Consulting Traffic Study*):

- Parcel A: Retail/Commercial ITE Land Use - Phase 2
- Parcel B: Retail/Commercial ITE Land Use - Phase 2
- Parcel C: Storage Use; ITE Land Use 151 – Phase 1

Total Daily Trips = 820
AM Peak Hour Trips = 46
PM Peak Hour Trips = 100

Vehicular Access:

- Single shared driveway proposed to US 19 allowing Right-IN and Right-OUT movements. Permitting of the Driveway will be coordinated with FDOT. No turn lanes improvements, traffic signals or median openings are expected.

Water & Fire Demand:

- Water & Fire services will be provided to all Parcels via tapping and extension from the City of Tarpon Springs 8-inch water main located along the US 19 ROW frontage of the property.
 - Parcel A: Retail/Commercial = 10 GPD / 100 SF (Phase 2)
 - Parcel B: Retail/Commercial = 10 GPD / 100 SF (Phase 2)
 - Parcel C: Storage Use = 2 Restrooms @ 200 GPD each = 400 GPD (Phase 1)

Sanitary Sewer Demand:

- Sanitary sewer service will be provided to all parcels by a shared onsite gravity sewer main discharging into a shared Lift Station. The Lift Station will be connected via Force Main extension to the City of Tarpon Spring 6-inch Force Main located at the south ROW of Brittany Park Blvd.
 - Parcel A: Retail/Commercial = 10 GPD / 100 SF (Phase 2)
 - Parcel B: Retail/Commercial = 10 GPD / 100 SF (Phase 2)
 - Parcel C: Storage Use = 2 Restrooms @ 200 GPD each = 400 GPD (Phase 1)

Solid Waste:

- Each Parcel Use will manage solid waste via onsite dumpsters placed within independent dumpster enclosures for access and pickup by a local licensed solid waste hauler.

Stormwater:

- Water quality treatment and attenuation of stormwater runoff will be provided via an onsite conveyance and retention pond systems shared by all Parcels. Outfall discharge of stormwater will be to the wetlands via an engineered control structure. Wetland delineation and Stormwater Permitting will be pursued through SWFMD & FDOT.

Pedestrian Access:

- Pedestrian access routes via sidewalks, cross walks, and ramps will be provided from each Parcel to the US 19 frontage public sidewalk.

ADA Compliance:

- All parking and sidewalks will be constructed in compliance with ADA.

Public Transportation:

- Public transportation bussing will be provided by PSTA.

Civil Engineering Site Plans will be prepared by a Licensed Professional Engineer to assist in securing the following Permits for the project:

Proposed Phasing Plan

MTP intends to develop the site as follows:

Phase 1 – Site Work to include: paving, drainage, access, wall, fence and buffer, and development of Parcel C

Phase 2 – Parcels A & B (Parcels A & B may be developed simultaneously with Phase 1).

Proposed List of Permits

City of Tarpon Springs Conditional Use
City of Tarpon Springs Land Use Amendment
City of Tarpon Springs Development Order
City of Tarpon Spring Utility Permitting
FDEP Water Permit
FDEP Sewer Permit (Lift Station & Sewer FM)
ROW Vacation
FDOT Driveway Permit
FDOT Drainage Permit
FDOT Utility Permit (Sewer FM)
SWFWMD Wetland Delineation
SWFWMD Environmental Resource Permit (ERP)



Board of Commissioners

Memorandum

Date: March 19, 2024
To: Mayor and Board of Commissioners
Through: Mark LeCouris, City Manager
From: Renea Vincent, Planning Director
Subject: **Request to Negotiate a Development Agreement** for property at 44098 US 19 North (former driving range), Moses Tucker Partners **(10 Minutes)**

Recommendation

The Board of Commissioners should review and evaluate the request to negotiate the Development Agreement. After review, the Board may authorize or deny the request to negotiate with the applicant in accordance with Section 97.00(C) of the City's Land Development Code.

Staff Review Comments for Consideration:

- The applicant's proposal for the Development Agreement is consistent with the original land use amendment application.
- Utilization of the Development Agreement process will enable the Board and Applicant to achieve a reasonable certainty of outcomes and memorialize the actions necessary for the project to move forward.
- The proposed site plan may become a condition of approval.
- The applicant has agreed to impose the same restrictions included in the private agreement with Brittany Park Town Homes.
- The Board may seek additional conditions during the negotiation process, if necessary.
- Ordinance 2024-02 (first reading on March 5, 2024) proposes to reduce the length of a development agreement from 10 years to 5 years (or less). The duration of the proposed development agreement should be subject to the requirements of Ordinance 2024-02.

If authorized, the City Manager will provide the Board of Commissioners with draft terms of a development agreement or with a report on the status of negotiations within 90 days of a determination by the Technical Review Committee of the proposal's compliance with the Land

Development Code.

Background

Pursuant to [Section 97.00](#) of the City's Land Development Code (LDC) the City has received a request to negotiate a Development Agreement to redevelop the former driving range property on west side of US 19, directly south of the Pasco County line. The intended use of the project includes a mini storage building and two commercial retail buildings/out parcels. The proposed development requires a land use map change from Residential Office Retail to Commercial General and a Conditional Use approval for the proposed mini storage. The property is zoned Highway Business and zoning map amendment is not needed.

Location Map



Previous Application Information:

The Board of Commissioners previously reviewed and denied a similar land use map amendment (Application 22-141, Ordinance 2023-) from Residential Office Retail to

Commercial General. The following timeline and summary of actions on the previous application is provided below:

- February 27, 2023: Planning and Zoning Board Hearing – With a vote of 3 to 2, the Board recommended denial of Ordinance 2023-05. The Board’s overall concerns were the expanded list of potential permitted uses in comparison to the current allowances and the potential impacts to the Brittany Park Townhomes.
- March 20, 2023: Planning and Zoning Board Request for Rehearing – With a vote of 3 to 2, the Board voted to rehear this application with the corrected R/O/R use and density/intensity allowances.
- April 17, 2023: Planning and Zoning Board Rehearing – With a vote of 5 to 1, the Board recommended denial of Ordinance 2023-05. The Board’s overall concerns were the potential impacts to the Brittany Park Townhomes and increased FAR allowance.
- June 13, 2023: BOC Hearing – Board of Commissioners sent the application back to the Planning & Zoning Board to consider additional information (Brittany Park Agreement).
- July 17, 2023: Planning & Zoning Board Hearing – With a vote of 4 to 1, the Board recommended approval of Ordinance 2023-05.
- July 25, 2023: Board of Commissioners reviewed and denied Ordinance 2023-05 citing the following concerns:
 - Inability of the City to enforce the private agreement between the applicant and adjacent residential community.
 - The Land Use Amendment would increase the floor area ratio, which could increase potential traffic generation.
 - Lack of certainty regarding the Duke Energy easement
 - Lack of certainty regarding the site layout

Funding

N/A

Strategic Plan Objective

N/A



MEMORANDUM

To: Mayor and Board of Commissioners

From: Renea Vincent, Planning Director

Through: Mark LeCouris, City Manager

Date: August 5, 2024

Subject: **Draft Plan Transmittal; Sponge Docks and Hope-Athens Community Placemaking**

Background: The City contracted with Stantec in late March 2023 to conduct a Planning and Placemaking Study for the Sponge Docks and surrounding Hope-Athens community. The goal is an actionable plan with recommendations for:

- Asset-based economic development
- Placemaking and public spaces
- Sustainable historic/cultural preservation
- Accessibility and mobility

Transmittal:

Attached for review and acceptance at the August 20, 2024, BOC Regular Session is the draft plan developed by Stantec, with assistance from the Planning Department. Jared Beck (Stantec) will present findings of the Plan.

Implementation:

The Plan includes an Implementation section beginning on page 30. We will update the BOC with an anticipated “next steps”. Staff’s current intent is to immediately focus on the following:

- Expand the existing Special Area Plan and SmartCode Regulating Plan to include the Hope-Athens community, with appropriate design regulations for new construction.
- Update the existing Special Area Plan and SmartCode Regulating Plan to provide for enhanced form-based design regulations to ensure that new construction is consistent with existing development patterns, while supporting appropriate development and redevelopment.
- Complete draft amendments to the Land Development Code to create a Conservation Overlay District to further protect demolition and/or new construction if at least 51% of affected property owners are supportive.

At the August 20 BOC meeting staff will also be seeking further direction on other implementation elements of the plan.



The draft plan is also available on the City's Connect Tarpon Springs site at the following link where interested stakeholders may provide comments on the plan.

[Sponge Docks & Hope-Athens Greek Community Placemaking | Connect Tarpon Springs](#)



Sponge Docks and Hope-Athens Community Placemaking

Findings and Opportunities

Sponge Docks and Hope-Athens Community Placemaking

Goals Spanning:

- Asset-based economic development
- Placemaking and public spaces
- Sustainable historic / cultural preservation
- Accessibility and mobility



Sponge Docks and Hope-Athens Community Placemaking

Historical Considerations:

- Land value
- Development & regulatory framework
- Construction practices
- Mobility
- Community expectations



Challenges in Historic Commercial Centers

- Protect the scale and character of downtown's & commercial centers
- Retain locally owned businesses
- Adapt to changing demographics
- Support tourism without losing authenticity
- Better manage mobility – all types: pedestrians, bicycles, vehicles, e-mobility
- Compel investors to respect the special fabric of a place
- Manage redevelopment / infill in a way that is compatible and enhances existing character
- Protect against weather events

Approach Considerations:

- Limitation on what a City can regulate
- Complying with Florida Building Codes
- Competing with very costly real estate
- Capacity to manage (allocation of funding & staff)
- Capacity of stakeholders
- Financial resources

Approach Considerations & Willingness

- Limitation on what a City can regulate
- Complying with Florida Building Codes
- Competing with very costly real estate
- Capacity to manage (allocation of funding & staff)
- Capacity of stakeholders
- Financial resources
- Creative initiatives, programming, funding, and partnerships
- Property owner, business owner, and resident support & commitment
- Organized commercial structure
- City support
- Buy-in and committed support
- Remain open to experimenting

Opportunities

- Tarpon Springs and the study area benefits from dedicated and passionate businesses, residents, and property owners.

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- Taking no action is accepting the change the community does not want.
- Opportunities are considerations for the City and the community to take actionable steps towards common ground projects.

Among What We've Heard: Commercial

- Allow for kiosks / sidewalk cafes with standards to alleviate clutter
- Cultural appropriate streetscape
- Minimize competing elements – A-frame signs, planters, furnishings
- Restrict delivery times
- Consider conversions to one-way
- Parking solutions

Among What We've Heard: **Sponge Docks**

- Sponge Docks area itself should be clutter free, potentially wider, have truck access and must remain functional for spongers – pedestrians and tourists are secondary
- Furnishings should be more historically appropriate with a clean and consistent landscape
- Look at things like olive trees or those that reflect more Greek culture
- Use real materials...ie don't paint crosswalks, use a different hardscape material
- Remove the clutter
- Address functional issues - flooding / circulation
- Unified / simplified signage

Among What We've Heard: **Dodecanese Boulevard**

- Allow for kiosks and sidewalk cafes but with adopted standards to alleviate additional sidewalk clutter
- Culturally/historically appropriate street elements and signage
- Competing elements such as A-frame signs, planters, etc. creating sidewalk clutter for pedestrians
- Restrict truck delivery times
- Consider conversions to one-way
- Need parking solutions

Among What We've Heard: Residential

- Preserve historic neighborhood architecture and scale
- Adopt regulations to guide future development
- Uniform signage
- Revisit on-street parking regulations

Opportunities

Opportunities are considerations for the City and the community to take actionable steps towards common ground projects.



Opportunities: **Sponge Docks**

- Delineate a working waterfront protection area.
- Remove furnishings, landscape, and unnecessary signage.
- Differentiate the working waterfront from adjacent public realm in any future projects.



Opportunities: Economic Development

- If there can be local support, work to establish an organized commercial / merchant group comprised of business owners (tenants, owners, and employee representatives) and commercial property owners from the project area only.
- In doing so, consider a longer view of potentially establishing a Business Improvement District.



Opportunities: Cultural Asset Preservation

- Update the Special Area Plan to integrate desired opportunities.
- Establish a Cultural Commercial District to enable City support for businesses.
- Establish incentive programs for actions such as flood and windstorm mitigation.
- Expand the building code grant program to better support adaptive re-use.
- Encourage community-based code enforcement to build relationships.



Opportunities: Consistent Development Patterns

- Expand the boundary of the SmartCode/SAP to establish design guidelines for new residential construction.
- Update design standards of the SmartCode to better regulate non-residential building scale and massing.



Opportunities: Sidewalks, Pedestrian Access & Safety

- Integrate new pavement material and shade beyond the working waterfront protection area.
- Evaluate sidewalks and storefront ADA ramps for reconstruction and removal of guardrails or replace the aluminum railings with a more historically compatible railing.
- In high pedestrian areas and in coordination with street, sidewalk, or stormwater improvements, consider narrowing travel lanes to create wider sidewalk areas.



Opportunities: Sidewalks, Pedestrian Access & Safety cont'd.

- Repaint crosswalks, intersection markings, and consider installation of new pavement material key intersections where high vehicular and pedestrian conflicts exist.
- Incorporate sidewalk, lighting & shade infrastructure within residential areas.
- Develop a consistent theme for new streetscape furnishings and landscape materials.



Opportunities: Traffic Circulation & Parking

- Test limited one-way vehicular circulation alternatives for a portion of Dodecanese Boulevard (between Athens and Hope) at limited peak times or on specific days to mitigate pedestrian and vehicular conflicts and maximize public use.
- Establish, in conjunction with businesses, designated loading and unloading zones.



Implementation Guidance & Recommendations (Staff)



- The following “Opportunities” align with the updated Comprehensive Plan and are recommended for immediate implementation by staff:
 - **Expand the Special Area Plan and SmartCode Regulating** plan to include the Hope-Athens community, and other surrounding properties
 - Update the Special Area Plan and SmartCode to **address design regulations** for new construction
 - Complete amendments to the Land Development Code to create **Conservation Overlay District** regulations to further protect demolition and/or new construction
- Staff recommends that the Planning and Zoning Board be utilized in a similar manner as was achieved with the Comprehensive Plan Update.
- Staff is seeking direction from the Board of Commissioners for prioritization of other identified “Opportunities”

Questions / Discussion

Sponge Docks and Hope-Athens Community Placemaking

Goals:

- Enhance historic and cultural character
- Promote sustainable economic development
- Providing guidance for sustainable history preservation
- Preserve and enhance the working waterfront
- Develop functional and vibrant public spaces for residents and tourists
- Improve access and mobility



Opportunities: **Sponge Docks**

- Formally delineate a working waterfront protection area for the Sponge Docks.
- Develop a working waterfront design plan that differentiates the working waterfront from adjacent public realm.
- Remove furnishings, landscape, or unnecessary signage from the working waterfront protection area.

Opportunities: Economic Development

- Designate a liaison to focus on enhanced efforts to protect and brand the Sponge Docks.
- Work with the business community to establish an organized merchant district.
- Consider pursuing creation of a Business Improvement District to provide enhanced services that protect and preserve the area and provide more control by the business community.
- Engage in dialogue with large property owners identified in this report to develop a long-range redevelopment program that balances private sector needs and long-term public benefit.

Opportunities: Cultural Asset Preservation

- Update the SAP to incorporate findings and actions of the Sponge Docks and Hope Athens Community Plan.
- Establish a self-regulating Cultural Commercial District (voluntary commercial property owner association).
- Evaluate and establish incentive programs for participating Cultural Commercial District properties for flood and windstorm mitigation.
- Expand the City's building code grant program to the Cultural Commercial District to better support adaptive re- use and re-development.

Opportunities: Cultural Asset Preservation cont'd.

- Engage with legacy families to identify specific challenges or opportunities
- Encourage community-based code enforcement that builds relationships and helps identify and bring code violations into compliance.
- Consider incorporating example placemaking elements at the City Marina to enhance public art installation and trolley stop.
- Consider a conservation overlay if stricter regulation of demolition is supported by a majority of property owners.

Opportunities: Consistent Development Patterns

- Update design standards of the SmartCode to better regulate non-residential building scale and massing. Enforce existing signage and outdoor display regulations
- Expand the boundary of the SmartCode/SAP to establish design guidelines for new residential construction that are complimentary to the historic development pattern, primarily through the regulation of building scale, massing, form and frontage type.

Opportunities: Sidewalks, Pedestrian Access & Safety



- Consider sidewalk embedded imagery with historic sponge dock facts (or other forms of public education), new pavement material or finishes, and shade infrastructure beyond the working waterfront protection area.
- Evaluate sidewalks and storefront ADA ramps in the study area to improve accessibility and eliminate the need for protective guardrails. If full removal of these is not a realistic solution or explore options to minimize the raised elevation and to replace the aluminum railings with a more historically compatible railing.
- In high pedestrian areas, evaluate the use of specialty pavers and narrower travel lanes to calm traffic, enhance pedestrian safety and area branding.

Opportunities: Sidewalks, Pedestrian Access & Safety cont'd.

- Consider installation of new pavement material or treatments at key intersections where high vehicular and pedestrian conflicts exist. Treatments could include murals or painted crosswalks that reflect the historic significance of the area.
- Incorporate sidewalk, lighting & shade infrastructure within residential areas into the capital improvement program.
- Develop a consistent theme for new streetscape furnishings and landscape materials.

Opportunities: Flooding & Stormwater Management

- Identify potential improvements along Dodecanese Boulevard as part of an overall unified stormwater plan, in coordination with the City's vulnerability assessment. This should consider longer-sustainability factors such as utilizing advanced sub-base materials to mitigate sub- base erosion, elevating the street system, and/or pumping systems.

Opportunities: Traffic Circulation & Parking

- Develop a parking management strategy to identify areas of unmet parking needs and areas of excess parking. Identify parking consolidation methods to more efficiently utilize available land for commercial uses and reduce pass through vehicular traffic along Dodecanese Boulevard.
- Test one-way vehicular circulation alternatives for a portion of Dodecanese Boulevard (between Athens and Hope) to mitigate pedestrian and vehicular conflicts and maximize public use.
- Partner with the local businesses to identify loading and unloading zones (preferably on side streets or in parking lots) and create clear delivery pathways along the sidewalks.

Opportunities: Traffic Circulation & Parking

- Review on-street parking and enforcement in residential areas.
- Evaluate the opportunity for a land swap with City owned property on Roosevelt Boulevard and Hill Street for the existing parking lot on Dodecanese Boulevard between Athens Street and Arfaras Street, including the adjacent easterly parcels for potential construction of a public parking garage that could include ground floor street-facing commercial liner buildings.



Sponge Docks and Hope-Athens Community Placemaking

Findings and Opportunities

DRAFT July 2024



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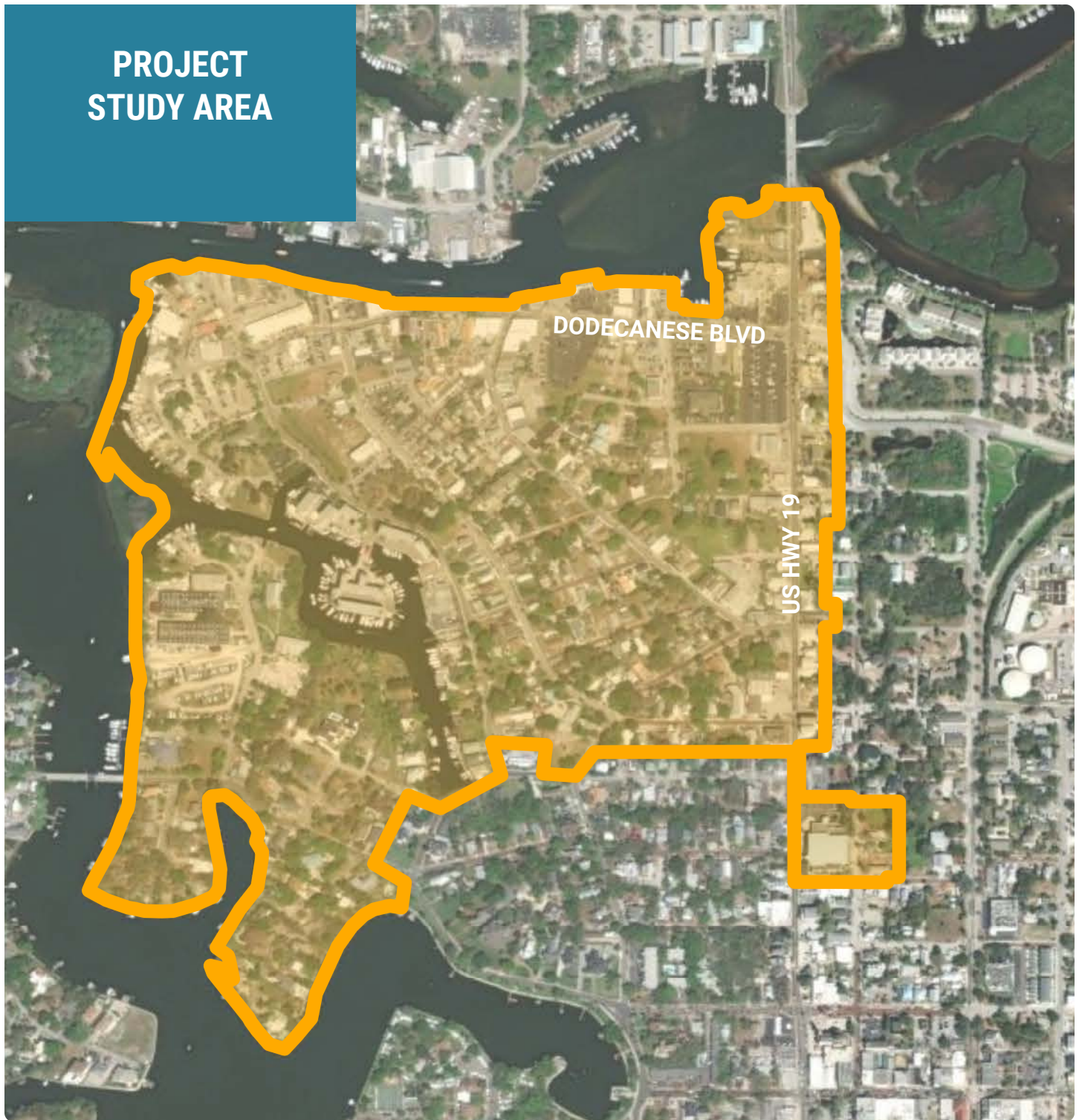
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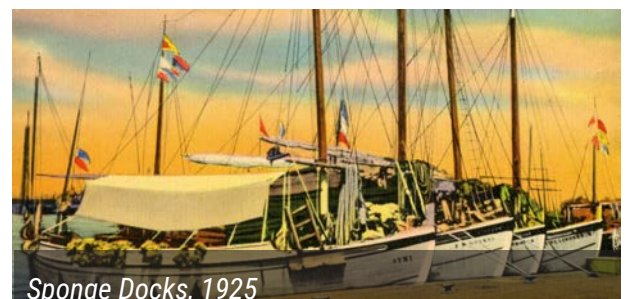
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PROJECT STUDY AREA



PROJECT STUDY AREA

Tarpon Springs changed forever in 1905 when John Corcoris introduced the first mechanized sponge fishing boat and brought in 500 divers from Greece. The sponge industry became the economic base for the community for most of the first half of the 20th century and remains an important part of the City's identity, thus the working waterfront is one of the priority pillars of this report. And while maritime commerce and tourism continue to be significant sectors of the City's economy, the sponge docks area and the Greek cultural heritage are some of the most important assets of the area.





PROJECT OVERVIEW

Introduction

The City of Tarpon Springs selected Stantec in late March 2023 to conduct the Sponge Docks and Hope Athens Planning and Placemaking Study. The goal being an actionable plan which will:

- Enhance the area's historic and cultural character;
- Promote sustainable economic development;
- Provide guidance for sustainable historic preservation;
- Preserve and enhance the working waterfront;
- Develop functional and vibrant public spaces for residents and tourists;
- Improve access and mobility for all transportation modes.

The study area, depicted on the left, is bounded and shaded in orange. While historic and cultural preservation is a component, the study extends beyond the National Register Traditional Cultural boundaries to include adjacent tourist, commercial, and residential areas. After conducting initial research (including an assessment of existing conditions, identification of opportunities and issues, and a review of existing plans), as well as engaging with community members through tours, it was determined that in-person engagement during the summer was not ideal due to many residents and property owners traveling. Therefore, to kick-start the project, multiple surveys and questionnaires were launched on "Connect Tarpon Springs", the City's on-line community engagement platform to initiate a thoughtful feedback process.

In addition to the online questionnaires, the project team began scheduling discussions with local businesses and large property owners. This allowed the team to gain insights into the opportunities and challenges faced by existing

business owners and the longer-term plans of property owners that could substantially alter the characteristics of the community. By late summer, the first public presentation of findings and early considerations was scheduled for October at City Hall. This session included live polls and impassioned commentary from community members.

Although it was a challenging engagement session, it was meaningful in identifying the need to adjust the project's purpose.

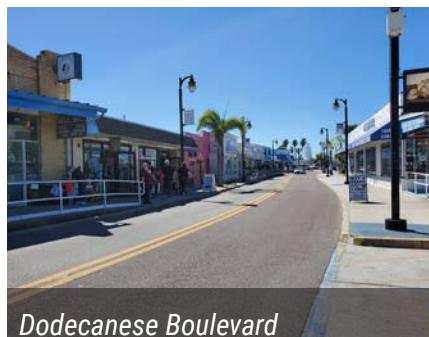
Following a brief pause and regrouping, the City and project team redefined the project goals to focus on key opportunities that align with the original actionable plan, placing less emphasis on "must-do" or specific regulatory changes. Subsequently, after further review of feedback and additional community tours, a second public session was scheduled for February 2024 at Rusty Bellies Restaurant.

This session incorporated two interactive work sessions where participants—residents, businesses, and property owners—shared their views. While there were varying opinions on many elements, common threads emerged among the participants, helping to refine the project team's sense of shared community goals.

This report aims to highlight and summarize the comments and thoughts of those who participated in the engagement process. The prioritized implementing opportunities at the end of the report aim to further the ever-evolving vision of the unique area in Tarpon Springs, now affectionately referred to as "The Sponge Capital of the World."



Sponges



Dodecanese Boulevard



Retail Shops





EXISTING FRAMEWORK



FRAMEWORK

Historic Preservation

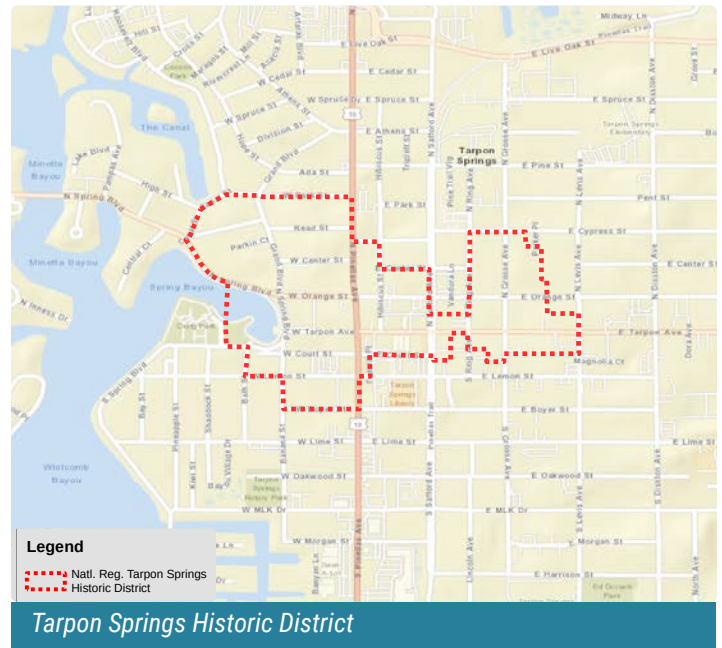
Dating back more than three decades, Tarpon Springs has supported protecting its historic resources. This began with designation of the Downtown Commercial District on the National Register of Historic Places in 1990, and was accompanied by the designation of the Local Historic District and local preservation program. A decade ago, champions of the Sponge Docks area worked to establish and achieve a designation on the National Register of Historic Places for the Greektown Historic District.

It should be noted that a National Register designation does not enact or require any reviews or approvals for alterations or additions to historic properties, but does recognize the significant architectural and cultural history of an area.

Regulatory

The City has worked to establish a regulatory framework that protects the uniqueness and history of Tarpon Springs while also supporting compatible infill and redevelopment. While these are not specifically established for and limited to the Sponge Docks area, they do encompass portions of it. These include the Downtown Redevelopment Plan, the Special Area Plan, and the Smart Code.

More recently the City has begun preparing a Vulnerability Assessment, now required by the State of Florida. From this, a Resiliency Action Plan will be developed to better identify actions needed to protect the City, its residents, businesses, and property owners from changing climate impacts.



Tarpon Springs National Register Historic District

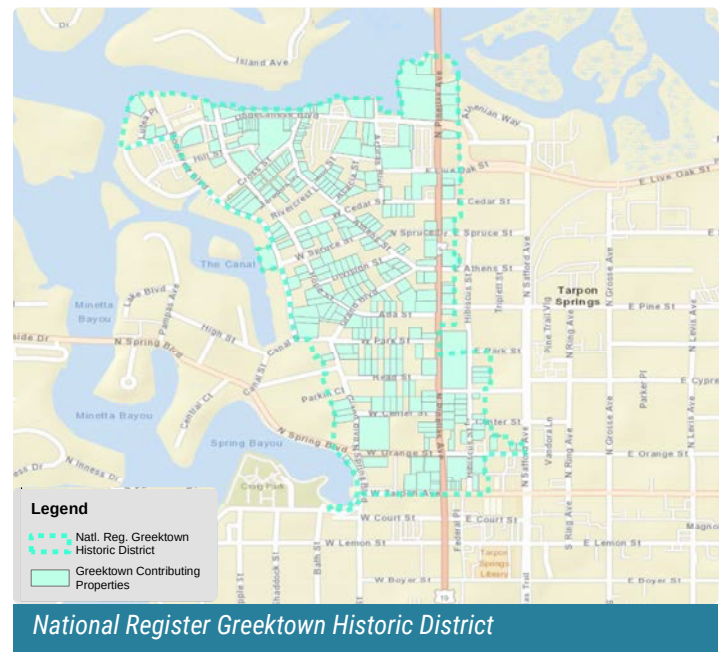
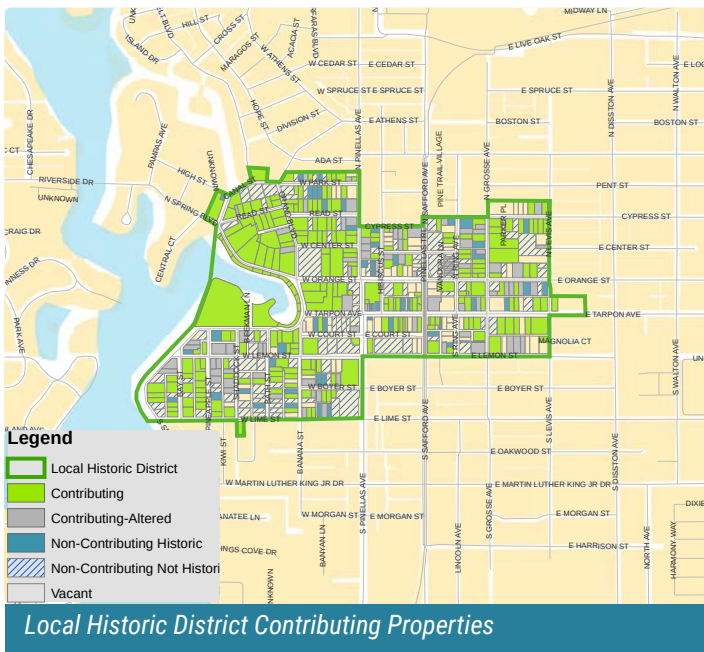
Est. 1990

The Tarpon Springs National Register Historic District, outlined in red above, was established in 1990 and covers about 70 acres of the historic residential and commercial areas of the City of Tarpon Springs. With the exception of St. Nicholas Greek Orthodox Church, which was constructed in 1943, all of the contributing structures were built between 1881 and 1935. The buildings in the district represent a number of architectural styles and types that were popular in the late nineteenth and early twentieth centuries.

The rough boundaries of the district are Read Street on the north, Boyer Street on the south, Levis Avenue on the east, and Canal Street on the west.



Tarpon Spongers



Tarpon Springs Local Historic District

Est. 1990

The City of Tarpon Springs' local historic district, outlined in green above, was also established in 1990 to correspond with the National District and was then expanded to its current boundaries in 2010. It governs any proposed improvements and modifications to structures located in the district through the Certificate of Approval process. The City's Heritage Preservation Board (HPB) uses design guidelines and adopted standards in the City's Land Development Regulations to review any construction, alteration, restoration or rehabilitation that requires a building permit and affects the exterior appearance of buildings in the district. The Historic District Design Review Guidelines Manual was updated 2021 and follows Department of Interior Standards for Rehabilitation.

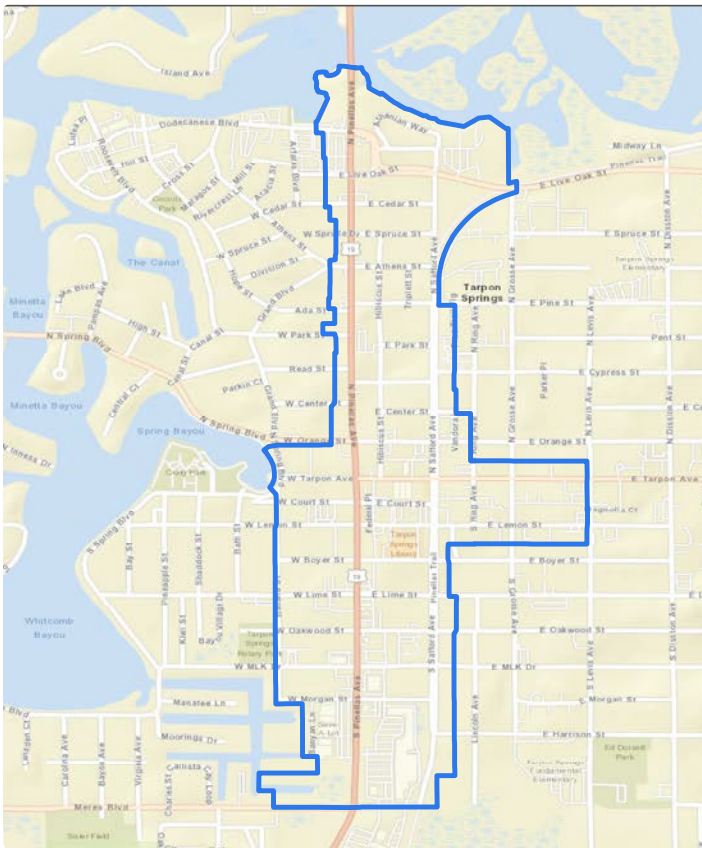
The district's primary area extends beyond those of the National Register Historic District and is generally bound by Read Street on the north, West Lime Street on the south, Levis Avenue on the east, and Canal Street and Spring Boulevard on the west.

Greektown National Register Historic District

Est. 2014

In 2014, a nomination of the Greektown National Historic District was accepted by the National Register. To date, this National Register District has not been locally designated by the City of Tarpon Springs.

As the current study got underway, it became evident that the 'Greektown' nomenclature may feel uncomfortable. Thus the Greektown title no longer seemed appropriate for this study, and a mindful effort is being made to refer to the much-loved historical and cultural area based on its historic use.



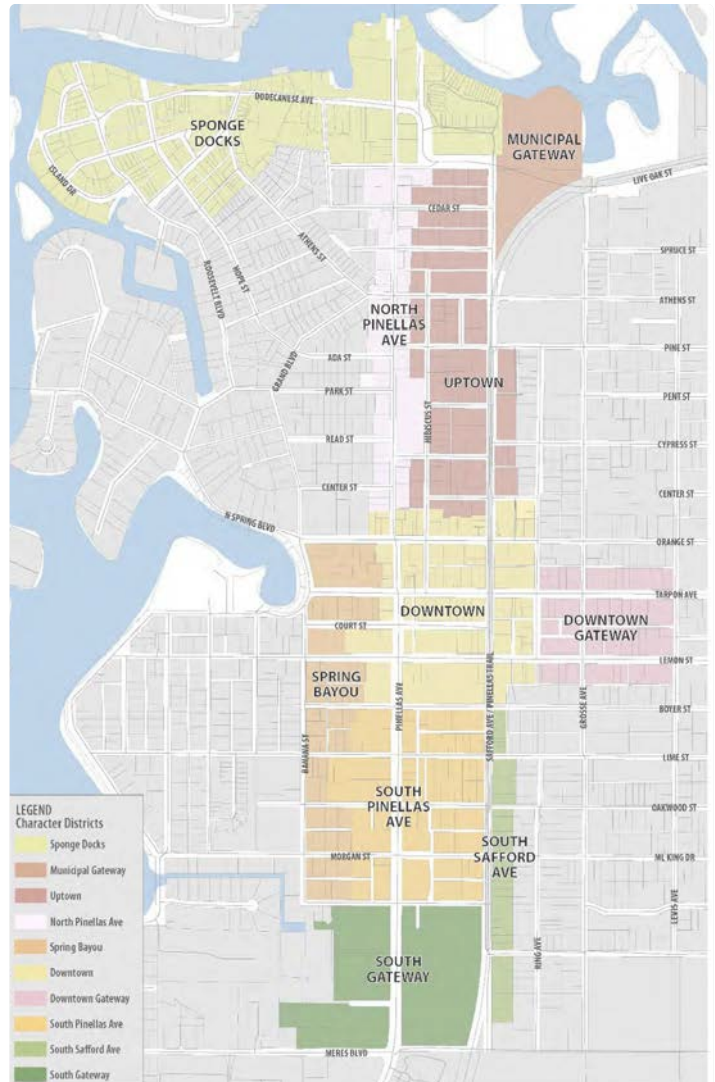
Tarpon Springs Downtown CRA Boundaries

Downtown Redevelopment Plan

Adopted 2001

In 2001, the City of Tarpon Springs established a Community Redevelopment Area (CRA) for the Downtown area and adopted its Downtown Redevelopment Plan that same year.

The CRA boundaries span along both sides of Alternate U.S. Highway 19 from the Anclote River at the north end to Meres Boulevard at the southern end. While most of the CRA encompasses the Downtown area and Alternate U.S. Highway 19, it includes a portion of the study area.

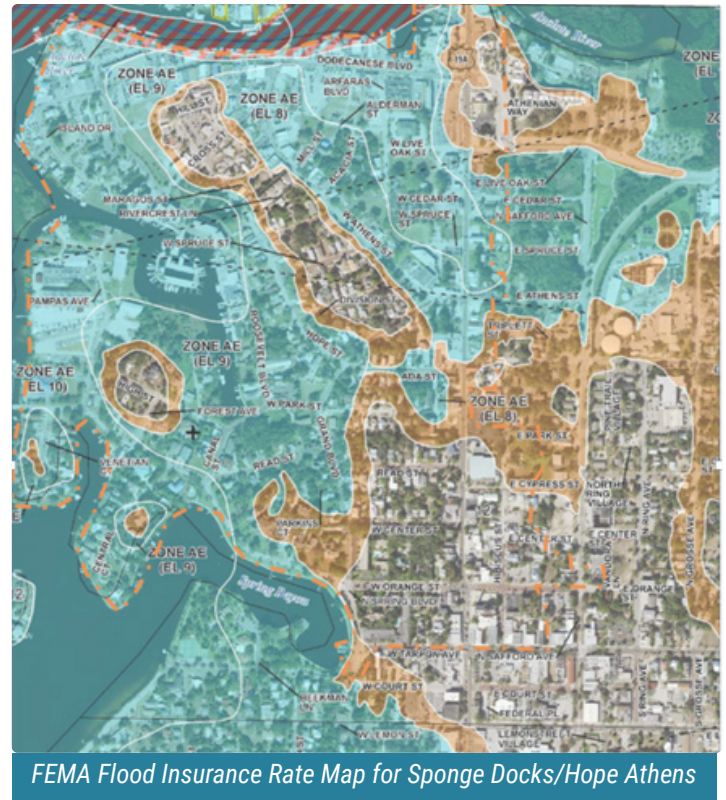
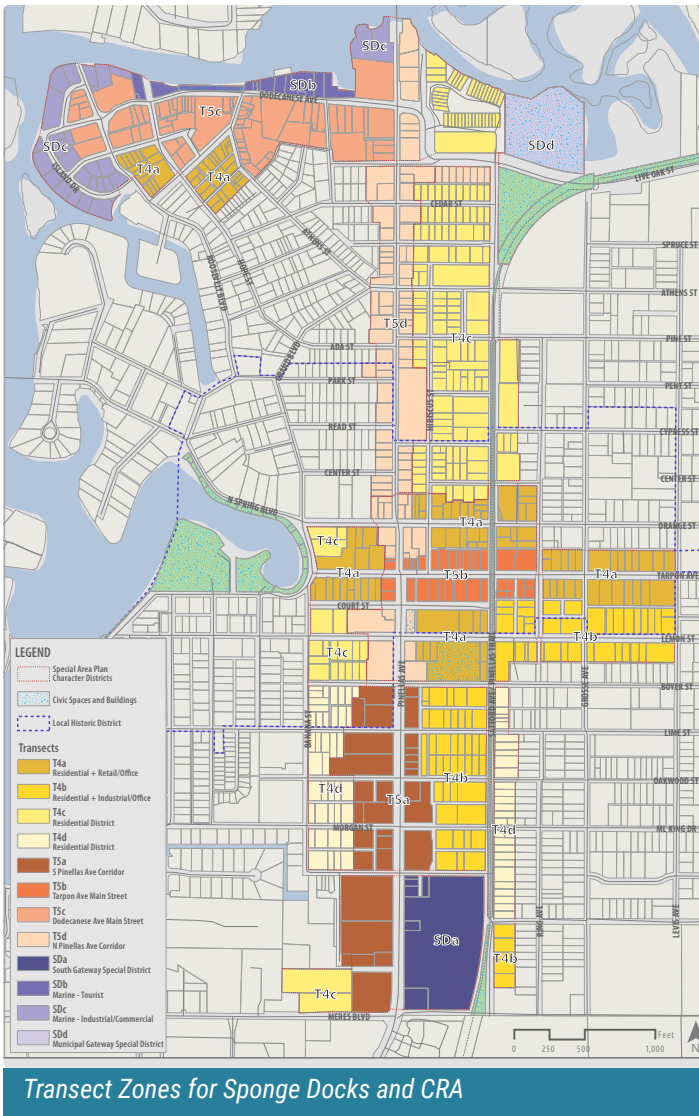


Special Area Plan - Character Districts

Special Area Plan

Adopted 2011; Amended 2021

The 2000 Downtown Development Action Plan led to adoption of the Sponge Docks and Community Redevelopment Special Area Plan (SAP) in 2011. The SAP area expands beyond the Downtown Community Redevelopment Area to include the Sponge Docks. The SAP established Character Districts shown on the map above, includes recommendations supporting a village-like atmosphere with traditional development forms, with a working waterfront, and identified shade, lighting, and wayfinding signs for potential projects.



Vulnerability and Resiliency Plan Effort Ongoing

The City of Tarpon Springs has completed a final draft of the Adaptation and Resiliency Plan for the Historic District and Greektown, and proposes to adopt it with the implementation of the City's Comprehensive Plan. The plan addresses ways to mitigate coastal storm and sea level rise hazards that threaten to impact our historic resources. The City's Local Historic District and the Greektown National Register Historic District contain many buildings that contribute to the architecture, character and history of Tarpon Springs, especially in the downtown and Sponge Docks areas of the City. As these buildings age they become more vulnerable to flooding, wind damage and other hazards. This plan identifies ways that property owners and the City can adapt these historic resources for greater resiliency without detracting from their historic character.



Smart Code

Adopted 2011, Amended 2022

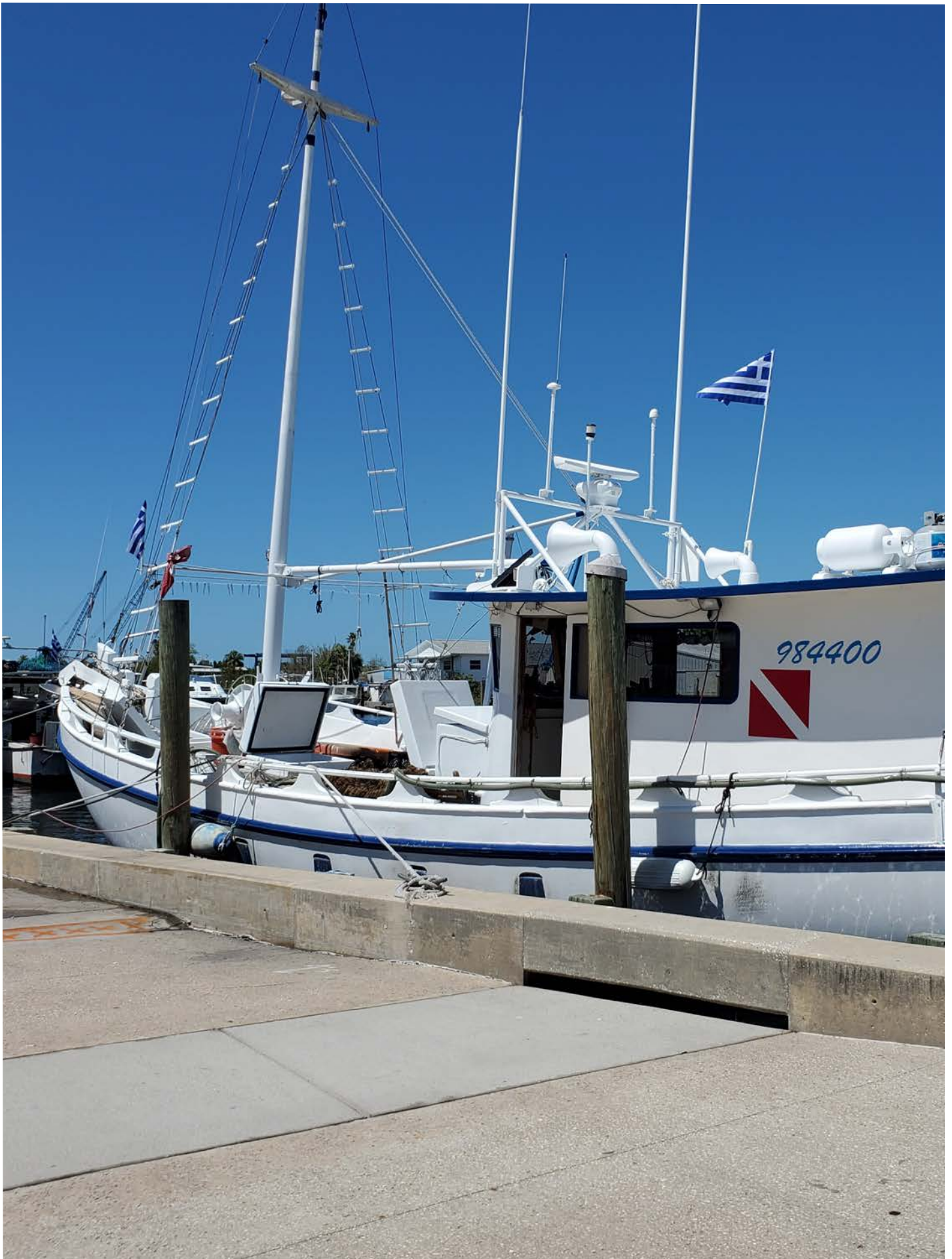
The "Transect-Based Infill Code for the Sponge Docks and Community Redevelopment Area" (Smart Code) was adopted to implement the intent, vision, and Character Districts of the Special Area Plan. The Smartcode built upon and codified elements of the Special Area Plan. This code provides an enforceable regulatory framework that sets standards for development and redevelopment on elements that include building placement and frontage, uses, landscaping, and thoroughfares.

Please see appendix for further summary on the Smart Code, Special Area Plan and Character Districts.





OUTREACH & FEEDBACK





OUTREACH & FEEDBACK

Connect Tarpon Springs Questionnaires

Among the early actions in the community engagement process were two “Connect Tarpon Springs” questionnaires. The first survey was available online in May, 2023, and the second followed in June, 2023.

The **first questionnaire** aimed to help identify what residents, business and property owners felt most defined the area, and what they felt most threatened the integrity of it.

With 152 total responses, more than 80% ranked the Greek businesses and cultural institutions as a defining characteristic. This was followed by approximately 60% who felt the working waterfront was among the primary defining characteristics. Approximately 40% identified sponges and historic buildings as defining characteristics. These were followed by sidewalk cafes, building decorations and signage, narrow streets and irregular street patterns, public art and tourist attractions.

Nearly 65% of respondents identified lack of building or property maintenance as the biggest threat to character. More than one-third identified new buildings with incompatible architecture followed by non-local business, vehicular traffic, incompatible scale of new buildings, incompatible uses, and lack of public shade as threats.

The **second questionnaire**, with 79 respondents, aimed to help identify how residents, business and property owners felt about greater protection or assistance the City could provide to help preserve the character of the area. These included architectural guidelines for commercial and residential properties, incentives to enhance building and property maintenance, actions the City could take to protect the area, and actions property owners could take to protect the area.

Specific to architectural guidelines, 68% of respondents would support guidelines for commercial properties, with 54% supporting guidelines for residential properties.

In response to potential City incentives, grants and funding assistance ranked highest with nearly 40% of respondents selecting this as a mechanism to enhance building and property maintenance. Slightly more than 20% of respondents selected tax incentives as an option, followed with limited selection of more stringent code enforcement and fines, incentive contests or recognition, expanded guidelines, and transportation improvements.

In addition to expanding historic district guidelines as an action the City should take, respondents identified more stringent code enforcement or fines, and more seating, shade or placemaking features to protect or preserve the area. Limited respondents identified addressing flooding, ecological or sustainability issues, cleaning or upkeep of public spaces, an advisory board or citizens committee, and other considerations.

Nearly 45% of respondents identified maintenance of property as the most important action property owners could take to preserve the character of the area. This was followed by code compliance, participating in a citizen group or area specific projects, and other considerations.

Questions and detailed responses, including other considerations included in the questionnaires, are in the appendix.



OUTREACH & FEEDBACK

Stakeholder Discussions

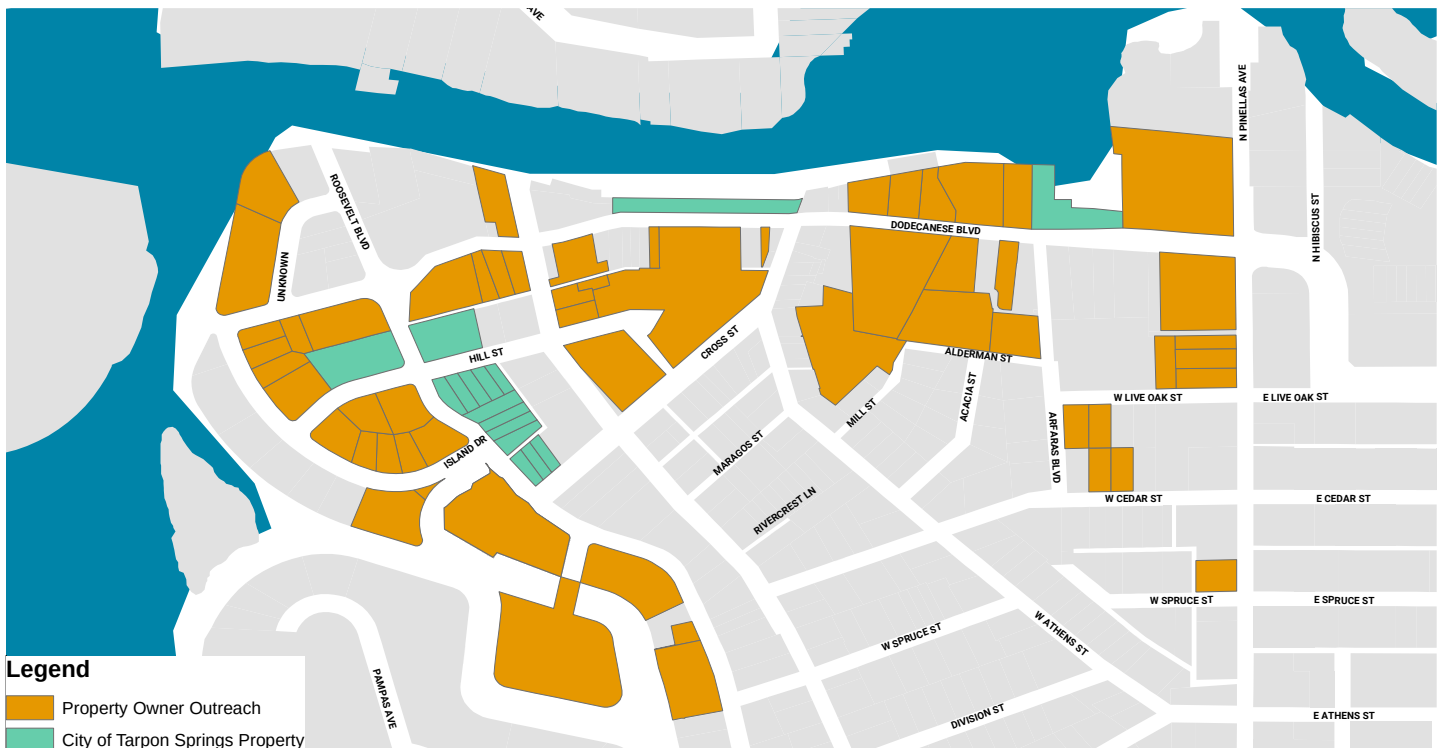
As part of this process, several discussions were held with various stakeholders throughout the study area. These discussions focused more heavily on business owners and those who own larger parcels or have assembled larger parcel areas within the Sponge Docks and Hope Athens area. Many of these parcels are either undeveloped, used as surface parking, or are believed to potentially be redeveloped in the future. Given their size, the future development or redevelopment of these parcels will have a more significant impact on the area than individual or smaller parcels.

The general thoughts and concerns expressed by these individuals align with those shared by the broader community. However, what is apparent is the tension between land value, the financial viability of traditional commercial uses, and community resistance to any major new development.

This challenge is one that the community will need to address in the upcoming years. There must be a willingness to recognize private property rights, consider market economics, and find a compromise between those who oppose change or development. Simultaneously, there should be a commitment to respecting the area's heritage and recognizing the long-term value of preserving, protecting, and promoting the Sponge Docks as a unique home and destination.

Several of the key observations that resonated throughout discussions with these stakeholders included:

- Tarpon Springs / Sponge Docks is not considered a dinner destination - it is more a lunchtime location and this could be improved to better support the local economy.
- There are no financial incentives for the next generation to keep the Sponge Docks going.
- The general level of maintenance and care for properties is not akin to what would typically be seen or expected in other destinations throughout the region and state.
- Guidelines or architectural standards must be put in place to ensure new development or redevelopment respects the character that exists today, but must be flexible enough to allow development to occur, comply with building codes and be financially viable.
- Sidewalk furnishings, solicitors selling tours, various markers and other clutter detract from the historic character of the community.



Public Presentation

On October 18, 2023, the project team presented an overview of the existing regulations and protections in place for the Sponge Docks and Hope Athens area, followed by preliminary findings and opportunities identified based on the Connect Tarpon Springs survey responses, stakeholder feedback, and tours conducted with the City and community members. This session also presented an overview of potential protections or actions that could be implemented in the future, along with some placemaking opportunities. Nearly 40 community members attended this session.

Included in this session was live polling of participants about enhanced design control, and the desired outcome of the project. The majority of respondents indicated support for enhanced design control within Sponge Docks and Hope Athens, via an established neighborhood conservation overlay district, or by designating the area as a local historic district, while some preferred no design controls at all.

Based on feedback and overall responses, most of the respondents indicated their desired outcome of the project would be to implement a preservation method with the second priority being maintenance, beautification programs and incentives. The results are on detailed in following pages.

Some attendees commented that the study area, originally proposed to encompass the Greektown National Register District, resulted in inappropriate overlap with the City's existing Local Historic District. Others felt that a more holistic approach should be used by expanding the study area to the west to ensure capture of the entire historic working waterfront. There also seemed to be a general theme expressed that if there are regulatory mechanisms considered, the community should start at a basic lower regulatory level such as a neighborhood conservation district. This would allow the community to monitor broader issues of neighborhood change such new structures and demolition of structures.

With respect to placemaking initiatives, some of the takeaways from this exercise included maintaining an authentic working waterfront, removal of planters, furnishings and other features along the Sponge Docks and other pedestrian areas, and that any additional aesthetic enhancements should be vetted for cultural and historical authenticity prior to allowing.

Questions and detailed responses, including other considerations included in the questionnaires, are in the appendix.

Participant comments included:

- Retractable bollards along Dodecanese Boulevard for pedestrian access only, remove inappropriate items along the corridor, including planters
- All artistic enhancements should be reviewed by a local committee
- Return facades along the docks to a more historical appearance rather than tacky tourist signs and awnings
- Add historic pictures of the working sponge area
- Authenticity is paramount
- Part time closure of Dodecanese to pedestrian and café tables only (700 block from 12 pm – 11 pm daily)
- No truck deliveries between noon and 11 pm on Dodecanese Boulevard
- Improve sidewalk area along Dodecanese Boulevard
- Add a bike path to the area
- Provide sponge boat parking only
- Crosswalk safety improvements
- Create a plan to address parking
- Park
- Special events space
- Greek amphitheater
- No inauthentic Greek art, statues or buildings
- Playground
- No Greek Amphitheater
- Move bike racks to sponge docks on city owned parcels
- Create a plan to address seating
- Historic building moved to one of the sites
- Anything imposed on Greek spaces should be vetted by a committee based on the district
- Enhance 700 block of Dodecanese with appropriate measures for event space
- City to provide incentives to restore and improve the appearance of store fronts
- Reserve the character without disturbing the property owners' rights to have the amenities they want
- Guidelines and ordinances should address the appearance, size, scale and style for cohesiveness



OUTREACH & FEEDBACK

Interactive Listening & Design Sessions

On February 12th, two interactive listening and design sessions took place, providing a focused opportunity for community members to express detailed concerns, ideas, and opportunities related to the study area. The sessions centered around four distinct character or use areas: the Sponge Docks, Dodecanese Boulevard, Commercial, and Residential.

While opinions and views on different aspects of the study area vary, one common thread is the community's deep attachment to the Sponge Docks. Balancing the needs of a working waterfront with those of a tourist destination will require delicate consideration and perhaps some trial and error. Unconventional approaches could prove beneficial and lead to longer-term solutions. For instance, testing selected

block closures on Dodecanese Boulevard during heavy visitor times could allow visitors and commercial activities to spill into the street, enhancing non-vehicular circulation and creating a more vibrant atmosphere. Gradually introducing local drivers to alternate routes would be part of this process.

Certain actions appear to enjoy broad support, including establishing design standards and identifying mechanisms for financial assistance to preserve what is most valuable in the area.

Key Takeaways Identified

Sponge Docks:

- Sponge Docks area itself should be clutter free, potentially wider, have truck access and must remain functional for spongers - pedestrians tourists are secondary
- Furnishings should be more historically appropriate with a clean and consistent landscape
- Look at things like olive trees or those that reflect more Greek culture
- Use real materials...ie don't paint crosswalks, use a different hardscape material
- Remove the clutter
- Address functional issues - flooding / circulation
- Unified / simplified signage

Dodecanese Boulevard:

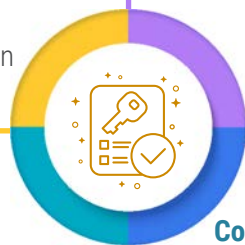
- Allow for kiosks and sidewalk cafes but with adopted standards to alleviate additional sidewalk clutter
- Culturally/historically appropriate street elements and signage
- Competing elements such as A-frame signs, planters, etc. creating sidewalk clutter for pedestrians
- Restrict truck delivery times
- Consider conversions to one-way
- Need parking solutions

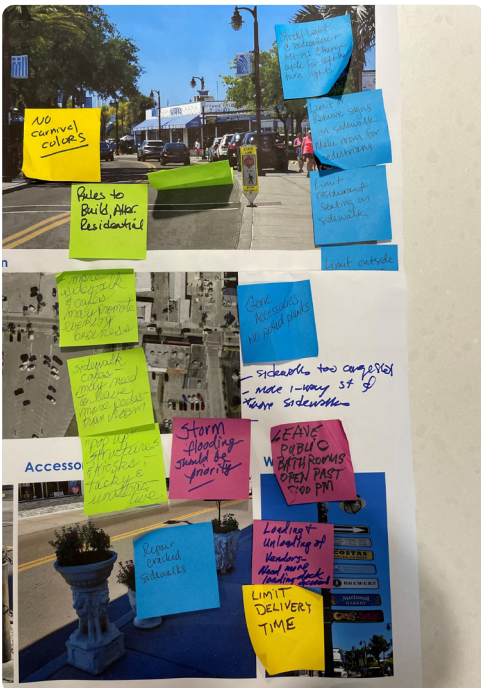
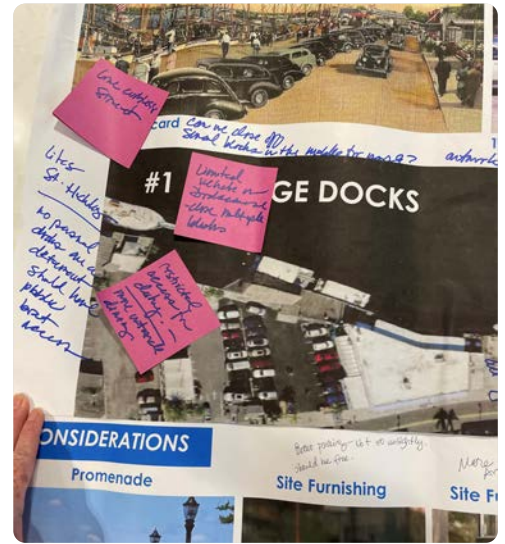
Residential:

- Preserve historic neighborhood architecture and scale
- Adopt regulations to guide future development
- Uniform signage
- Revisit on-street parking regulations

Commercial:

- Preserve historic architecture and scale
- Property maintenance is an issue
- Too much signage permitted
- Consider alternative uses of existing parking (i.e. park)

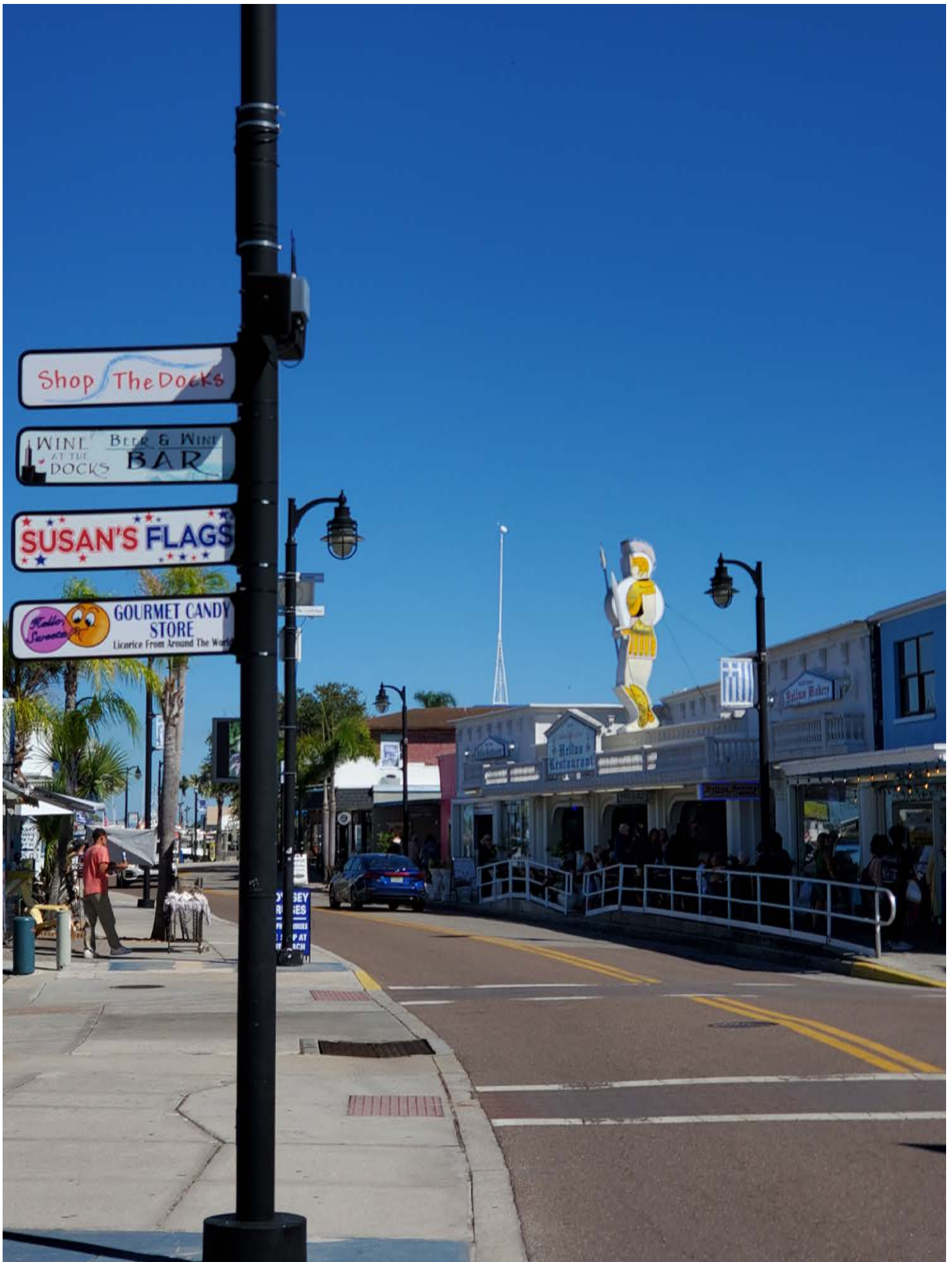








OPPORTUNITIES





OPPORTUNITIES

Approach

The Sponge Docks are a testament to the rich heritage and history of the city, serving as a living tapestry that weaves together generations of culture. Despite the uncertainties of economic fluctuations and development pressures, the community has not only survived but thrived. The pride and value that the community places on its shared past are palpable, a tribute to the investments of time and resources made by previous generations.

The identity of the Sponge Docks is not confined to its physical structures. Instead, it is deeply rooted in the people, businesses, and activities that breathe life into the area. The community is committed to preserving these defining characteristics and maintaining its connection to the past.

Over the past 150 years, Florida has experienced peaks and valleys in development. Each peak often brings with it a threat to the existing character and culture, as the old is replaced by the new, and the authenticity that lends charm and desirability to communities gradually erodes.

As time has passed, new businesses, residents, and investors have moved into the Sponge Docks community and the commitment to preserving its past has begun to wane, albeit slowly. This trend is a source of concern for both long-time residents and businesses who have called the Docks home for generations and newcomers who value its authenticity.

This dynamic creates a tension, a push and pull between different interests. Even among those who share a common long-term vision, disagreements arise. It's not uncommon for the desire to exercise private property rights to clash with fears of incompatible development or redevelopment.

This tension is visible in the Sponge Docks. The city has its limitations, especially in the face of factors beyond its control such as rising sea levels, increasingly frequent and intense storm events, escalating insurance costs, and rising property values. These pressures place a particular financial strain on long-time businesses, and increase the emphasis on revenue generation. In turn, these stressors often increase the desire for government intervention, yet cities and counties are challenged with their own limitations on regulatory reach, staff resources, and financial wherewithal.

Efforts to protect a place and its culture span both the public and private sectors. The government provides essential services and can establish a general framework for development to ensure compatibility. It can also promote physical preservation through land-use controls such as zoning, design guidelines, and area-specific standards. However, it cannot overly restrict private property use provided it does not impose undue hardship on nearby property owners, businesses, or residents.

On the other hand, the private sector can choose to self-regulate. Many cultural or historic districts, either independently or through an active and organized group like a downtown association or Business Improvement District, have taken a proactive role in preserving and enhancing an area, typically commercial in nature.

The community has held firmly to its cultural identity over the decades and that will need to continue through an organized effort of those most impacted and concerned.

This balance between public regulation and private initiative is crucial in maintaining the unique character of places like the Sponge Docks. A longer term plan to preserve this unique character and culture will be dependent upon a coordinated and shared community role in partnership with the city.

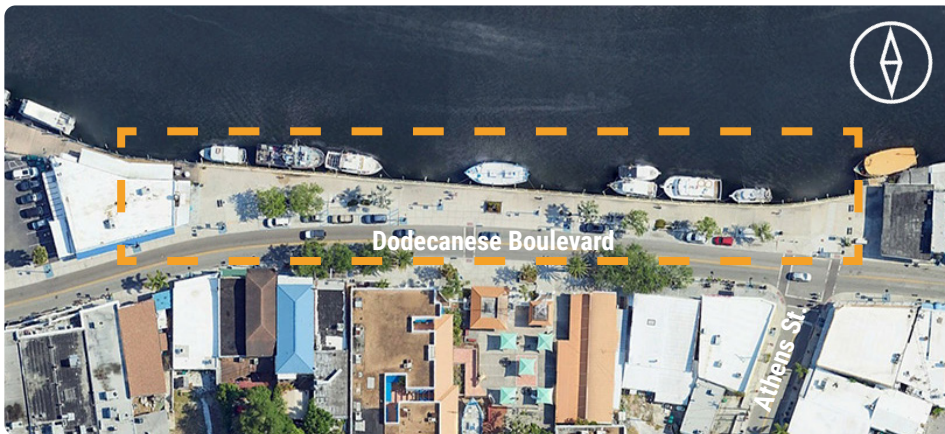
Based on the feedback provided through the various outreach efforts, the following pages outline suggested opportunities the City and community may collectively act upon, organized by opportunity area / topic. These are further followed by an Implementation Matrix for future consideration.



OPPORTUNITIES

Sponge Docks Protection

- S1 Formally delineate a working waterfront protection area for the Sponge Docks.
- S2 Develop a working waterfront design plan that differentiates the working waterfront from the adjacent public realm (pedestrian ways).
- S3 Remove furnishings, landscape, or unnecessary signage from the working waterfront protection area.



Sponge Docks

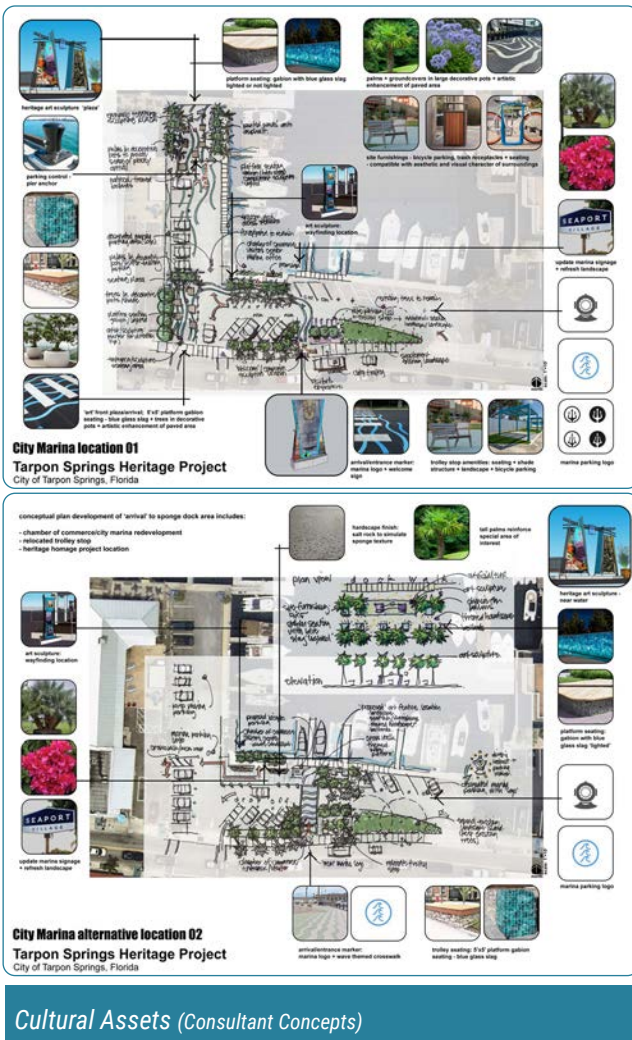
Economic Development

- E1 Designate a liaison to focus on enhanced efforts to protect and brand the Sponge Docks.
- E2 Work with the business community to establish an organized merchant district, led by the merchant community. This may require a public education component on the benefits and operation of a merchant district.
- E3 After developing the merchant district, consider pursuing creation of a Business Improvement District to provide enhanced services that protect and preserve the area and provide more control by the business community.
- E4 Engage in dialogue with large property owners identified in this report to develop a long-range redevelopment program that balances private sector needs and long-term public benefit.



Economic Development

Cultural Asset Preservation



- C1 Update the SAP to incorporate findings and actions of the Sponge Docks and Hope Athens Community Plan.
- C2 Establish a self-regulating Cultural Commercial District (voluntary commercial property owner association) to enable future funding for enhanced services and tools to preserve the historic and cultural character of the commercial core.
- C3 Evaluate and establish incentive programs for participating Cultural Commercial District properties for flood and windstorm mitigation.
- C4 Expand the City's building code grant program to the Cultural Commercial District to better support adaptive re-use and re-development.
- C5 Engage with legacy families to identify specific challenges or opportunities to maintaining generational businesses and opportunities for City support or assistance.
- C6 Encourage community-based code enforcement that builds relationships and helps identify and bring code violations into compliance.
- C7 Consider incorporating example placemaking elements at the City Marina to enhance public art installation and trolley stop.
- C8 Consider a conservation overlay if stricter regulation of demolition is supported by a majority of property owners.

Consistent Development Patterns

- D1 Update design standards of the SmartCode to better regulate non-residential building scale and massing. Enforce existing signage and outdoor display regulations.
- D2 Expand the boundary of the SmartCode/SAP to establish design guidelines for new residential construction that are complimentary to the historic development pattern, primarily through the regulation of building scale, massing, form and frontage type.
- D3 Consider a conservation overlay if stricter regulation of construction is supported by a majority of property owners.



Consistent Development Patterns



OPPORTUNITIES

Traffic Circulation & Parking Management

- T1** Develop a parking management strategy to identify areas of unmet parking needs and areas of excess parking. Identify parking consolidation methods to more efficiently utilize available land for commercial uses and reduce pass through vehicular traffic along Dodecanese Boulevard.
- T2** Test one-way vehicular circulation alternatives for a portion of Dodecanese Boulevard (between Athens and Hope) to mitigate pedestrian and vehicular conflicts and maximize public use.
- T3** Partner with the local businesses to identify loading and unloading zones (preferably on side streets or in parking lots) and create clear delivery pathways along the sidewalks. Explore the possibility of specific delivery "windows", understanding that many factors for delivery drivers, largely area traffic considerations and delivery schedules, may make a complete restriction of delivery times potentially ineffective.
- T4** Review on-street parking and enforcement in residential areas.
- T5** Evaluate the opportunity for a land swap with City owned property on Roosevelt Boulevard and Hill Street for the existing parking lot on Dodecanese Boulevard between Athens Street and Arfaras Street, including the adjacent easterly parcels for potential construction of a public parking garage that could include ground floor street-facing commercial liner buildings.

Sidewalks, Pedestrian Access & Safety Improvements

- P1** Consider sidewalk embedded imagery with historic sponge dock facts (or other forms of public education), new pavement material or finishes, and shade infrastructure beyond the working waterfront protection area.
- P2** Evaluate sidewalks and storefront ADA ramps in the study area to improve accessibility and eliminate the need for protective guardrails. If full removal of these is not a realistic solution, explore options to minimize the raised elevation and to replace the aluminum railings with a more historically compatible railing.
- P3** In high pedestrian areas, evaluate the use of specialty pavers and narrower travel lanes to calm traffic, enhance pedestrian safety and area branding.
- P4** Consider installation of new pavement material or treatments at key intersections where high vehicular and pedestrian conflicts exist. Treatments could include murals or painted crosswalks that reflect the historic significance of the area.
- P5** Incorporate sidewalk, lighting & shade infrastructure within residential areas into the capital improvement program.
- P6** Develop a consistent theme for new streetscape furnishings and landscape materials.



Mobility & Stormwater

Flooding & Stormwater Management

- F1** Identify potential improvements along Dodecanese Boulevard as part of an overall unified stormwater plan, in coordination with the City's vulnerability assessment. This should consider longer-sustainability factors such as utilizing advanced sub-base materials to mitigate sub-base erosion, elevating the street system, and/or pumping systems.

Common Characteristics to Preserve

Working Waterfront: The Sponge Docks waterfront is the foundation to the history of this community, its economy, and what has enabled it to prosper for generations.



Commerce: The Sponge Docks are celebrated for the rich culture, various restaurants, and retail establishments suffused with Greek heritage. Some span generations and weave familial legacies and local history into the experiences they provide for locals and visitors alike.



History: Dodecanese Boulevard is a path through history in Florida and lined with an array of buildings that reflect the dedication and aspirations of pioneering families and developers spanning back to the late 19th and early 20th century. The modest, yet sturdy, historic structures are a demonstration of early commercial development in Florida.



Community: Events, festivals, and rituals that celebrate the community's culture, traditions, and values are a cornerstone of the Sponge Docks. Homes built through generations in the Hope-Athens area are a unique character feature of the community.







IMPLEMENTATION



IMPLEMENTATION

The tables below include the recommended actions identified in the previous sections and categorize them by the opportunity type, the entity responsible, the method for achieving it, and funding source. A blank timeline column has also been included to be used by the City in future work planning.

Sponge Docks Protection					
Recommended Action		Implementation			
		Entity	Method	Funding	Timeline (TBD)
S1	Formally delineate a working waterfront protection area for the Sponge Docks.	City	Special Area Plan Update	Planning Dept.	
S2	Develop a working waterfront design plan that differentiates the working waterfront from the adjacent public realm (pedestrian ways).	City	Special Area Plan Update	Planning Dept.	
S3	Remove furnishings, landscape, or unnecessary signage from the working waterfront protection area.	City	Public Works	Public Works Dept.	

Economic Development					
Recommended Action		Implementation			
		Entity	Method	Funding	Timeline (TBD)
E1	Designate a liaison to focus on enhanced efforts to protect and brand the Sponge Docks.	City, Merchants, Property Owners	Sponge Docks ED Plan / Strategy	N/A	
E2	Work with the business community to establish an organized merchant district, led by the merchant community. This may require a public education component on the benefits and operation of a merchant district.	Merchants, City	Sponge Docks ED Plan / Strategy	N/A	
E3	After developing the merchant district, consider pursuing creation of a Business Improvement District to provide enhanced services that protect and preserve the area and provide more control by the business community.	Merchants, Property Owners	Sponge Docks ED Plan / Strategy	N/A	
E4	Engage in dialogue with large property owners identified in this report to develop a long-range redevelopment program that balances private sector needs and long-term public benefit.	City, Property Owners	Sponge Docks ED Plan / Strategy	N/A	

Cultural Asset Preservation

Recommended Action		Implementation			
		Entity	Method	Funding	Timeline (TBD)
C1	Update the SAP to incorporate findings and actions of the Sponge Docks and Hope Athens Community Plan.	City	Special Area Plan Update	Planning Dept.	
C2	Establish a self-regulating Cultural Commercial District (voluntary commercial property owner association) to enable future funding for enhanced services and tools to preserve the historic and cultural character of the commercial core.	Property & Business Owners	New Program	City Budget, Grants	
C3	Evaluate and establish incentive programs for participating Cultural Commercial District properties for flood and windstorm mitigation.	City	New Program	City Budget, Grants	
C4	Expand the City's building code grant program to the Cultural Commercial District to better support adaptive re-use and re-development.	City	Expand Existing Program	City Budget, Grants	
C5	Engage with legacy families to identify specific challenges or opportunities to maintaining generational businesses and opportunities for City support or assistance.	Property & Business Owners	Dialogue	N/A	
C6	Encourage community-based code enforcement that builds relationships and helps identify and bring code violations into compliance.	City	Code Enforcement	City	
C7	Consider incorporating example placemaking elements at the City Marina to enhance public art installation and trolley stop.	City	Public Art Project	Public Art Fund	
C8	Consider a conservation overlay if stricter regulation of demolition is supported by a majority of property owners.	City	Special Area Plan Update	Planning Dept.	



IMPLEMENTATION

Consistent Development Patterns

Recommended Action		Implementation			
		Entity	Method	Funding	Timeline (TBD)
D1	Update design standards of the SmartCode to better regulate non-residential building scale and massing. Enforce existing signage and outdoor display regulations.	City	SmartCode Update / Expansion, Code Enforcement Program	Planning Dept.	
D2	Expand the boundary of the SmartCode/SAP to establish design guidelines for new residential construction that are complimentary to the historic development pattern, primarily through the regulation of building scale, massing, form and frontage type.	City	Smart Code Update / Expansion	Planning Dept.	
D3	Consider a conservation overlay if stricter regulation of construction is supported by a majority of property owners.	City	Smart Code Update / Expansion	Planning Dept.	

Sidewalks, Pedestrian Access & Safety Improvements

Recommended Action		Implementation			
		Entity	Method	Funding	Timeline (TBD)
P1	Consider sidewalk embedded imagery with historic sponge dock facts (or other forms of public education), new pavement material or finishes, and shade infrastructure beyond the working waterfront protection area.	City	Public Art Project	Public Art Fund	
P2	Evaluate sidewalks and storefront ADA ramps in the study area to improve accessibility and eliminate the need for protective guardrails. If full removal of these is not a realistic solution, explore options to minimize the raised elevation and to replace the aluminum railings with a more historically compatible railing.	City	Design Study	CIP / Private Match	
P3	In high pedestrian areas, evaluate the use of specialty pavers and narrower travel lanes to calm traffic, enhance pedestrian safety and area branding.	City	Design / Study	City	
P4	Consider installation of new pavement material or treatments at key intersections where high vehicular and pedestrian conflicts exist. Treatments could include murals or painted crosswalks that reflect the historic significance of the area.	City	Design / Study	City	
P5	Incorporate sidewalk, lighting & shade infrastructure within residential areas into the capital improvement program.	City	CIP	City	
P6	Develop a consistent theme for new streetscape furnishings and landscape materials.	City, Merchants, Property Owners	Update as Necessary	City	

Flooding & Stormwater Management

Recommended Action		Implementation			
		Entity	Method	Funding	Timeline (TBD)
F1	Identify potential improvements along Dodecanese Boulevard as part of an overall unified stormwater plan, in coordination with the City's vulnerability assessment. This should consider longer-sustainability factors such as utilizing advanced sub-base materials to mitigate sub-base erosion, elevating the street system, and/or pumping systems.	City	Stormwater Action Plan	Stormwater Dept.	

Traffic Circulation & Parking Management

Recommended Action		Implementation			
		Entity	Method	Funding	Timeline (TBD)
T1	Develop a parking management strategy to identify areas of unmet parking needs and areas of excess parking. Identify parking consolidation methods to more efficiently utilize available land for commercial uses and reduce pass through vehicular traffic along Dodecanese Boulevard.	City	Parking Study	City Budget	
T2	Test one-way vehicular circulation alternatives for a portion of Dodecanese Boulevard (between Athens and Hope) to mitigate pedestrian and vehicular conflicts and maximize public use.	City	Police, Roads & Streets	City Budget	
T3	Partner with the local businesses to identify loading and unloading zones (preferably on side streets or in parking lots) and create clear delivery pathways along the sidewalks. Explore the possibility of specific delivery "windows", understanding that many factors for delivery drivers, largely area traffic considerations and delivery schedules, may make a complete restriction of delivery times potentially ineffective.	City, Property Owners, Delivery Services	Design / Study	CIP	
T4	Review on-street parking and enforcement in residential areas.	City	Roads & Streets, Code Enforcement	City	
T5	Evaluate the opportunity for a land swap with City owned property on Roosevelt Boulevard and Hill Street for the existing parking lot on Dodecanese Boulevard between Athens Street and Arfaras Street, including the adjacent easterly parcels for potential construction of a public parking garage that could include ground floor street-facing commercial liner buildings.	City, Property Owners	Dialogue	City	



NO
carnival
colors

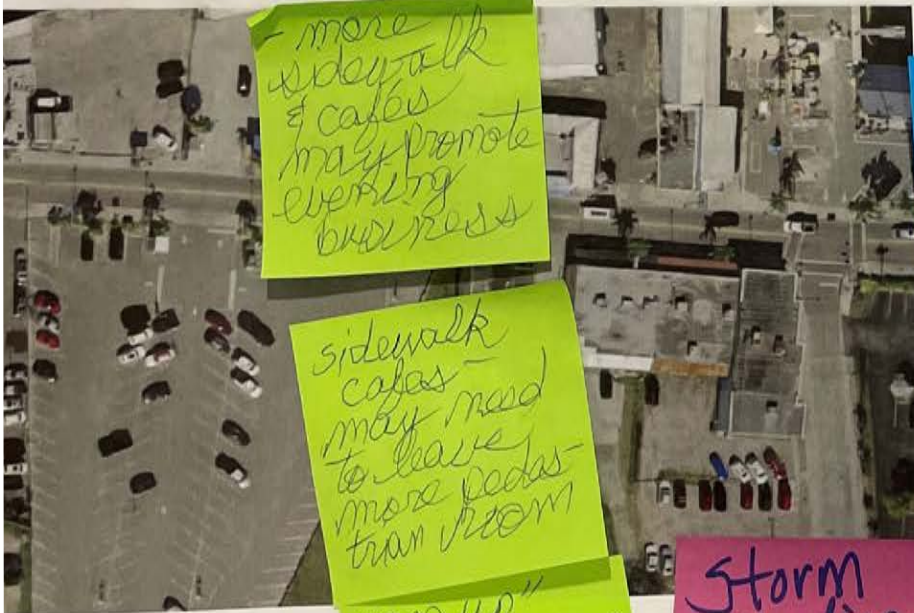
Rules to
Build, Alter
Residential

Limit or
Remove signs
on sidewalk.
Make room for
pedestrians

Limit
restaurant
seating on
sidewalk

Limit outside

ion



more
sidewalk
& cafes
may promote
evening
business

sidewalk
cafes
may need
to leave
more room
than room

"pop up"
structures
& kiosks,
tacky &
unattractive

Gone
Accessories
NO potted plants

sidewalks too congested
more 1-way st &
more sidewalks

Storm
flooding
should be
priority

LEAVE
PUBLIC
BATHROOMS
OPEN PAST
5:00 PM

Accesso



Repair
cracked
sidewalks

Loading &
unloading of
vendors-
Need more
loading dock
space

LIMIT
DELIVERIES





APPENDIX



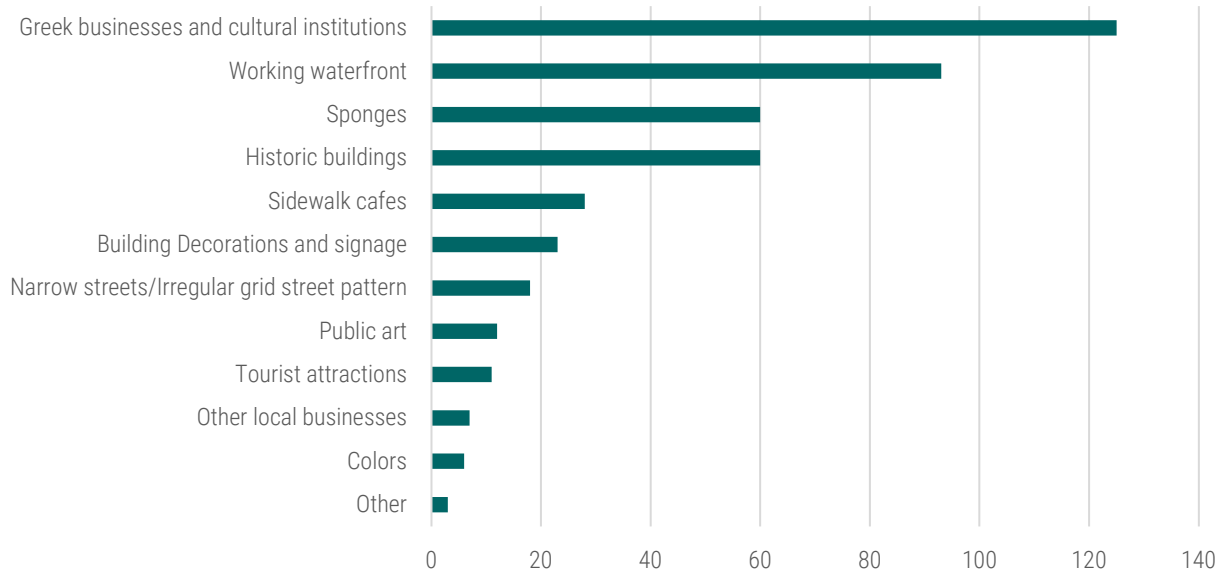


OUTREACH & FEEDBACK

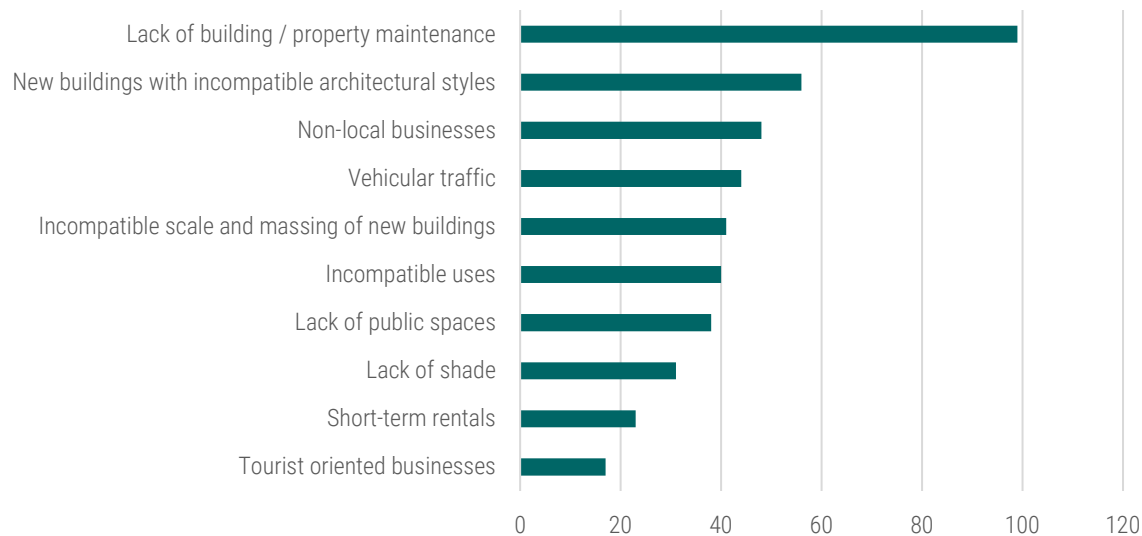
Connect Tarpon Springs Survey 1: May, 2023

152 Respondents

What defines Greektown to you? Pick up to three.



What threatens the integrity of Greektown?



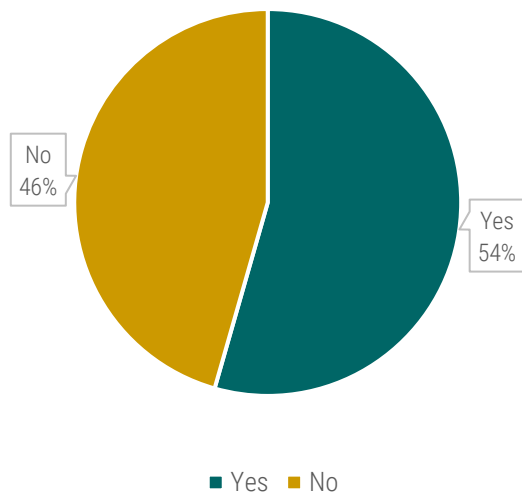


OUTREACH & FEEDBACK

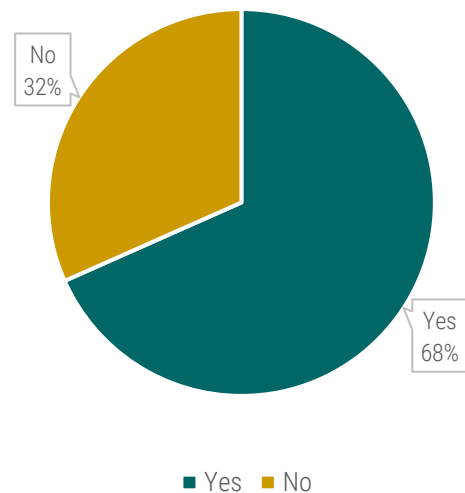
Connect Tarpon Springs Survey 2: June, 2023

79 Respondents

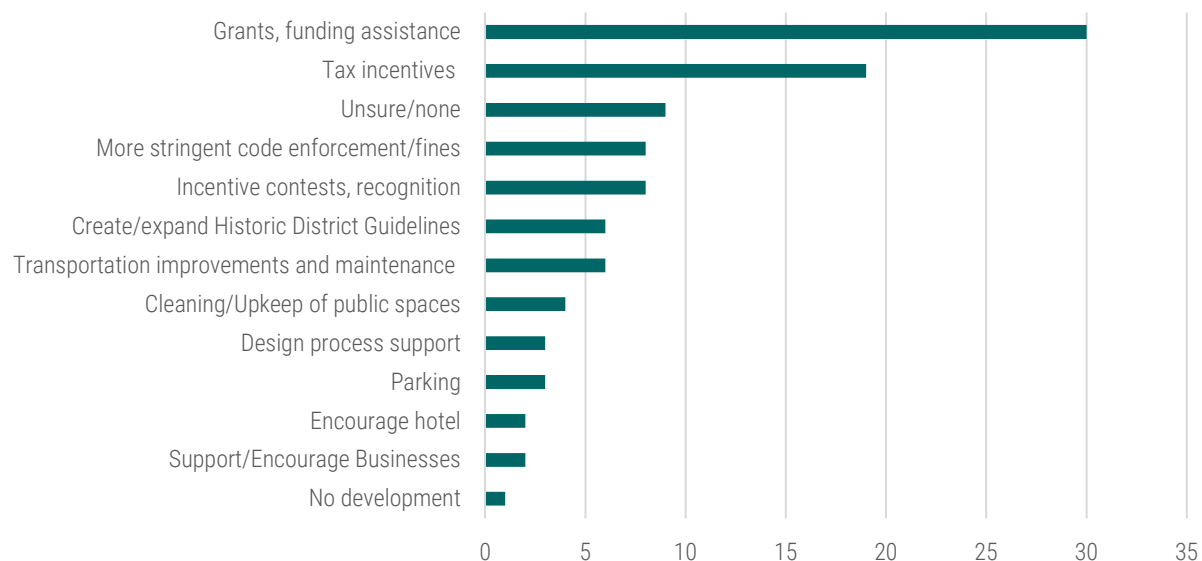
Would you support architectural style guidelines for residential properties of Greektown outside of the existing historic guideline boundaries?



Would you support architectural style guidelines for commercial properties of Greektown outside of the existing historic guideline boundaries?

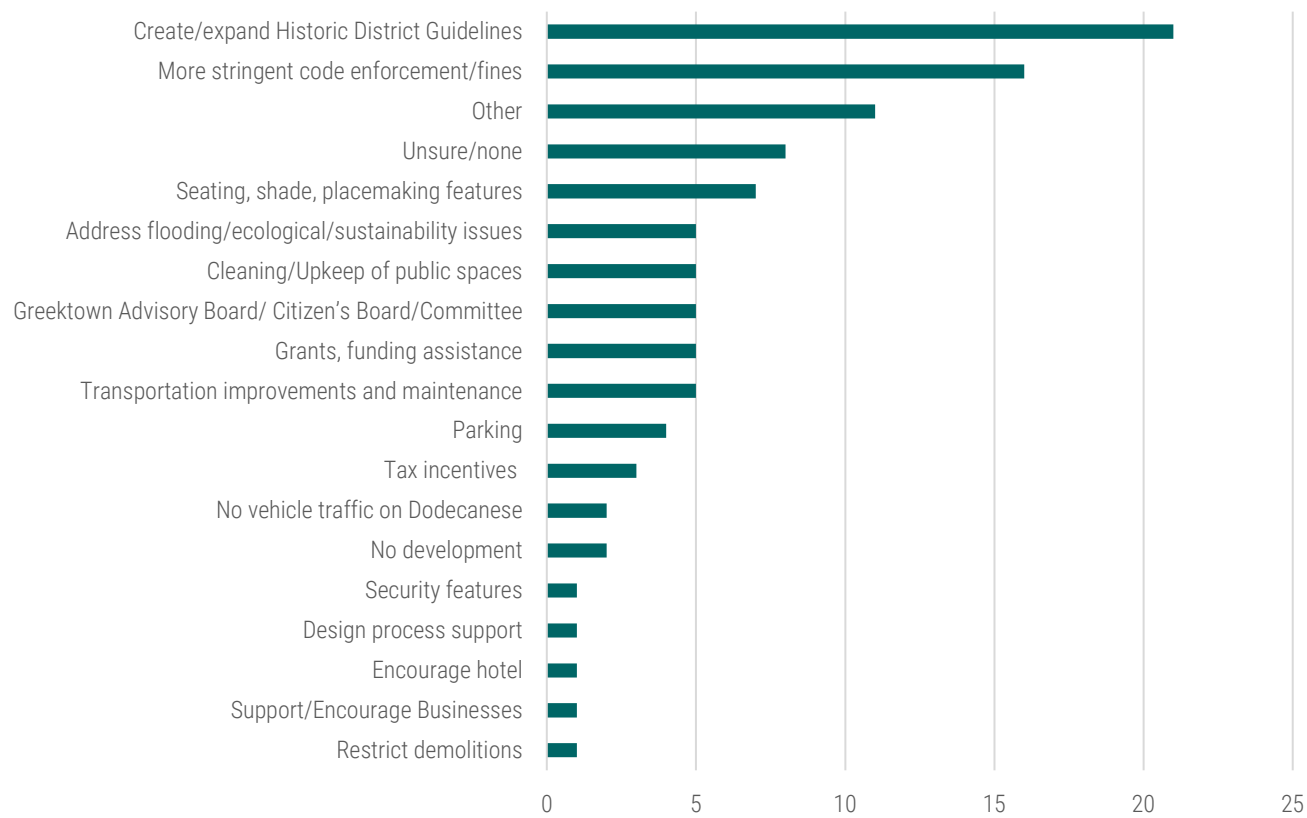


What types of Incentives could the City provide to help enhance the building and property maintenance in the Greektown area?

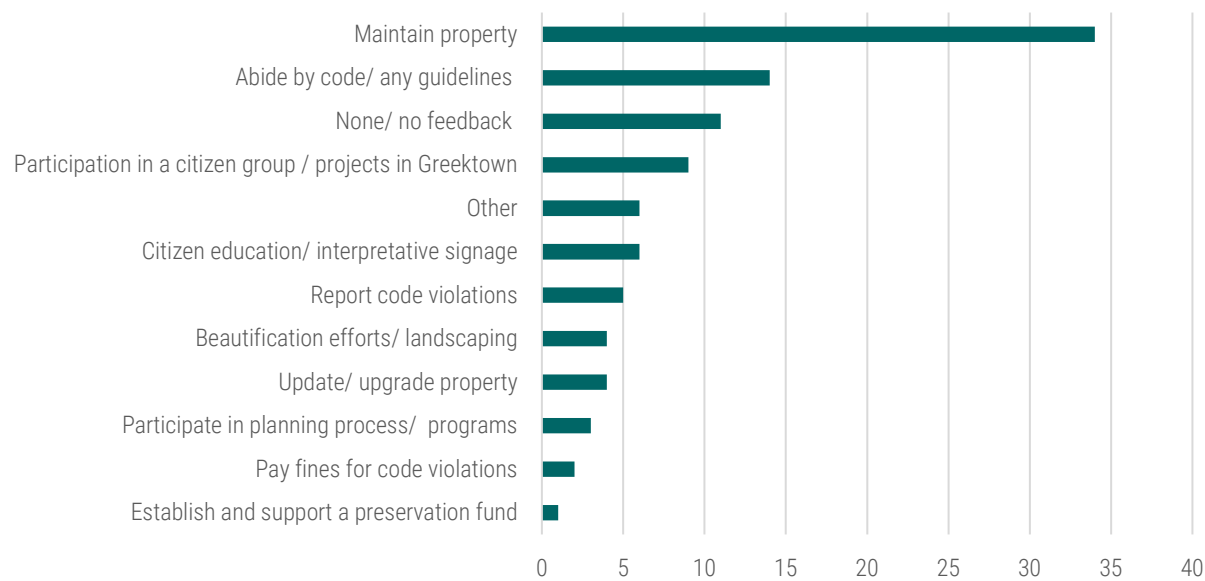


Connect Tarpon Springs Survey 2: June, 2023 - Cont'd.

What types of actions should the City take to protect and preserve Greektown?



What types of actions should property owners take to protect and preserve Greektown?

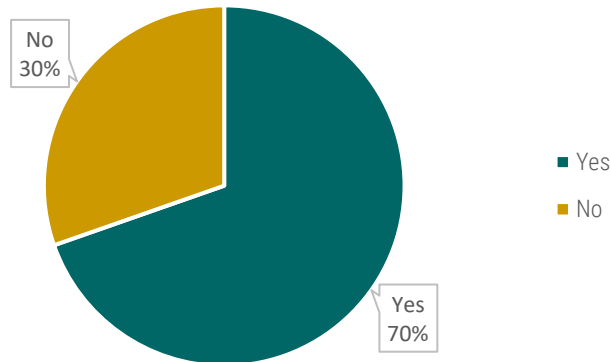




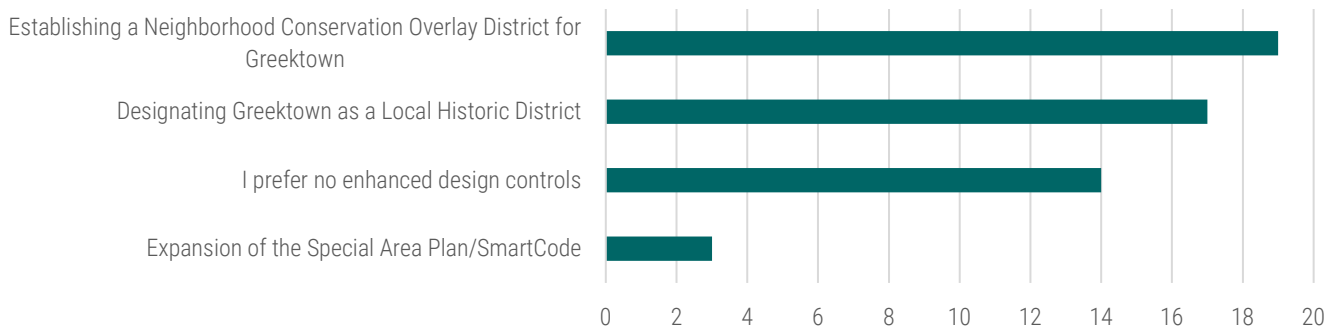
OUTREACH & FEEDBACK

Public Presentation Polling: October, 2023

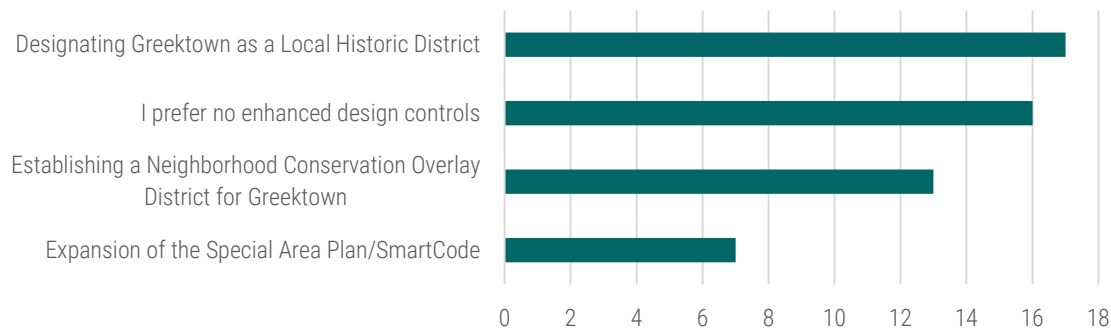
Do you support enhanced design control (rules and regulations) within Greektown?



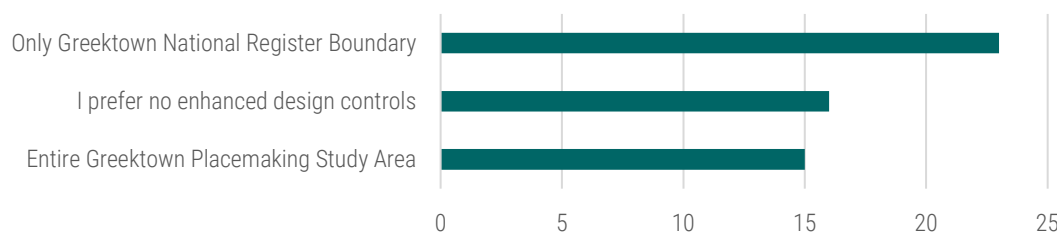
If enhanced design controls are put in place, what method is your first preference?



If enhanced design controls are put in place, what method is your second preference?

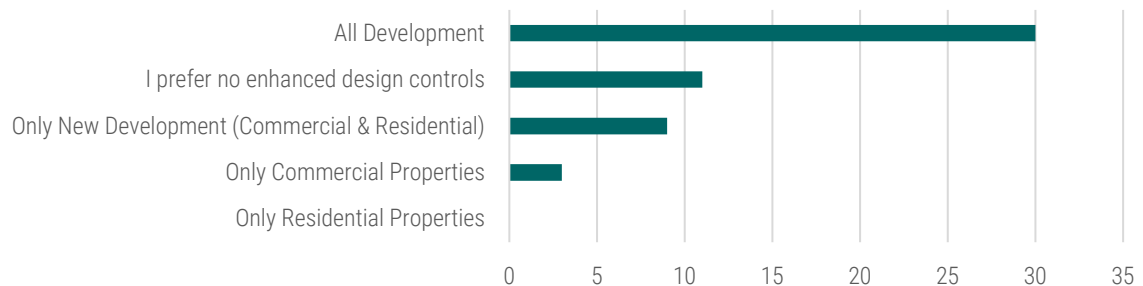


If enhanced design controls are put in place, where should they apply?

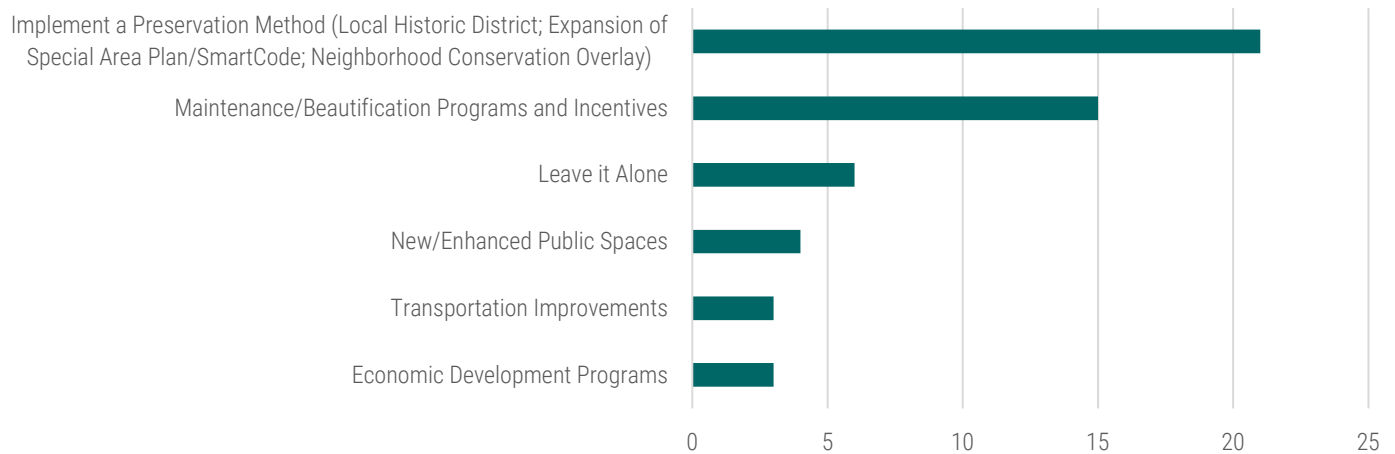


Public Presentation Polling: October, 2023 - Cont'd.

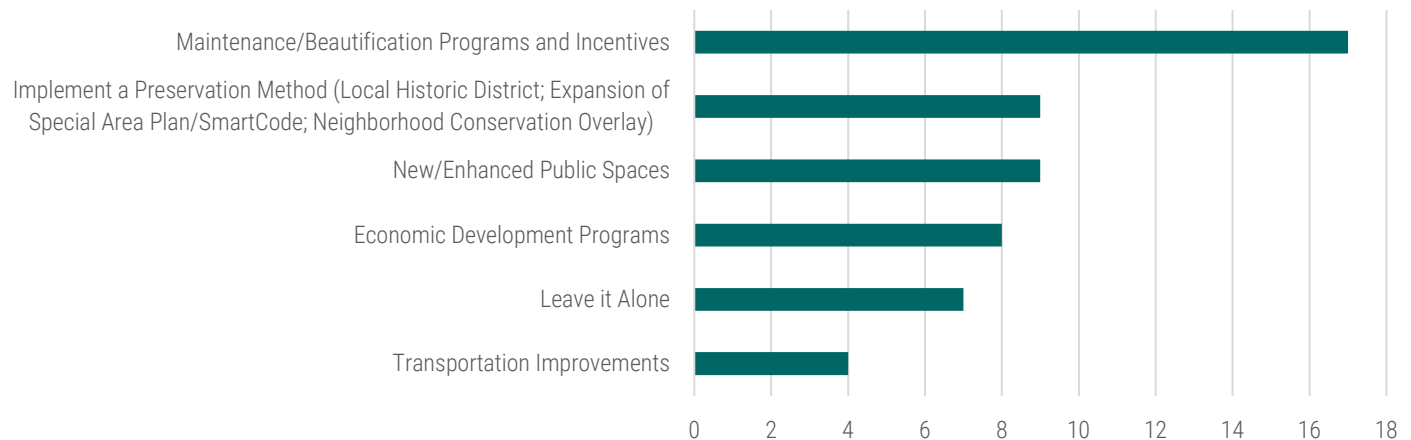
If enhanced design controls are put in place for Greektown, what should they apply to?



What is your FIRST PRIORITY for the outcome of this project?



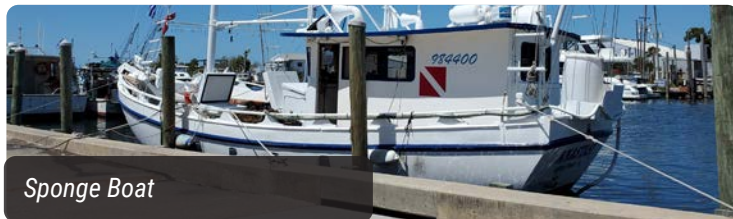
What is your SECOND PRIORITY for the outcome of this project?





OUTREACH & FEEDBACK

Public Workshop - Tabletop Feedback: Sponge Docks



Sponge Boat



Working Waterfront



Dodecanese Boulevard



Waterfront



Workshop



Working Waterfront

Sponge Dock Specific

- Riverwalk concept
- Promenade – keep commercial aspect that is both visual and workable
- No changes to the concrete area
- There is no need for a Sponge Docks plan
- Character elements that enhance the Sponge Docks are good
- Preserve the working dock and remove obstructions to all things not, tourists are second priority
- Make the dock area access to delivery trucks, not access through residential
- Working waterfront is a priority
- Widen the dock area, too small
- Working dock and sponge exhibition, people like to see sponges
- Walkability is important
- Continuity of the aesthetics, summer opportunities – photo spots
- Wider areas for hanging out but don't impede the sponge workers

- Riverwalk concept like Tampa
- Sponge docks are working waterfront – should focus on working waterfront
- Tourism and working waterfront can work together
- Promenade Keep commercial aspect that stays visible and workable for boats
- Keeping the same width and no change to the concrete
- What they've done at the end of the docks by Lamontes is good.....

Furnishings / Landscape

- Additional seating and shade sail
- Street line the landscaping, less crowding on the docks
- Replace existing benches
- Site furnishings and additional shaded areas – cast iron benches and matching trash cans that are more decorative and historic are desirable
- Benches – there are too many benches on the docks

- Too many planters and they are too large that block pedestrian travel
- Replace some benches with small café tables on the docks where people can come and sit and watch the working waterfront
- Shade would be challenging to add to the Docks
- Site furnishings should be limited but seating is important
- Install historically appropriate green benches
- More shade trees, but no more planters, perhaps shade sails or awnings
- Streamline the landscaping
- Upgrade the benches
- Remove planters and other street furniture for only a modest amount
- Add pavilion and salt tolerant trees
- Shade sails are not historically authentic
- Add more benches (cast iron) and bike racks
- Site furnishings are garbage

- Get better aesthetic furnishings
- More shade
- Site furnishings...general consensus that cast iron benches, more decorative rather than plain crappy city bench
- We need more shade spots.....
- Trash cans that match the benches would be nice and maybe some more trash cans and maybe some recycling bins
- Too many benches....there's nothing to see at the sponge docks on a bench.... they create clutter....
- Last time they put oaks they shed terrible.....put something that doesn't shed....or put olive trees
- Shade – need more
- Maintain planters and landscape

Street Clutter

- Support adding pedestrian friendly elements, but not too many that creates large, lingering crowds.
- Remove clutter across the street from the waterfront including art boxes, pelicans, etc..
- We agreed should remove the clutter
- Poles in sidewalks make it uncomfortable for pedestrians

Signage and Wayfinding

- More signage regulations for number and size of signs
- Like the artwork signage
- Art Boxes – prefer to update the artwork to be more appropriate to the area
- Signage should be limited
- Make the signage on the buildings more consistent
- No smoking signs along pedestrian way and dedicated signed smoking sections
- Clearer wayfinding signage to the business
- Signage is tacky
- Signage to make crosswalk safe
- Signage...keep the artwork on the signs.....wayfinding is fine
- Echo a lot of other items....agree on signage...should look professional, if you're sandwich board isn't extra large and impedes on the sidewalks it helps the businesses.....

- Uniform signs

Pedestrian / Mobility

- Property owners should be able to vote or voice their opinion before any restrictions are put into place
- Less is more
- Greeks look after our buildings and take care of them
- There is no more land in Greektown or at the Docks that is available for redevelopment
- Limited delivery times and enforcement of those times
- Establish a Greektown committee
- More art installations
- Can we use misters instead of shade – like Disney
- Any type you mention tools for the city...you mean laws....suggest that in order to keep it historical we limit decisions that give the city the right to use the tool....
- Gentleman who has one of the stands (not a kiosk) doesn't want to block the view of the docks, if he could put up some type of a kiosk or something – not sure what his business is, but he doesn't have a storefront....st. Nicholas storefront....his building is used for something else.....
- Similar to others
- Maybe a sponging exhibition
- Need to pull together to figure out how to get people here in the summer and not have summer die down
- In summer think about photo contest or something else to bring activity
- People are taking advantage of electric and water at boats and they have liveaboards

Street condition / alteration

- Flooding concerns and street closures during nonflood events effect businesses
- Prioritize pedestrian access, potentially a curbless street concept
- Flashing crosswalks throughout the area
- Support exploring a one-way traffic pattern
- Defined loading and unloading areas and delivery times
- Return the street back to the original brick which would slow down traffic

- Delivery trucks damaging surrounding neighborhood streets and deliveries at all hours of the day
- Brick crosswalks with no decorative paintings or markings. Prefer more classic aesthetic
- Sponge Diver Supply – gutters in front of this area is not flush and creates a tripping hazard.
- Clutter comes from city infrastructure not the merchants
- Crosswalks – support brick crossings and do not prefer RRFB crossings
- Curb less street would need more research and to defined areas
- Do not support the idea of a curb less street because people would wander into the streets and they are already too narrow
- Crosswalks – support different paving treatments to differentiate them
- Flow of traffic
- Brick crosswalks, no painting or pavement marking in crosswalks
- Flooding resolve is a priority
- Sidewalks too narrow
- We all decided that we like a brick crosswalks...no paintings or squiggly lines...keep it classic
- In front of sponge diver supply, and across the street, the gutter is a real sharp angle and a lot of people trip on it.....
- Intersection improvement (was a specific one)
- Also look at attractiveness of streets between downtown and Dodecanese

Parking Circulation

- Parking is an issue and needs to be addressed
- Add public boat access
- Closing off the road would help with families, strollers
- We don't need more parking



OUTREACH & FEEDBACK

Public Workshop - Tabletop Feedback: Dodecanese Boulevard



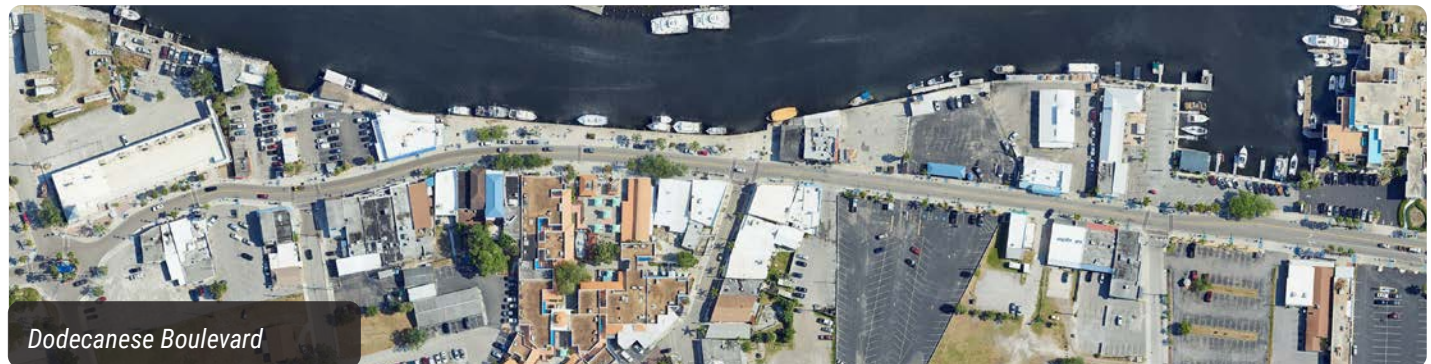
Retail Uses



Signage



Streetscape



Dodecanese Boulevard



Loading / Unloading



Signage / Kiosks



Pedestrian Crossing

Architecture & Branding

- Popup structures and kiosks should have standards and detract from the area
- Maintain the historical appearance of all of the businesses
- Supports popup areas and kiosks for smaller business without a storefront. Would support creating a better kiosk option
- Images chosen for exhibit are not valid
- Uniformity with signs....kiosks, more fitting what Tarpon is all about
- If we could make it 10% better....
- No carnival colors

- Kiosks have a purpose as long as they add to the area, rather than detract from the area – in Greece there are kiosks everywhere however, typically they are not right not right next to the sidewalk and should be moved back... would make it easier for pedestrian movement and make it a little bit nicer
- Character elements of the street should be more culturally appropriate – what we see is a collective hodgepodge.... too much hodgepodge.....doesn't get the sense it's all entirely Greek anymore
- Improve appearances of those kiosks which are grandfathered in and ensure new ones are not allowed
- Riverwalk concept like Tampa

Signage & Wayfinding

- Additional signage on the sidewalks should be reserved for businesses without a storefront
- Wayfinding signs – add fun elements such as different locations
- Signage.....uniform business signs.....so there is a ruling of how big try to keep from being tacky
- Can't have the big M that explodes every night.....

Street Clutter

- Very cluttered for pedestrians along the

street. Suggest limiting elements on the sidewalks, such as large planters, and sidewalk cafes, A-Frame signs

- Sidewalk crowding, there is just too many items on the sidewalk including signs, pots, seating
- Like sidewalk cafes, but there is not enough room for walking
- Signage needs better regulations. A-frame signs are good for businesses but just need to not impede pedestrian circulation
- All of the competing elements along the street create visual and physical clutter

Pedestrian / Mobility

- Street Light at Dodecanese and Pinellas Ave – Would like to see dedicated left turn lanes.
- Possibilities to make Dodecanese pedestrian only during certain times of the day, using bollards like in European cities, allowing tables in the streets during closures.
- Would like the one lane to also support bikes.... Increasing number of bikes and create congestion.....lots of bikers but we aren't a bike friendly town.....could connect to the Trail. On a Saturday they probably get 20 or 30 customers from e-bikers rider the Trail
- Sidewalk cafes may promote more business but need to leave room for the pedestrian
- Ensure sidewalk cafés allow for safe and accessible pedestrian flow
- Flashing crosswalks to maintain flow of traffic pedestrian access should be priority

Street Condition / Alteration

- Sidewalks need repairs in certain areas
- Addressing the flooding in this area must be a focus and the current infrastructure is at the end of its life cycle
- Repair sidewalks
- High tide flooding shuts down access
- Consider curb less street section where feasible
- Provide more crosswalks
- Restore to brick streets
- Define major flooding areas

Traffic / Parking Circulation

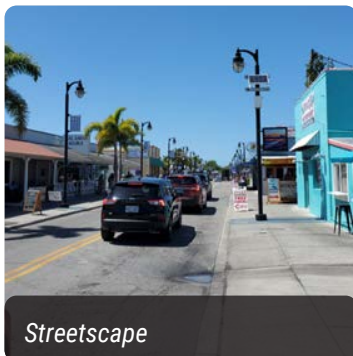
- One way does not necessarily work, it could add traffic to neighborhoods
- Limiting delivery times can sometimes not be adhered to. Dedicated loading zones, or unloading with hand carts could be helpful for these times
- 18 wheelers...is on everyone's agenda
- Limiting traffic would be detrimental – 130 fishermen....businesses
- Timeframe could def be adjusted for big trucks
- Could the swing arms be changed for the parking areas...something different like the apps would be more helpful
- Maybe one way from Athens to Hope Street to expand sidewalks
- On that one-way street some of it could be unloading zones.....so we don't have to block street
Low rise parking garage
- Make Dodecanese one-way only "west bound" open up more sidewalk area ?

If we bring down Dodecanese one way and then take through traffic circle and up around by High / Hough Street..... might also give us more opportunity to expand businesses / commercial

- Restrict delivery times and enforce to limited hours – how do the beaches do it must work somewhere
- Make a dedicated parking and unloading zone for Dodecanese
- One-way solution and what is the impact to the residential
- Need parking solutions
- Make Dodecanese one way

Furnishings / Landscape

- Additional public restrooms are needed and leave existing ones open past 6 pm
- Use the Hoffman Architecture plan created 10 + years ago including a Placemaking opportunity at restrooms – make into rest area with shade trees, benches near the pelican
- No neon lights around dock area
- Street furnishings to reflect history
- Nighttime lighting for good illumination
- Would be nice to have a playground, splash pad or something else for kids / families to do....and playground should have shade, it's uncomfortable to hang out in the sponge docks
- Return Dodecanese to brick streets
- More shade.....



Streetscape



Accessory Structures



Streetscape



OUTREACH & FEEDBACK

Public Workshop - Tabletop Feedback: Residential



Residential Area



Single-family Home



Single-family Home



Single-family Home

Architecture & Branding

- Preserve the historic architecture while allowing for leeway's since cost is prohibited
- Concerned with smaller, historic homes being demolished and redeveloped as large homes that are out of scale with the surrounding areas
- Keep new homes in scale and massing with existing, square block looking buildings not in character
- Guidelines need to be put into place, but they need to be practical
- The historic character should remain, no drastic departure from character
- Regulations need to be in place to guide future development that respects the historic character. What happens if a storm takes out the historic charm?
- Standards should not be too stringent where property owners cannot meet
- Incentives for improvements (such as a facade grant)
- Bulk standard regulations are supported, but specific material restrictions are not
- FEMA standards impact the heights of structures
- Need better incentives to preserve the older homes
- New construction needs to be more complimentary with the adjacent properties (No Taco Bell houses next the historic homes)
- Guidelines do not need to be as stringent as the current local historic district – can be preservation light
- The images chosen for the exhibit show the history of development in the area.
- Modern design not appropriate, but updated and sustainable materials are
- Regulations should only apply in Greentown and no where else
- How to preserve the historical character with sea level rising and potential storm damages



Single-family Home

- Limit building heights.
- Make porches more prominent
- Could restrict home size SF as related to lot size
- Wants to preserve original architecture on the commercial strip
- Not so great cheap looking elements tacked onto elements – signs, awnings, things that take away from the beauty of the buildings
- On residential the box in the middle... nobody like the new construction
- Feeling the historic character should be preserved but allowance for new investment with discussion on how to do that and preserve character.....have blend in
- Could be a restriction on home size....
- There would have to be a vote on what homeowners would support for



Single-family Home

- guidelines
- Residential – consensus they didn't like modern design / upper left type
- General consensus that modern materials need to be allowed with new construction and renovation of existing structures.....changing out windows and doors ok
- Any regulations that go in place should only be in Greektown
- Porches are a defining feature.....would make new construction more palatable
- All the houses should fall into something is within a neighborhood.... if it's so far away from its neighbor it really does stick out
- In the Greektown district the houses should have some design and code standards.....



Single-family Home

Signage & Wayfinding

- Would like more uniformity on signage and other things

Traffic / Parking Circulation

- Restrict parking on street to one side only
- Additional regulations are needed, on-street parking affects walkability



Single-family Home



Single-family Home



OUTREACH & FEEDBACK

Public Workshop - Tabletop Feedback: Commercial Buildings



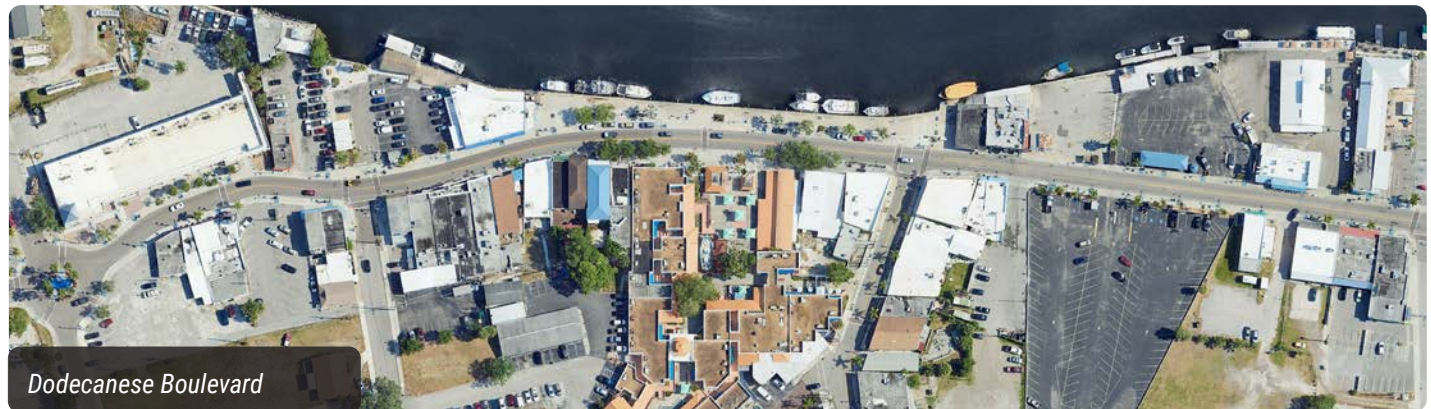
Retail Frontage



Building Access



Historic Commercial



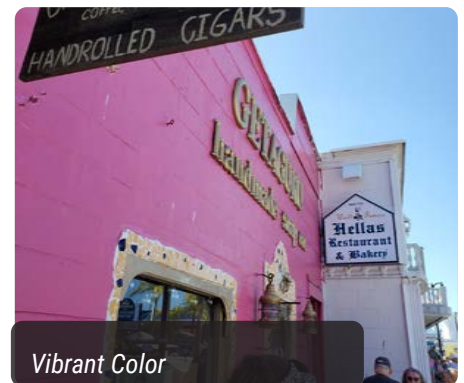
Dodecanese Boulevard



Authentic Restaurants



Signage / Branding



Vibrant Color

Architecture & Branding

- Preserve the historic elements of the buildings
- Allow 3 story in the commercial district
- Preserve and encourage vernacular architecture
- Cheap elements tacked onto historic buildings, still look cheap
- No RV park

Property Maintenance

- Some landlords require tenants to make the required improvements to the buildings which can be difficult for the business owners
- Property maintenance is an issue
- Good repair and maintenance properties is more important than color
- Many properties are leased and tenants cannot afford the repairs
- Diversity is okay as long as properties are well kept

Signage & Wayfinding

- Too much signage allowed on the buildings; regulate signage and make it consistent
- Signage at the park for directions to the docks

Street Condition / Alteration

- Elfers spur – fix bridge for connection



OUTREACH & FEEDBACK

Public Workshop - Tabletop Feedback: Outlying Area



Street / Functional Condition



Large Intersection



Residential Area



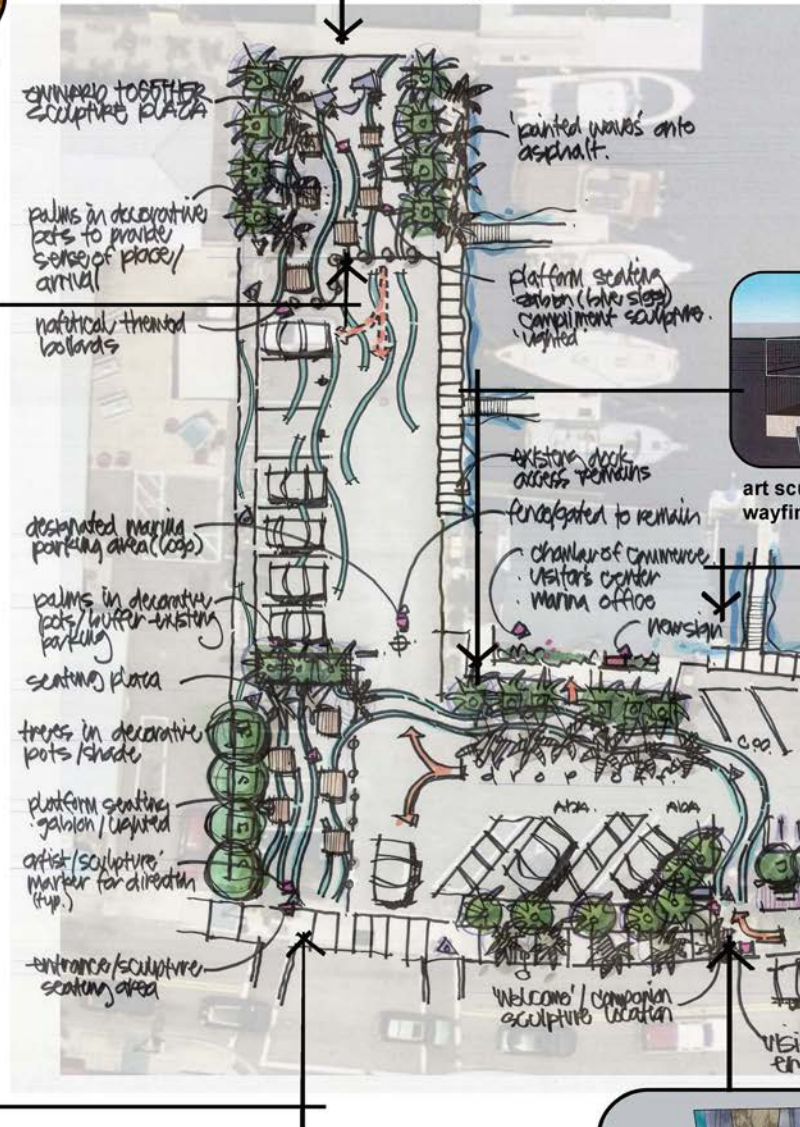
Large Intersection

Furnishings / Landscape

- City lot, create a park, family activity with shade hang out area instead of parking
- Connect splash dog parks to the docks

Other

- Consider reaching out to the local tour guides about tourist feedback

A black bollard on a ship's deck.

Tarpon Springs Heritage Project





glass slag

palms + groundcovers in large decorative pots + artistic enhancement of paved area



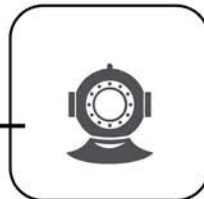
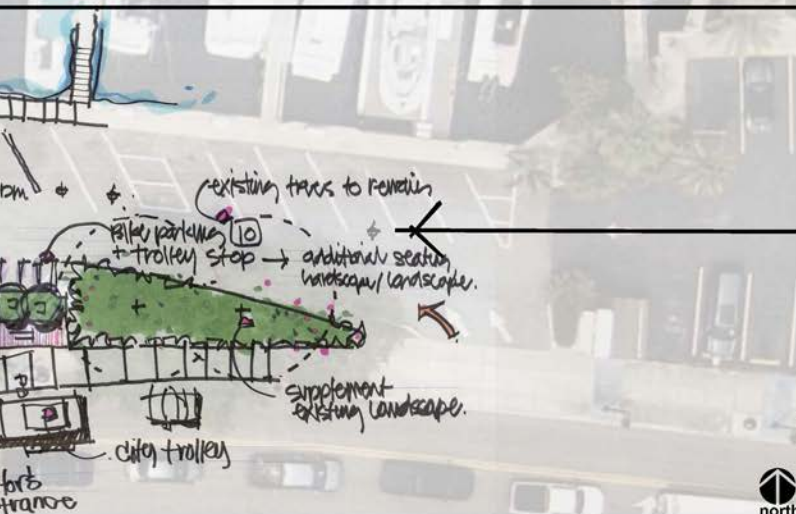
site furnishings - bicycle parking, trash receptacles + seating
- compatible with aesthetic and visual character of surroundings



sculpture:
existing location



update marina signage
+ refresh landscape



marina parking logo



arrival/entrance marker:
marina logo + welcome sign



trolley stop amenities: seating + shade structure + landscape + bicycle parking



scale: 1"=10'





PLACEMAKING OPPORTUNITIES

City Marina - Consultant Concept 2

conceptual plan development of 'arrival' to sponge dock area includes:

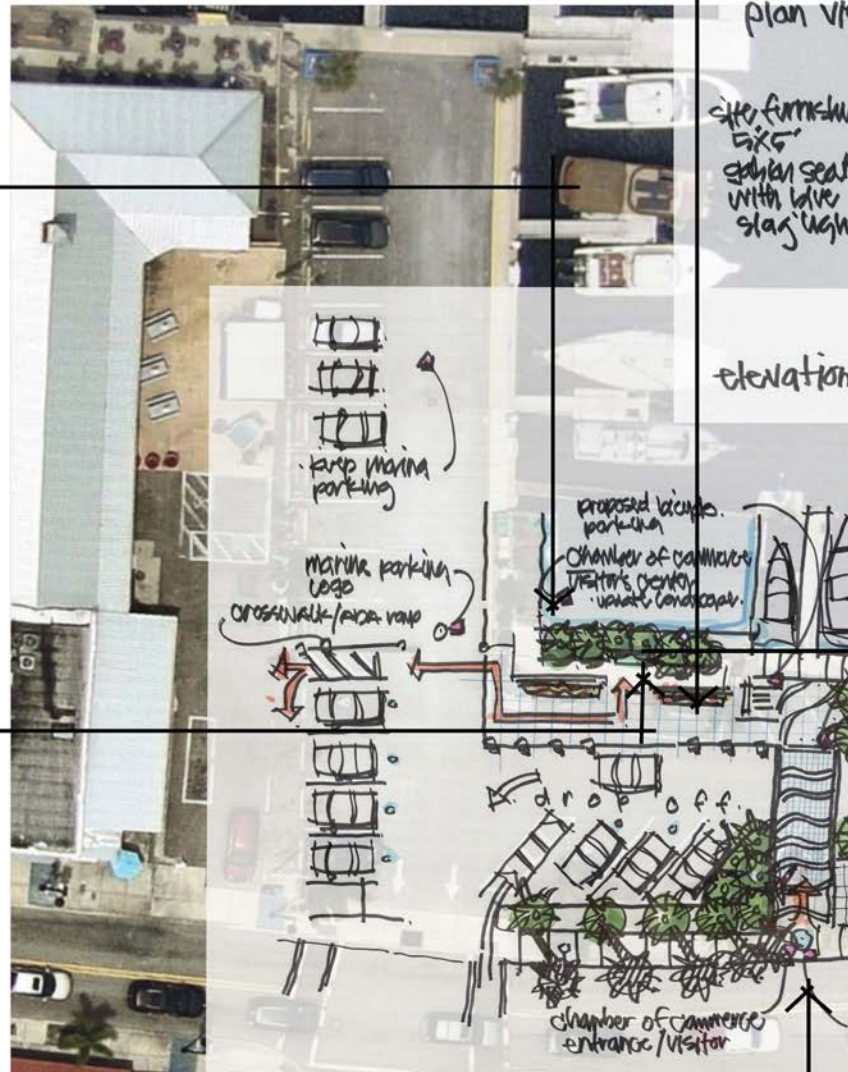
- chamber of commerce/city marina redevelopment
- relocated trolley stop
- heritage homage project location



art sculpture:
wayfinding location



update marina signage
+ refresh landscape



arrival/entrance
marina location

City Marina alternative location 02

Tarpon Springs Heritage Project

City of Tarpon Springs, Florida



hardscape finish:
salt rock to simulate
sponge texture



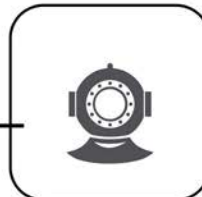
tall palms reinforce
special area of
interest



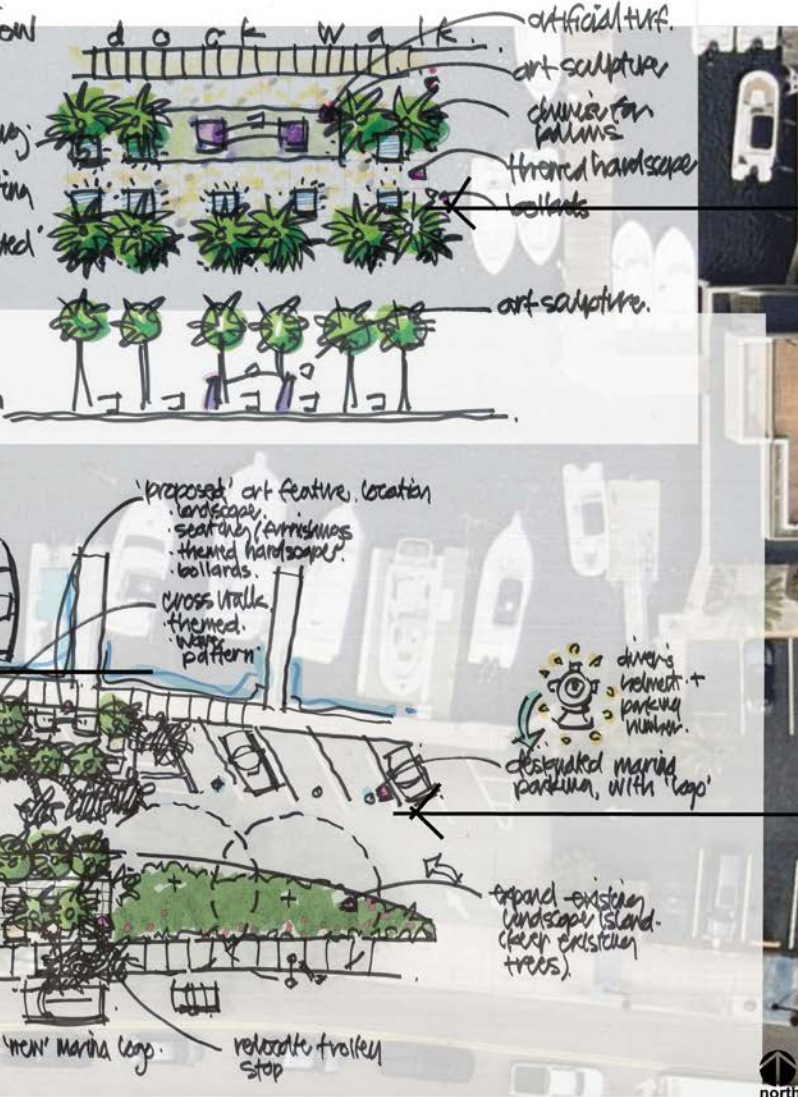
heritage art sculpture -
near water



platform seating:
gabion with blue
glass slag 'lighted'



marina parking logo



scale: 1"=10'
north

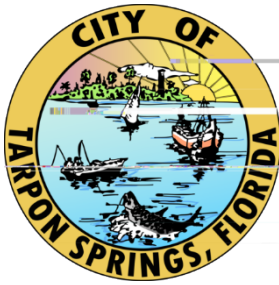


entrance marker:
logo + wave themed crosswalk



trolley seating: 5'x5' platform gabion
seating - blue glass slag





CITY OF TARPON SPRINGS, FL

CITY MANAGER

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

MEMORANDUM

To: Honorable Mayor and Board of Commissioners

From: Mark G. LeCouris, City Manager

Date: August 15, 2024

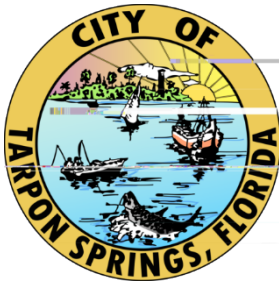
Subject: Process for Conducting Investigation on Allegations of Criminal Conduct of Present/Past City Officials

Both of our City Attorney's (Andrew Dickman and Andy Salzman) have been dealing with issues involving accusations from a Planning and Zoning member on possible crimes involving present/past city officials. Mayor Vatikiotis has also been receiving correspondence from the board member on these alleged criminal actions.

At the present time, the city has been given no facts or evidence to support these allegations. It would not be prudent or proper for the city to conduct any kind of investigation with the seriousness of these charges. Any investigation by the city could hamper or interfere with the proper investigation that should be done by the State Attorney's Office.

The recommendation is for Attorney Salzman to contact the board member in writing advising that any complaints or criminal conduct on present/past city officials should be taken directly to the State Attorney's Office. The State Attorney would examine the evidence and decide if an investigation was warranted, and conduct said investigation. The board member will be encouraged to curtail communicating with the city on matters that should be directed to the State Attorney's Office.

Requesting approval of the Board of Commissioners to take this proper course of action.



CITY OF TARPON SPRINGS, FL

CITY MANAGER

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

MEMORANDUM

To: Honorable Mayor and Board of Commissioners

From: Mark G. LeCouris, City Manager

Date: August 15, 2024

Subject: Removal of Georganna Frantzis from Planning and Zoning Board Without Cause

There has been concerns from both City Attorneys (Salzman and Dickman), and Board of Commissioners in reference to Planning and Zoning Board member, Georganna Frantzis.

In the City Code of Ordinance 227.00 - Planning and Zoning Board (B)(3) - "Any member may be removed from office by a majority vote of the full membership of Board of Commissioners without cause."

This agenda item is to decide if, in the best interest of the city, a vote on removal without cause of Ms. Frantzis is warranted. If the vote this evening is in the affirmative, the action would take place immediately.

Excerpt – Code of Ordinances

§ 227.00 - PLANNING AND ZONING BOARD.

(A) The City of Tarpon Springs Planning and Zoning Board is hereby established.

(B) The membership, terms of office and procedures shall be as follows:

(1) The Planning and Zoning Board shall consist of seven members and one alternate member appointed by the Board of Commissioners.

(2) The term of office for the Planning and Zoning Board members shall be for a period of three years.

(3) Any member may be removed from office by a majority vote of the full membership of the Board of Commissioners without cause.

(4) Vacancies shall be filled by the Board of Commissioners for the unexpired term of any membership which becomes vacant.

(5) The Planning and Zoning Board shall, by a majority vote of the full membership, adopt rules of procedure.

(6) All meetings of the Planning and Zoning Board shall be kept open to the public, and minutes of all proceedings shall be kept showing all evidence presented, the names and addresses of witnesses giving testimony, findings of fact, and the vote of each member upon each question, or if absent or abstaining, such fact.



Board of Commissioners

Memorandum

Date: August 20, 2024
To: Mayor and Board of Commissioners
Through: Mark LeCouris, City Manager
From: Renea Vincent, Planning Director
Subject: Ordinance 2024-04 Application 24-33 Habitat for Humanity Property Rezoning from RM to R-60 for property located at 433 E. Harrison Street
(2nd Reading) (Quasi-Judicial) (10 Minutes)

Recommendation

Staff recommends **approval of Ordinance 2024-04** amending the Official Zoning Atlas from Residential Multifamily (RM) District to R-60 (One and Two Family Residential) District.

Background

The subject property is located on the northwest corner of Harrison Street and S. Levis Avenue and is currently vacant. The applicant wishes to rezone the property from Residential Multifamily (RM) District to R-60 (One and Two Family Residential) District. Following the rezoning, the applicant intends to file with the Pinellas County Property Appraiser for a parcel split to create two lots. The applicant intends to build a single family detached dwelling on each of the two lots.

Property Location



Planning and Zoning Board Recommendation

The Planning and Zoning Board reviewed this application at their regular meeting of July 15, 2024 with a full board present and unanimously recommended approval. Individual board members inquired whether the City or the Tarpon Springs Housing Authority ever expressed interest in building affordable housing on this property while it was under City ownership. One board member also expressed concern with the long-term policy of rezoning the property such that it cannot be built to its highest available density under the Future Land Use Map category of Residential Medium (RM).

Funding

not applicable

Strategic Plan Objective

not applicable

HABITAT FOR HUMANITY #24-33

Planning and Zoning Board – July 15, 2024

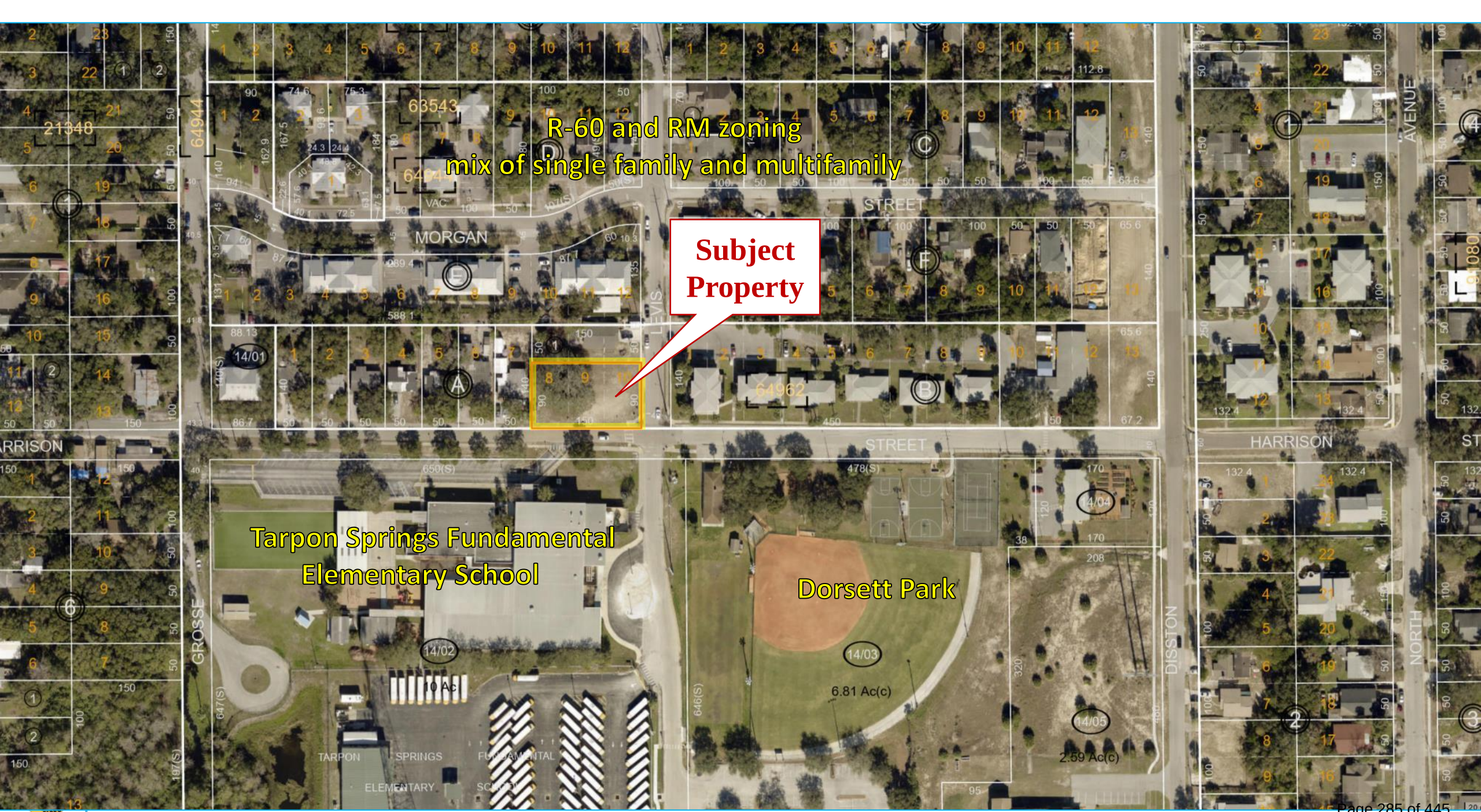
Board of Commissioners – August 6, 2024, August 20, 2024





SUMMARY OF REQUEST

- **#23-33 – Ordinance 2024-04 Rezoning**
 - Location: 433 E. Harrison Street (Northwest corner of E. Harrison St. and S. Levis Ave.)
 - Future Land Use: Residential Medium (RM)
 - **ZONING:**
 - Current: Residential Multifamily (RM) District
 - Proposed: R-60 (One and Two Family Residential) District
 - Property Features
 - 0.310 acres (13,500 square feet)
 - Vacant parcel to be divided into two conforming lots in the R-60 district
 - New lots are planned for construction of two single family detached dwellings
- **Applicant**: Habitat for Humanity
- Note that the property was conveyed from the City of Tarpon Springs to Habitat for Humanity for their intended purpose only, otherwise, the property reverts back to the City. This is memorialized in the deed.



R-60 and RM zoning
mix of single family and multifamily

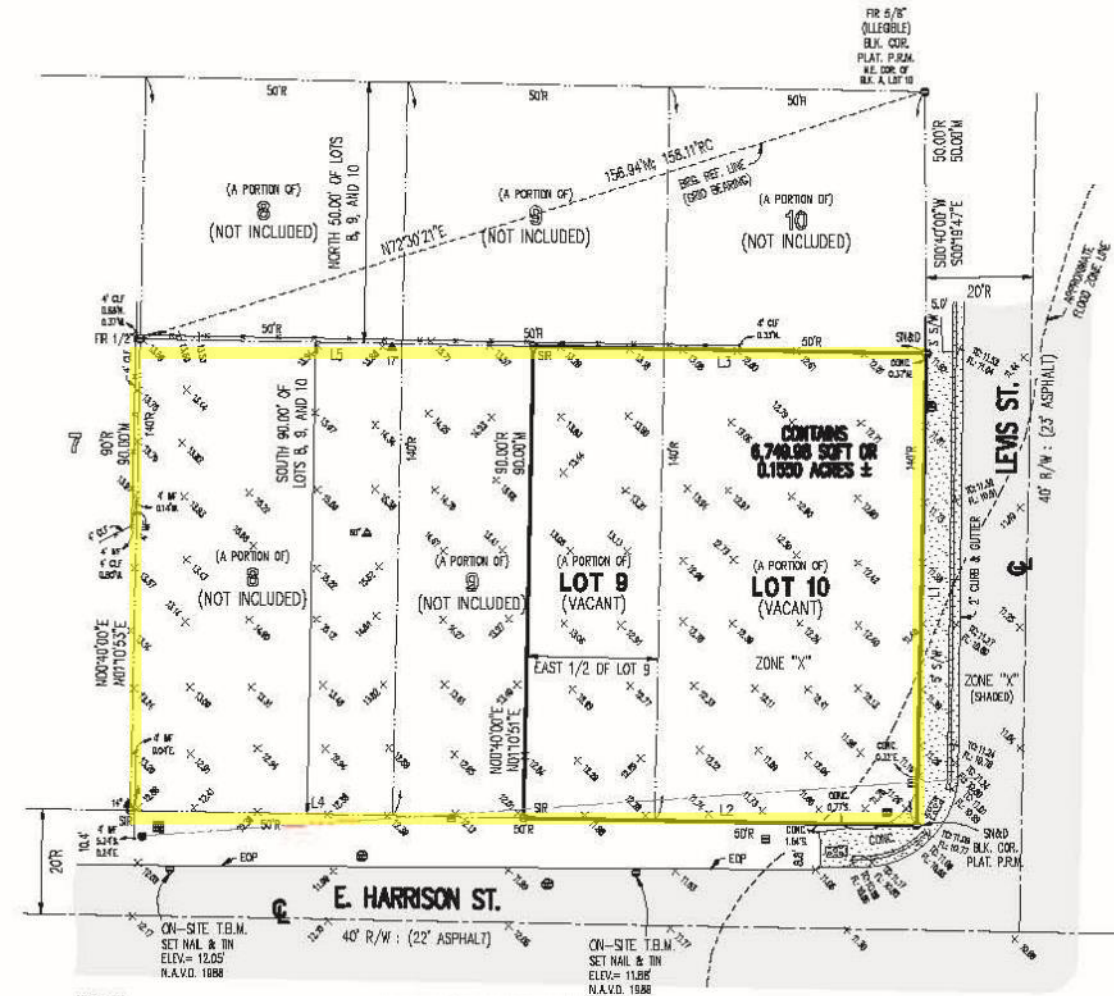
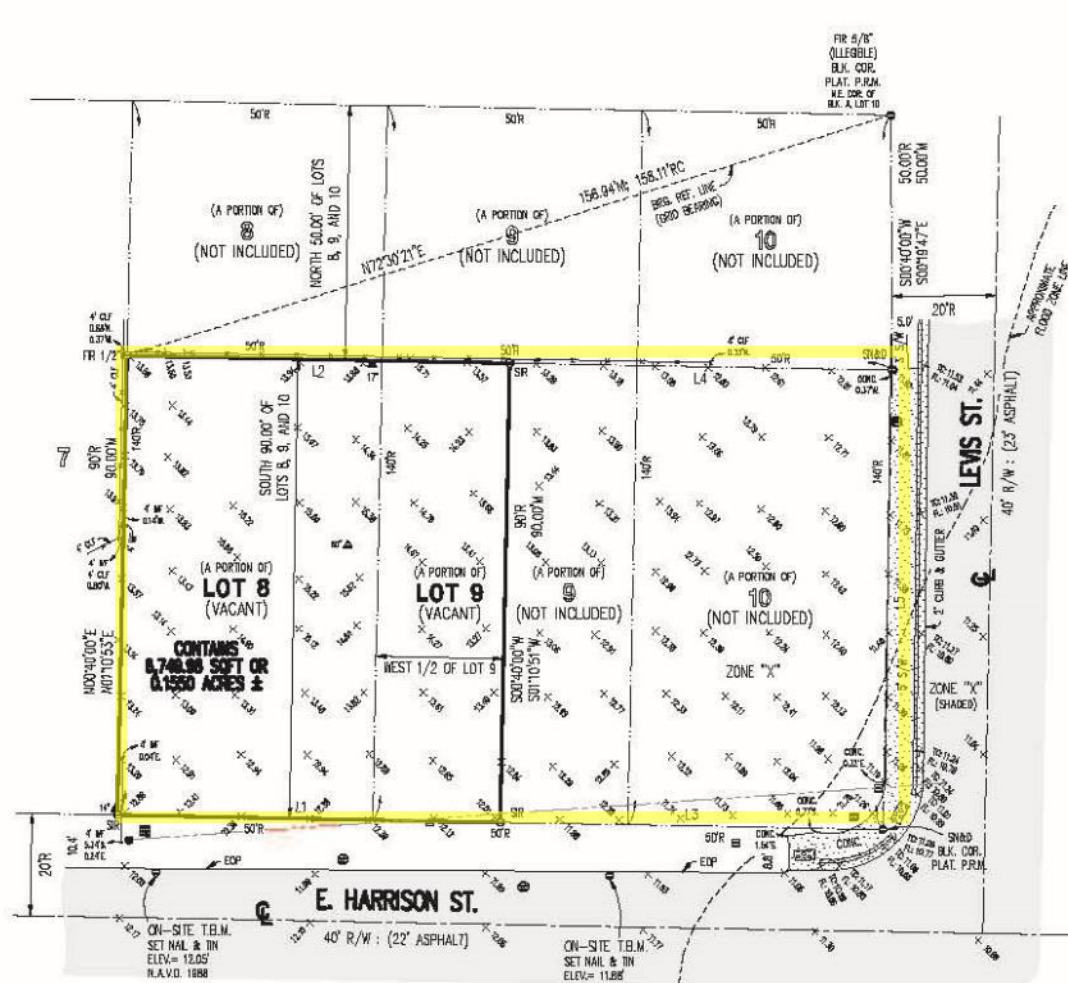
**Subject
Property**

Tarpon Springs Fundamental
Elementary School

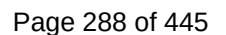
Dorsett Park



SURVEY – PROPOSED SPLIT TO CREATE TWO LOTS



CITY OF TARPON SPRINGS
PLANNING & ZONING DEPARTMENT



LOCATION AND CONTEXT





REVIEW CRITERIA – REZONING

1. **The amendment is consistent with the goals, objectives and policies of the Tarpon Springs Comprehensive Plan.**

The proposed R-60 zoning category for this property is consistent with the Residential Medium Future Land Use Map (FLUM) 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.**

The available uses are appropriate and compatible with the surrounding area. The planned use of this property is for two single family residences that will provide affordable infill housing in an established neighborhood.

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.**

The R-60 designation provides for appropriate infill housing opportunities in an area of existing single family and multifamily affordable and workforce housing. Infrastructure is in place and serving this established platted area of the City.

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.**

The property can be served by City facilities with respect to both capacity and availability.

PRELIMINARY STAFF RECOMMENDATION

#24-33 - *Approval* of Ordinance 2024-04, Rezoning from RM (Residential Multifamily) District to R-60 (One and Two Family Residential) District

Public Notice* Provided – One citizen spoke at the Planning and Zoning Board hearing, in favor of the application.

*Typing error in advertised ordinance title *was corrected* for advertising of ordinance second reading. That advertisement will be published on August 7, 2024.



PLANNING AND ZONING BOARD RECOMMENDATION

#24-33 - The Planning and Zoning Board heard this item at their regular meeting of July 15, 2024 with a full board present. They unanimously recommended ***Approval*** of **Ordinance 2024-04**, Rezoning from RM (Residential Multifamily) District to R-60 (One and Two Family Residential) District.

Individual Board members inquired whether the City or the Tarpon Springs Housing Authority ever expressed interest in building affordable housing on the property while under City ownership.

One Board member also expressed concern with the long-term policy of rezoning the property such that it cannot be built to its highest available density under Residential Medium (RM) Future Land Use Map category.



CITY OF TARPON SPRINGS
PLANNING & ZONING BOARD / BOARD OF COMMISSIONERS
JULY 15, 2024 / AUGUST 6, 2024 / AUGUST 20, 2024

STAFF REPORT, July 8, 2024

Application No. / Project Title: 24-33 / City of Tarpon Springs
Ordinance: Draft Ordinance #2024-04
Staff: Patricia L. McNeese, AICP
Planning Supervisor
Applicant / Owner: Habitat for Humanity of Pinellas, Inc.
Property Size: 0.310 acres (13,500 square feet)
Current Land Use: Residential Medium (RM)
Current Zoning: Residential Multifamily (RM)
Proposed Zoning: R-60 (One and Two Family Residential)
Location / Parcel ID: 433 E. Harrison St. / Parcel ID: 13-27-15-64962-001-0080

BACKGROUND SUMMARY:

The subject property is located on the northwest corner of Harrison Street and S. Levis Avenue and is currently vacant. The applicant wishes to rezone the property from Residential Multifamily (RM) District to R-60 (One and Two Family Residential) District. Following the rezoning, the applicant intends to file with the Pinellas County Property Appraiser for a parcel split to create two lots. The applicant intends to build a single family detached dwelling on each of the two lots.

PRELIMINARY STAFF RECOMMENDATION:

Staff recommends **approval of Ordinance 2024-04** amending the Official Zoning Atlas from Residential Multifamily (RM) District to R-60 (One and Two Family Residential) District.

CURRENT PROPERTY INFORMATION:

Use of Property:	Vacant
Site Features:	Mowed ground cover, trees
Vehicle Access:	The property is on the corner of Harrison St. and S. Levis Ave. and may currently be accessed from either of these roadways.



SURROUNDING ZONING & LAND USE:

	Zoning:	Land Use:
North:	RM (Residential Multifamily)	Residential Medium
South:	A (Agricultural)	Institutional
East:	RM (Residential Multifamily)	Residential Medium
West:	RM (Residential Multifamily)	Residential Medium

PLANNING CONSIDERATIONS:

When considering this application, the following general site conditions, planning concepts, and other facts should be noted:

1. This property is currently under the ownership of Habitat for Humanity of Pinellas, Inc. The group has been active throughout the downtown and east “uptown” areas of Tarpon Springs building single family residences. This property comprises a parcel of previous combined lots in the original Owens Subdivision, Second Addition, platted in 1961. The applicant wishes to build two single family dwellings. Under the Residential Multifamily (RM) zoning, the current parcel area is insufficient to create two conforming lots. With a rezoning to the R-60 District and subsequent lot split, the parcel would be able to accommodate two conforming lots.
2. The Future Land Use Map (FLUM) category for this parcel is Residential Medium (RM) and would remain so under this proposal. The residential density allocated to this parcel is five (5) units. The applicant wishes to build two units. The surrounding area, with the exception of Dorsett Park to the south is in the RM FLUM category. Affordable/workforce infill housing in this older built and established platted neighborhood is compatible and desirable. A change to R-60 “conservation” type zoning for this parcel is appropriate to accomplish that purpose given the mix of housing types available in the area, while maintaining consistency with the intent of the RM FLUM category.
3. The subject parcel was originally occupied by three lots, Lots 8, 9 and 10 (Block A) of the Owens Subdivision, Second Addition. The three lots were combined in the past into one parcel. The northern 50 feet of the parcel was sold in 1979 and is now addressed as 720 S. Levis Ave. The remaining parcel, owned by the applicant, is proposed to be split in two. With that lot split, this corner would again be occupied by three single family lots, promoting the development density originally envisioned with the 1961 plat.
4. This property was conveyed to Habitat for Humanity from the City of Tarpon Springs by Special Warranty Deed recorded on March 28, 2024. The deed, included with this packet, contains the following language: *“It is understood and agreed that the subject Property is being conveyed to Habitat for Humanity of Pinellas County, Inc., for its intended purposes only. If Habitat for Humanity of Pinellas County, Inc. deems that the property cannot be used for its intended purposes, then the property will revert back to the City of Tarpon Springs. Once the property has been developed and conveyed by Habitat for Humanity of Pinellas County, Inc. to a subsequent, qualified owner, all restrictions and reversionary interests will be deemed released.”* The Board of Commissioners (BOC) approved the conveyance of this property at their regular meeting of October 2, 2023. The BOC agenda packet for that item is included herein.



ZONING DISTRICT SUMMARY (EXISTING / PROPOSED):

	CURRENT Residential Multifamily (RM)	PROPOSED R-60 (One and Two Family Residential)
Residential Density (dwelling units/acre):		
Per Residential Medium FLUM Category	15 du/acre	15 du/acre
Allowable Uses:	LDC Section 25.05	LDC Section 25.03
Permitted/Primary	Community Assembly, Emergency Service Facilities, Family Care Homes, Multifamily Dwellings, Single Family Dwellings (Attached, Detached, Semi-Detached), Two Family Dwellings	Community Assembly, Emergency Service Facilities, Family Care Homes, Public Parks and Recreation Facilities, Schools of General Education, Single Family Dwellings (Detached and Semi-Detached), Two Family Dwellings
Conditional/Secondary	Boarding Homes, Community Residential Homes, Congregate Care Facilities, Day Care Centers and Homes, Emergency Shelters, Residential Treatment Facilities, Recovery Homes, Home Occupations, Hospitals, Libraries (and similar), Light Utility Service, Lodging Facilities, Nursing Homes, Private Clubs, Schools of General and Special Education, Tourist Home	Community Residential Homes, Congregate Care Facilities, Day Care Centers, Day Care Homes, Home Occupations, Light Utility Service, Schools of Special Education
Minimum Lot Area	7,000 square feet	6,000 square feet
Dimensional Criteria (Single Family Detached Dwelling):	LDC Section 25.10(D)(2)	LDC Section 25.20(D)
Minimum Lot Width	60 feet	40 feet
Minimum Lot Depth	80 feet	n/a
Maximum Height	35 feet	30 feet
Minimum Front Yard	25 feet	25 feet to garage 20 feet to living area
Minimum Side Yard	7.5 feet	5 feet
Side Street Yard	15 feet	7.5 feet

continued



Dimensional Criteria (Single Family Detached Dwelling):	LDC Section 25.10(D)(2)	LDC Section 25.20(D)
Rear Yard	20 feet	20 feet
FAR/ISR per Residential Medium FLUM Category:		
Non-Residential Floor Area	0.50	0.50
Non-Residential Impervious Surface Ratio	0.75	0.75

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: The Residential Medium Future Land Use Map (FLUM) category is intended for "areas in close proximity urban activity centers" and "areas that are to be developed in a medium density residential manner" (Policy 2.2.6). The policy also states that the RM category "is generally intended to serve as a transition between less urban and more urban residential and mixed use areas." R-60 zoning is a neighborhood conservation designation "created to promote the stability and redevelopment of established neighborhoods consisting primarily of platted subdivisions" (Section 25.03 (A)). The property is located in just such an established neighborhood as especially characterized by the area between Boyer Street and Harrison Street which exhibits a large area of existing R-60 zoning and is also within the RM FLUM category. The change to the R-60 zoning district is consistent with, and carries out, the intent of the RM FLUM category and the Comprehensive Plan.

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 current allowable uses under the Residential Multifamily (RM) zoning match those allowed in the proposed R-60 zoning and also include several additional uses that would not longer be allowed once the property is rezoned (see table above). The zoning change would eliminate, among other things, multifamily dwellings, boarding homes, certain residential treatment facilities, private clubs and tourist homes (short-term rentals). Compatibility with the surrounding predominantly single family and lower density multifamily development in this neighborhood would be enhanced. The applicant proposes to build a single family detached residence on each lot and has supplied a floor plan layout for the proposed buildings.



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 provides for efficient and orderly development by providing for efficient and appropriate infill of an existing platted area with existing available facilities, including a public park (Dorsett Park) in very close proximity. This property should be developed as residential, as proposed by the applicant. The prospect of achieving infill with new affordable and workforce single family construction is desirable for achieving greater neighborhood stability. This rezoning should have a positive impact on the City's growth patterns and on the efficiency of services provision.

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: City facilities have adequate capacity and are currently available to directly serve the subject property.

TECHNICAL REVIEW COMMITTEE:

The Technical Review Committee (TRC) reviewed this project on June 6, 2024 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 41 addresses. Notice was advertised in the *Tampa Bay Times* per Chapter 166.041, Florida Statutes and the property was posted. Staff has not received any responses to these notices.

ATTACHMENTS:

1. Slide show presentation
2. Draft Ordinance 2024-04
3. Applicant's Rezoning Narrative
4. Property Survey
5. Applicant's Floor Plans
6. Special Warranty Deed
7. TRC Comment Report 6-6-2024
8. Property Conveyance – BOC Agenda Item Packet
9. Legal Public Notice

ORDINANCE 2024-04

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA AMENDING THE OFFICIAL ZONING ATLAS FOR 0.31 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED AT 433 EAST HARRISON STREET, ON THE NORTHWEST CORNER OF HARRISON STREET AND SOUTH LEVIS AVENUE, FROM RESIDENTIAL MULTIFAMILY (RM) DISTRICT TO R-60 (ONE AND TWO FAMILY RESIDENTIAL) 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 Residential Multifamily (RM) District to R-60 (One and Two Family Residential) District; and,

WHEREAS, the zoning district R-60 (One and Two Family Residential) is consistent with the property's existing Future Land Use Map category of RM (Residential Medium); and,

WHEREAS, permitted uses within the R-60 zoning 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 July 15, 2024; 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 R-60 (One and Two Family) District is appropriate.

Section 2. ZONING ATLAS AMENDMENT

That the Official Zoning Atlas of the City of Tarpon Springs is hereby amended for the property described as,

"The South 90 Feet of 8, 9 & 10, Block A, Owens Subdivision Second Addition, according to the plat thereof as recorded in Plat Book 56, Page 25, of the Public Records of Pinellas County, Florida."

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.

DRAFT

433 E Harrison Street - 13-27-15-64962-001-0080

Rezoning Narrative

Habitat for Humanity of Pinellas and West Pasco Counties is requesting a zoning change on 433 E Harrison Street, 13-27-15-64962-001-0080 from RM to R-60. The parcel was previously under the ownership of the City of Tarpon Springs since February 2011, and prior to that was owned by the Safford Masonic Lodge. The rezoning to R-60 would allow Habitat to build (2) single family homes, this zoning category would be consistent with the established zoning throughout the majority of the surrounding parcels within the three block radius. Habitat will meet the proposed zoning's minimum lot requirement set forth by the city. The intention and plan for the future homes is to include and give current residents from the Tarpon Springs community first opportunity to purchase the homes through the Habitat for Humanity's affordable homeownership program. Your time and consideration is greatly appreciated, thank you.



Cesar Figueredo

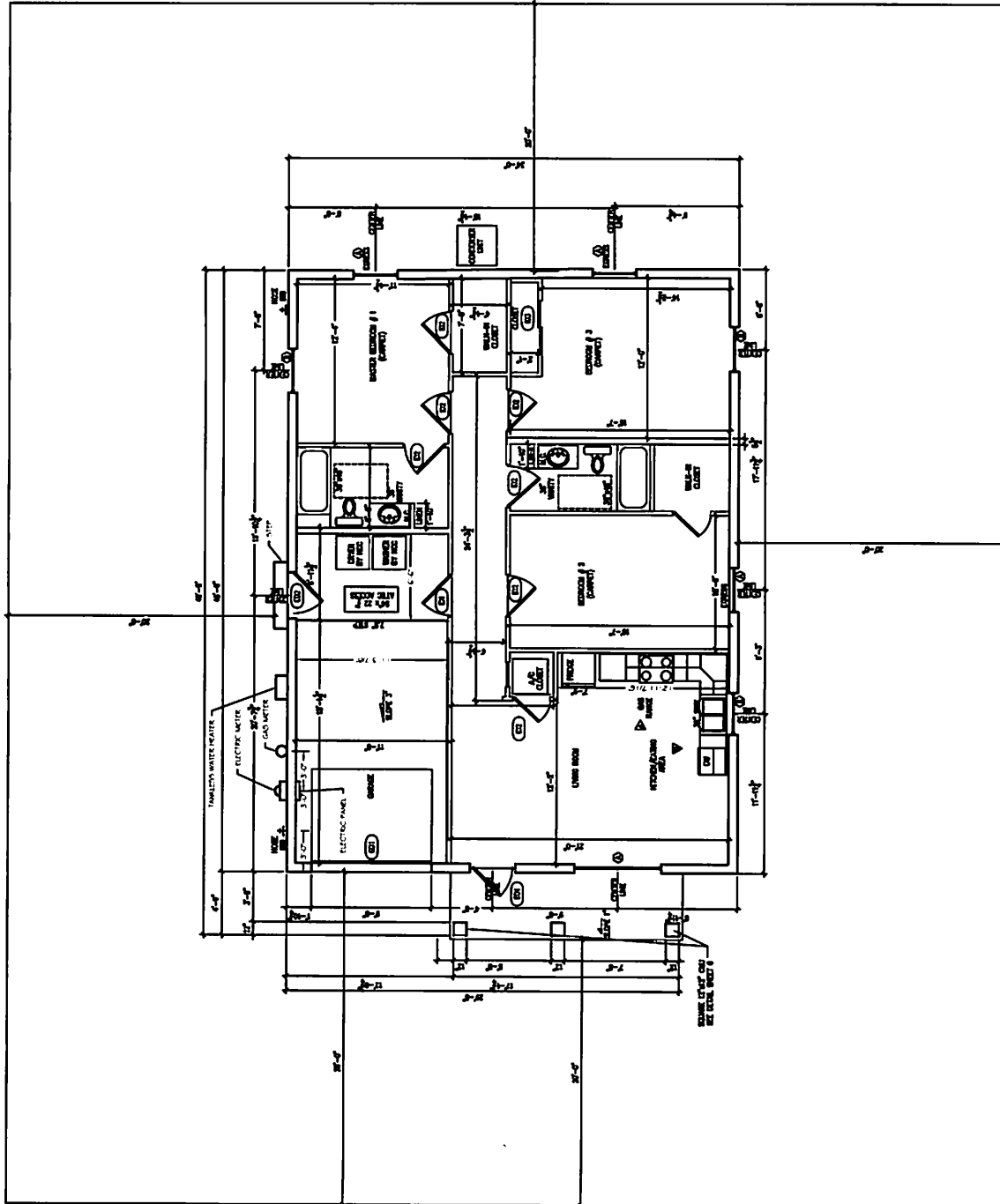
Land Acquisition & Maintenance Manager

Page 302 of 445

Page 303 of 445

90'

75'



90'

75'



FLOOR PLAN

SCALE 1/8" = 1'-0"



Prepared by and return to:

Regina A. Kardash, Esq.
Persson, Cohen, Mooney,
Jackson & Fernandez, PA.
6853 Energy Court
Lakewood Ranch, FL 34240

Consideration: \$50,000.00

SPECIAL WARRANTY DEED

TIDS INDENTURE is made as of the 21st day of November, 2023, between the **City of Tarpon Springs, a municipal corporation of the State of Florida**, whose post office address is 324 East Pine Street, Tarpon Springs, Florida 34689 (hereinafter referred to as "Grantor" or the "City of Tarpon Springs"), to **Habitat for Humanity of Pinellas County, Inc., a Florida not-for-profit corporation**, whose post office address is 13355 49th Street North, Suite B, Clearwater, Florida 33762 (hereinafter referred to as "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 Grantor, for and in consideration of the sum of TEN AND 00/100 DOLLARS (\$10.00) and other good and valuable considerations to Grantor in hand paid by Grantee, the receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee, and Grantee's heirs and assigns forever, the land, situated, lying and being in Pinellas County, Florida, to wit (the "Property"):

The South 90 Feet of Lots 8, 9 & 10, Block A, Owens Subdivision Second Addition, according to the plat thereof as recorded in Plat Book 56, Page 25, of the Public Records of Pinellas County, Florida.

Parcel Identification No.: 13-27-64962-001-0080

Address: 433 E Harrison Street, Tarpon Springs

Subject to restrictions, easements and reservations of record and taxes accruing subsequent to December 31, 2022.

It is understood and agreed that the subject Property is being conveyed to Habitat for Humanity of Pinellas County Inc., for its intended purposes only. If Habitat for Humanity of Pinellas County, Inc. deems that the property cannot be used for its intended purposes, then the property will revert back to the City of Tarpon Springs. Once the property has been developed and conveyed by Habitat for Humanity of Pinellas County Inc. to a subsequent, qualified owner, all restrictions and reversionary interests will be deemed released.

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.

IN WITNESS WHEREOF, Grantor has executed this deed under seal on the date aforesaid.

Signed, sealed and delivered
in the presence of:

GRANTOR:

CITY OF TARPON SPRINGS, FLORIDA, a
Florida municipal corporation

Carol Renardo
Signature of Witness

CAROL RENARDO
Typed/Printed Name of Witness 324 E Pine St Tarpon Springs, FL 34689 By: Costa Vatikiotis

Desirea Leszynski
Signature of Witness

DESIREA LESZYNSKI
Typed/Printed Name of Witness 324 East Pine St Tarpon Springs, FL 34689

Carol Renardo
Signature of Witness

CAROL RENARDO
Typed/Printed Name 324 East Pine St, Tarpon Springs, FL 34689

Desirea Leszynski
Signature of Witness

DESIREA LESZYNSKI

Typed/Printed Name of Witness 324 East Pine St Tarpon Springs, FL 34689

Attest:

Irene Jacobs
Irene Jacobs, City Clerk

Approved as to Form:

By:

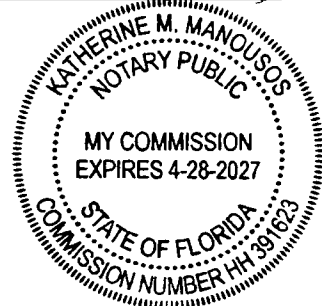
Andrew J. Salzman, City Attorney

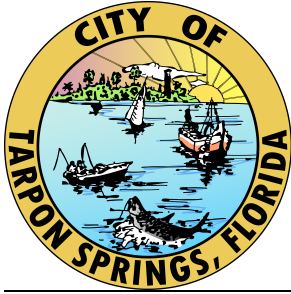
STATE OF FLORIDA
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this 13 day of March 2024, by Costa Vatikiotis, as Mayor and Irene Jacobs as City Clerk, respectively, of the City of Tarpon Springs, Florida, a Florida municipal corporation. They are ☒ personally known to me or ☐ have produced _____ (type of identification) as identification.

Katherine M. Manousos
Notary Public, State of Florida
Printed name: Katherine M. Manousos

(NOTARY SEAL)





City of Tarpon Springs

TRC Comment Report

324 E. Pine Street, Tarpon Springs, FL, 34689 Telephone: 727-942-5617

Project **24.33**
Rezoning Application with Survey - 433 E Harrison Street

Project Address 433 E Harrison St
Tarpon Springs, FL 34689
United States

Instructions

Please review comments below and provide any additional required information. Your project will not be scheduled for Planning and Zoning Board, Board of Adjustments, or Board of Commission review until all required information or revised plans are provided. If no additional information is required, you will be informed of when the project scheduled for public hearing by Planning and Zoning staff.

Please keep in mind that the Planning & Zoning Division has 90-day suspense from the date of the TRC review for the submission 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 Department for assistance.

Planning and Zoning

[Comment 00001]

Patricia McNeese

This document contains comments resulting from the June 6, 2024 meeting of the Technical Review Committee.

[Comment 00002]

Patricia McNeese

The property is located in the Residential Medium Future Land Use Map category and the Residential Multifamily zoning district. The parcel is 0.309 acres and is allocated 4.6 (5) units. The applicant desires to create two individual single family lots from this parcel. The property does not provide sufficient area for two single family lots under the current zoning.

[Comment 00003]

Patricia McNeese

The applicant proposes to rezone the property to R-60 in order to provide sufficient area for two conforming lots for the purpose of constructing a single family home on each lot. The property was the subject of a past combination/split configuration that also involved the adjacent property to the north. It was originally platted as three lots. Staff supports the rezoning as an appropriate infill configuration in the proposed neighborhood conservation zoning of R-60 and notes that, although the configuration is different, this property along with the adjacent property to the north would be returned from a single parcel back to 3 individual lots.

[Comment 00004]

Patricia McNeese

The first public hearing is scheduled for the July 15, 2024 meeting of the Planning and Zoning Board and will be tentatively scheduled for hearings before the Board of Commissioners on August 6, 2024 and August 20, 2024.

Reviewers

Patricia McNeese
(727) 942-5611
pmcneese@ctsfl.us



MEMORANDUM

To: Mayor & Board of Commissioners

Through: Mark LeCouris, City Manager

Staff: Renea Vincent

Date: September 27, 2023

BOC Meeting: October 3, 2023

Subject: **Habitat for Humanity request to reduce liens on donated land and purchase of City-owned lots**

Background:

City staff has been coordinating with Habitat for Humanity for the eventual development of new affordable single-family homes. One lot has been acquired by Habitat and two others are owned by the City. Habitat is seeking to reduce the liens on the lot already acquired and wish to purchase the other lots. The City wishes to establish a fair price that compensates the City for actual costs and provides a fair price to Habitat for Humanity.

Subject Lots:

- 0 Lime Street (13-27-15-46638-003-0060) acquired by Habitat for Humanity through donation.
- 433 E. Harrison Street (13-27-15-64662-001-0080) City-Owned
- 127 N. Gross Ave (12-27-15-15210-000-0020) City-Owned

Property Information:

0 Lime Street 13/27/15/46638/003/0060

	LOT MOWING Abatement 11-80000860	CEB 11-80000860	CEB 13-80001009
PRINCIPLE	\$ 219.20	\$ 4,000.00	\$ 35,200.00
INTEREST	\$ 289.85	\$ 3,392.87	\$ 22,982.52
ADMINISTRATIVE FEE CE	\$ 350.00	\$ 25.00	\$ 25.00
SATISFACTION FEE	\$ 10.00	\$ 10.00	\$ 10.00
RECORDING FEE	\$ 4.75	\$ 4.75	\$ 4.75
TOTAL DUE:	\$ 873.80	\$ 7,432.62	\$ 58,222.27

- Property is zoned R-70A Single Family Residential
- Buildable for one home
- Habitat has already acquired though donation and is seeking to reduce lies/fees due.



433 E. Harrison St. 13-27-15-64662-001-0080

- City-owned property (see attached BOC meeting minutes for additional information on acquisition by the City)
- Cannot ascertain past fines, no case history or hard files
- Demolition Costs of **\$4,255** indicated by Permit 11-749 (City incurred cost)
- Habitat for Humanity has initially offered \$50,000 for this property (two lots at \$25,000 each).
 - Re-zoning to R-60 required to create two buildable lots.

127 N. Grosse Ave 12/27/15/15210/000/0020

	UTILITY LIEN*	CEB 16-80000375	LOT MOWING Abatement	LOT MOWING Certificate of Indebtedness	DEMOLITION ABATEMENT
PRINCIPLE	\$ 6,941.30	\$ 99,000.00	\$ 171.45	\$ 200.00	\$ 9,929.01
INTEREST	\$ 2,355.95	\$ 15,769.48	\$ 572.20	\$ 96.40	\$ 4,462.24
ADMINISTRATIVE FEE CC	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
ADMINISTRATIVE FEE CE				\$ 350.00	\$ 50.00
SATISFACTION FEE	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
RECORDING FEE	\$ 4.50	\$ 4.75	\$ 4.75	\$ 19.50	\$ 19.75
TOTAL DUE:	\$ 9,336.75*	\$ 114,809.23	\$ 783.40	\$ 700.90	\$ 14,496.00

***Utility Liens cannot be waived/reduced**

- Total City costs for Utility Lien, Lot Mowing and Demolition costs is \$25,317.05.

Applicable Procedures:

Pursuant to Section 2-126 (b), the City may convey to a tax-exempt charitable organization real property acquired by the City through lien foreclosure at less than its appraised value, subject to a reversionary clause appropriate for the purchase sold and the sale is approved by an affirmative vote of four members of the Board of Commissioners.

Recommendations:

- **0 Lime Street**
 - Reduce Liens to \$25,000
- **433 E. Harrison Street**
 - Establish sale price of \$50,000 per Habitat's previous offer
- **127 N. Grosse**
 - Establish sale price of \$26,000
 - Reduce liens to \$0

ATTACHMENT:

- Habitat for Humanity Purchase Offer
- City Clerk lien search information

Mark LeCouris
City Manager Tarpon Springs
324 Pine St.
Tarpon Springs FL, 34689

May 3, 2023

Re: Intent to purchase 433 E Harrison St.

Dear Mark and Staff,

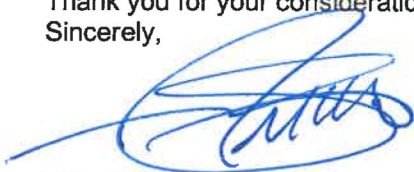
Habitat for Humanity of Pinellas County would like to present to the City of Tarpon Springs the intention to purchase surplus property located at 433 E Harrison St. The property, which is identified by Pinellas County Property Appraisers office as ID# 13-27-15-64962-001-0080, are currently vacant parcels and the property would be utilized to develop two single family affordable residences in accordance with Habitat for Humanity's program guidelines. The houses, once completed, would then be sold with a zero percent interest loan to a qualified household with an area median income between 30% and 80% at the time of program approval.

In partnership with the City of Tarpon Springs, Habitat for Humanity of Pinellas County would market these two lots to be developed, for a period of up to six (6) months, to any current resident, employee of the City of Tarpon Springs, or to anyone employed within the City of Tarpon Springs. Once the applicant is accepted, and provided they meet all of Habitat for Humanity's program requirements, they would then be awarded these lots for their future homes.

In addition, Habitat for Humanity of Pinellas County would be willing to purchase the two parcels for an amount equal to the price of any demolition costs, administration expenses, and other expenses incurred to date or at a price of \$25,000.00 per lot or a total of \$50,000.00, whichever is less. At the time of agreement and purchase, Habitat for Humanity of Pinellas County and the City of Tarpon Springs would share in the expenses of all title work and closing costs, and after the city has completed the change in zoning to R-60, to ensure the lots will meet the allowable zoning uses, the property would then transfer ownership to Habitat for Humanity of Pinellas County.

Habitat for Humanity of Pinellas County, after the properties have transferred, will be responsible for the lot line adjustments to split the property equally, and will complete the required process to achieve two new lots of record by the Pinellas County Property Appraisers office.

Thank you for your consideration.
Sincerely,



Mike Sutton,
President and CEO,
Habitat for Humanity of Pinellas and West Pasco Counties

-0- LIME STREET - 13/27/15/46638/003/0060

	LOT MOWING Abatement 11-80000860	CEB 11-80000860	CEB 13-80001009
PRINCIPLE	\$ 219.20	\$ 4,000.00	\$ 35,200.00
INTEREST	\$ 289.85	\$ 3,392.87	\$ 22,982.52
ADMINISTRATIVE FEE CC			
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RECORDING FEE	\$ 4.75	\$ 4.75	\$ 4.75
TOTAL DUE:	\$ 873.80	\$ 7,432.62	\$ 58,222.27

433 E. HARRISON ST. 13-27-15-64662-001-0080*Cannot ascertain what the fine was case history does not show and no longer have file (see attached BOC meeting minutes)***127 N. GROSSE AVENUE - 12/27/15/15210/000/0020**

	UTILITY LIEN	CEB 16-80000375	LOT MOWING Abatement	LOT MOWING Certificate of Indebtedness	DEMOLITION ABATEMENT
PRINCIPLE	\$ 6,941.30	\$ 99,000.00	\$ 171.45	\$ 200.00	\$ 9,929.01
INTEREST	\$ 2,355.95	\$ 15,769.48	\$ 572.20	\$ 96.40	\$ 4,462.24
ADMINISTRATIVE FEE CC	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
ADMINISTRATIVE FEE CE				\$ 350.00	50
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TOTAL DUE:	\$ 9,336.75	\$ 114,809.23	\$ 783.40	\$ 700.90	\$ 14,496.00

UTILITY LIEN**ABATEMENT/DEMOLITION****CODE ENFORCEMENT CASE**

MISCELLANEOUS:

7. DISCUSSION: DISPOSITION OF MASONIC LODGE PROPERTY
AT 433 EAST HARRISON STREET:

City Attorney Yacavone reviewed his memo regarding the status of Masonic Lodge 67 at 433 East Harrison Street, a property originally owned by the City of Tarpon Springs and deeded to Masonic Lodge 67 with, a reverter clause requiring the property to revert to the City if it was not used for Masonic purposes. He also said it had at least two code enforcement actions against it because it was unsafe with fines exceeding \$848,000. Recently, the City asked Code Enforcement Board Attorney Thomas Trask to proceed with a foreclosure action; however, discussing with Attorney Trask and discovering there was a reverter clause, City Attorney Yacavone said he contacted Mr. Charles Roberts, member of Masonic Lodge 67, to determine if the property was being used for Masonic purposes because if it was not it would clear the title and the property would be returned to the City's ownership. Mr. Roberts advised City Attorney Yacavone that the Grand Lodge of Jacksonville and members of Lodge 67 had an interest in purchasing or leasing the property. City Attorney Yacavone asked the Board for direction on whether to proceed with: the foreclosure action; sign the legal documents to create a plan of action to satisfy the liens with Masonic Lodge 67; or have the person authorized by the Lodge to acknowledge the property was no longer being used for Masonic purposes.

PUBLIC COMMENTS:

Mr. Charles Roberts spoke on behalf of Masonic Lodge 67, and said the property was no longer used as a Masonic Lodge because of its condition and it was in the best interest of the City to take the property back.

BOARD COMMENTS:

Commissioner Alahouzos asked if Masonic Lodge 67 was still active and Mr. Roberts said Lodge 67 merged with the Clearwater chapter. The Board directed City Attorney Yacavone to meet with authorized members of the Lodge to sign documents invoking the reverter clause between the City and Masonic Lodge 67.

LEGAL AD

TO: TAMPA BAY TIMES

RE: LEGAL ADVERTISEMENT: ORD. 2024-04 – Rezoning – Habitat for Humanity – 433 E Harrison St – App. 24-33

PUBLISH ONCE AS FOLLOWS: Wednesday, June 26, 2024

2 X 10 ROP - PUBLISH IN THE NORTH PINELLAS TIMES EDITION ONLY.

SPECIAL INSTRUCTIONS

1. Title type no smaller than 18 point.
2. Advertisement to be published in the North Pinellas Times edition only. Do not locate advertisement in classified or legal section.
3. Publish in two columns, each column to measure no less than 10 inches in length.

Patricia L. McNeese

Date: June 17, 2024

Patricia L. McNeese, AICP
Planning Supervisor

PLEASE E-MAIL PROOF PRIOR TO PUBLICATION TO:

pmcneese@ctsfl.us

PLEASE MAIL INVOICES TO:

**KIM CREIGHTON
PLANNING COORDINATOR
TARPON SPRINGS PLANNING AND ZONING DIVISION
P.O. BOX 5004
TARPON SPRINGS, FLORIDA 34688-5004**

**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 Ordinances:

ORDINANCE 2024-04

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA AMENDING THE OFFICIAL ZONING ATLAS FOR 0.31 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED AT 433 EAST HARRISON STREET, ON THE NORTHWEST CORNER OF HARRISON STREET AND SOUTH LEVIS AVENUE, FROM RESIDENTIAL MULTIFAMILY (MF) DISTRICT TO R-60 (ONE AND TWO FAMILY RESIDENTIAL) DISTRICT; PROVIDING FOR FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

(INSERT LOCATION MAP)

Public Hearings on the proposed ordinance will be held before the **Planning & Zoning Board** on

Monday, July 15, 2024 at 6:30 P.M., and,

before the **Board of Commissioners** on:

Tuesday, August 6, 2024 at 7:30 P.M. (1st Reading)

Tuesday, August 20, 2024 at 7:30 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 #24-33

Tampa Bay Times
Published Daily

STATE OF FLORIDA

COUNTY OF Pinellas, Hillsborough, Pasco,
Hernando Citrus

} ss

Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: ORDINANCE 2024-04** was published in said newspaper by print in the issues of: 6/26/24 or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pinellas, Hillsborough, Pasco, Hernando Citrus County, Florida** and that the said newspaper has heretofore been continuously published in said **Pinellas, Hillsborough, Pasco, Hernando Citrus County, Florida** each day and has been entered as a second class mail matter at the post office in said **Pinellas, Hillsborough, Pasco, Hernando Citrus 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 not 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.

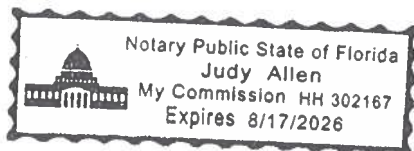

Signature Affiant

Sworn to and subscribed before me this .06/26/2024


Signature of Notary Public

Personally known ☒ or produced identification

Type of identification produced _____

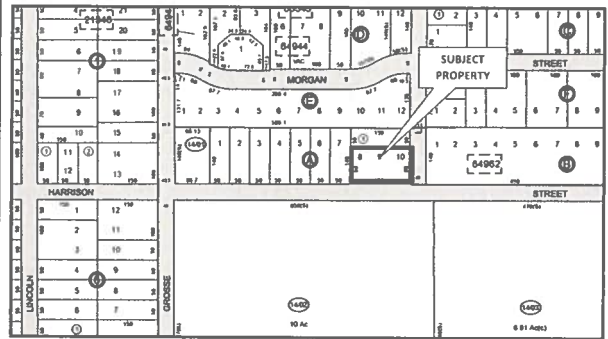


NOTICE OF PROPOSED AMENDMENT TO THE OFFICIAL ZONING ATLAS OF THE CITY OF TARPON SPRINGS

The City of Tarpon Springs, Florida, proposes to adopt the following Ordinances:

ORDINANCE 2024-04

AN ORDINANCE OF THE CITY OF TARPON SPRINGS, FLORIDA AMENDING THE OFFICIAL ZONING ATLAS FOR 0.31 ACRES, MORE OR LESS, OF REAL PROPERTY LOCATED AT 433 EAST HARRISON STREET, ON THE NORTHWEST CORNER OF HARRISON STREET AND SOUTH LEVIS AVENUE, FROM RESIDENTIAL MULTIFAMILY (MF) DISTRICT TO R-60 (ONE AND TWO FAMILY RESIDENTIAL) 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, July 15, 2024 at 6:30 P.M., and,

before the **Board of Commissioners** on:

Tuesday, August 6, 2024 at 7:30 P.M. (1st Reading)

Tuesday, August 20, 2024 at 7:30 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.

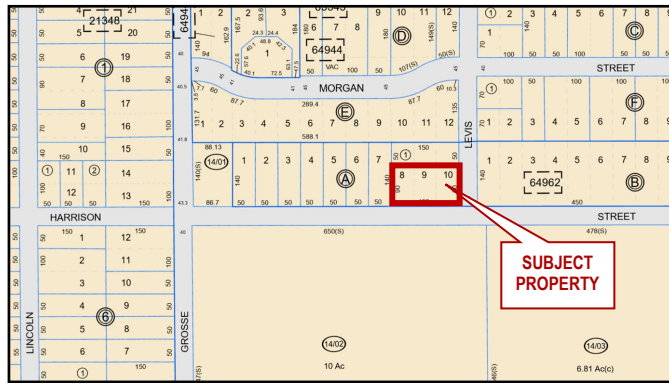
PLEASE REFERENCE APPLICATION #24-33

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 #24-33**

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, rezoning the property from Residential Multifamily (RM) District to R-60 (One and Two Family Residential) District for property located at 433 East Harrison Street.

(Please Reference Application #24-33)

Please be advised that the Planning and Zoning Board will hold one Public Hearing on **Monday, July 15, 2024 at 6:30 p.m.** and the Board of Commissioners will hold two public hearings on **Tuesday, August 6, 2024 at 7:30 p.m.** and on **Tuesday, August 20, 2024 at 7:30 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.

RESOLUTION No. 2024 - 29

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, AUTHORIZING CHANGES IN THE DEPARTMENT ORGANIZATION OF BUILDING DEVELOPMENT, CITY MANAGER/BOARD OF COMMISSIONERS, FINANCE, INFORMATION TECHNOLOGY, PLANNING & ZONING, POLICE, PUBLIC SERVICES, AND PUBLIC WORKS, INCLUDING COMBINING OF POSITIONS, RECLASSIFICATION AND REGRADING OF POSITIONS; REVISION OF JOB DESCRIPTIONS; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the City of Tarpon Springs desires to provide the most effective and efficient services to the public; and

WHEREAS, conditions, trends and needs evolve within the Organization and review and assessment of staffing resources is important to ensure continued success; and

WHEREAS, such staffing review and assessment takes into account the most effective organization for operational efficiency; and,

WHEREAS, staff resources and availability are critical to the proper operation of the City and the protection of the environment and public health; and,

WHEREAS, the City Manager recommends that the proposed changes be made to the City's organizational structure and employee remuneration in order to maintain responsive and efficient services; and

WHEREAS, it is requested that the Board of Commissioners approve the changes as recommended.

NOW, THEREFORE, BE IT RESOLVED BY 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 certain changes in the City's organization, as detailed in Sections 1 through 7 of the memorandum attached hereto and incorporated herein by reference.

Section 2. This resolution shall be effective September 26, 2024.



MARK G. LECOURIS
CITY MANAGER

City of Tarpon Springs, Florida

324 EAST PINE STREET
POST OFFICE BOX 5004
TARPON SPRINGS, FLORIDA 34688-5004
(727) 938-3711
FAX (727) 937-8199
www.ctsfl.us

AUGUST 20, 2024

TO: MAYOR AND BOARD OF COMMISSIONERS

FROM: MARK G. LECOURIS, CITY MANAGER

SUBJECT: SALARY AND CLASSIFICATION PLAN AMENDMENTS AND PAY INCREASES FOR FY 2025

BACKGROUND:

I have reviewed our salary schedule and compensation of non-bargaining unit classifications. Based upon this review, I have summarized my recommendations for salary increases and adjustments that should be made to the salary and classification plan for FY 2025.

RECOMMENDATIONS:

1. **ADJUSTMENT OF SALARY RANGES WITH THE ADDITION OF A WAGE GRADE 30:** It is recommended that salary ranges for non-bargaining unit classifications (with the exception of the Golf Course – Grades 100 through 160), be adjusted for fiscal year 2025 to provide a 2.5% increase to each Wage Grade's minimum and 5.0% to each Wage Grade's maximum. This recommendation is intended to alleviate salary compression between newly-hired employees and those with one or more years' experience. The addition of a Wage Grade 30 will help to eliminate some of the salary compression between mid-level supervisors and department heads. Overall, this salary schedule is designed to provide a more competitive wage scale. (*Attachment 1*)

2. GENERAL SALARY ADJUSTMENT:

- A. It is recommended that salaries of current non-bargaining unit employees, with the exception of those in Golf Course Grades 100 through 160, be adjusted by 5.0% for fiscal year 2025.
- B. Salary increases will be contingent upon receipt of a satisfactory evaluation of employee performance, in accordance with existing City policy.
- C. Increases will not apply to employees in Golf Course Grades 100 through 160.
- D. Increases will not apply to employees covered by a collective bargaining agreement.

- E. Salary increases may be up to but not exceeding the range for the position grade.
 - F. Full increases will apply to those probationary employees who started employment on or before March 31, 2024.
 - G. Those probationary employees who started employment between April 1, 2024 and June 30, 2024 will receive 50% of the increase specified in 2.A. above.
 - H. Increases will not apply to those probationary employees who started employment July 1, 2024 and thereafter.
 - I. The increases for City Clerk & Collector and Internal Auditor should be determined in accordance with the same percentage used for the employees in Section 3.O. In addition, City Clerk & Collector and Internal Auditor salary ranges should be commensurate with that of the new Wage Grade 30.
3. **REGRADE OF EXISTING POSITIONS:** The following Wage Grade changes are being proposed in an effort to reflect current market conditions and make established positions more competitive with surrounding agencies.
- A. **REGRADE THE POSITION OF METER TECHNICIAN:** Regrade the position of *Meter Technician* in the Utility Billing Division of the Finance Department, from Wage Grade 9 to Wage Grade 10, with the incumbents (3) to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 2*)
 - B. **REGRADE THE POSITION OF DEVELOPMENT SERVICES PERMIT TECHNICIAN I:** Regrade the position of *Development Services Technician I* from Wage Grade 10 to Wage Grade 12 with the incumbents (2) to receive a 7.5% increase for the regrade, in addition to the annual wage increase. (*Attachment 3*)
 - C. **REGRADE THE POSITION OF POLICE CENTER RECORDS TECHNICIAN:** Regrade the position of *Police Records Center Technician* from Wage Grade 10 to Wage Grade 11 with the incumbents (2) to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 4*)
 - D. **REGRADE THE POSITION OF LAW ENFORCEMENT SUPPORT SPECIALIST:** Regrade the position of *Law Enforcement Support Specialist* from Wage Grade 11 to Wage Grade 12 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 4*)
 - E. **REGRADE THE POSITION OF CODE ENFORCEMENT CLERK:** Regrade the position of *Code Enforcement Clerk* from Wage Grade 10 to Wage Grade 11 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 4*)
 - F. **REGRADE THE POSITION OF RECREATION SUPERINTENDENT:** Regrade the position of *Recreation Superintendent* from Wage Grade 21 to Wage Grade 22 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 5*)

- G. REGRADE THE POSITION OF GOLF COURSE MANAGER: Regrade the position of *Golf Course Manager* from Wage Grade 20 to Wage Grade 21 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 5*)
- H. REGRADE THE POSITION OF CEMETERY SUPERVISOR: Regrade the position of *Cemetery Supervisor* from Wage Grade 18 to Wage Grade 19 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 5*)
- I. REGRADE THE POSITION OF ASSISTANT GOLF PROFESSIONAL: Regrade the vacant position of *Assistant Golf Professional* from Wage Grade 7 to Wage Grade 11. The position to be filled in accordance with City rules. (*Attachment 5*)
- J. REGRADE THE POSITION OF FACILITIES MAINTENANCE SUPERINTENDENT: Regrade the position of *Facilities Maintenance Superintendent* from Wage Grade 19 to Wage Grade 21 with the incumbent to receive a 7.5% increase for the regrade, in addition to the annual wage increase. (*Attachment 6*)
- K. REGRADE THE POSITION OF STREETS & STORMWATER SUPERVISOR: Regrade the position of *Streets & Stormwater Supervisor* from Wage Grade 19 to Wage Grade 21 with the incumbent to receive a 7.5% increase for the regrade, in addition to the annual wage increase. (*Attachment 6*)
- L. REGRADE THE POSITION OF SANITATION SUPERVISOR: Regrade and re-title the position of *Sanitation Supervisor* from Wage Grade 17 to *Solid Waste Supervisor* (Wage Grade 18) with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 6*)
- M. REGRADE THE POSITION OF PARKS MAINTENANCE SUPERVISOR: Regrade the position of *Parks Maintenance Supervisor* from Wage Grade 17 to Wage Grade 19 with the incumbent to receive a 7.5% increase for the regrade, in addition to the annual wage increase. This position will be split between General Fund and CRA fund. (*Attachment 6*)
- N. REGRADE THE POSITION OF ECONOMIC DEVELOPMENT MANAGER: Regrade the position of *Economic Development Manager* from Wage Grade 22 to Wage Grade 23 with the incumbent to receive a 5.0% increase for the regrade, in addition to the annual wage increase. (*Attachment 7*)
- O. REGRADE THE DEPARTMENT HEAD POSITIONS AS LISTED BELOW: (*Attachment 7*)

POSITION	CURRENT WAGE GRADE	PROPOSED WAGE GRADE	PROPOSED WAGE INCREASE
PROCUREMENT SERVICES DIRECTOR	26	27	3.0%
PUBLIC WORKS DIRECTOR	26	27	3.0%
BUILDING DEVELOPMENT DIRECTOR	27	28	3.0%
CULTURAL & CIVIC SERVICES DIRECTOR	27	28	3.0%
HUMAN RESOURCES DIRECTOR	27	28	3.0%
INFORMATION TECHNOLOGY DIRECTOR	27	28	3.0%
PLANNING & ZONING DIRECTOR	27	28	3.0%
PROJECT ADMINISTRATION DIRECTOR	27	28	3.0%
PUBLIC SERVICES DIRECTOR	27	28	3.0%
FINANCE DIRECTOR	29	30	3.0%
FIRE CHIEF	29	30	3.0%
POLICE CHIEF	29	30	3.0%

4. RECLASSIFYING OF EXISTING POSITIONS: The following reclassifications are being proposed to reflect significantly increased responsibilities and duties on a permanent basis.

- A. RECLASSIFY THE POSITION EXECUTIVE OFFICE COORDINATOR: Reclassify the position of *Executive Office Coordinator* (current Wage Grade 15) to *Executive Office Manager* (Wage Grade 17 – proposed FY 25 Salary Range \$52,023 - \$85,854), with the incumbent to receive a 10.0% increase for the reclassification in addition to the annual wage increase. (*Attachment 8*)
- B. RECLASSIFY THE POSITION OF IT ENTERPRISE ADMINISTRATOR: Reclassify the position of *IT Enterprise Administrator position* (current Wage Grade 22) to *IT Assistant Director* (Wage Grade 25 – proposed FY 25 Salary Range \$76,861 - \$126,846), with the incumbent to receive a 5.0% increase for the reclassification in addition to the annual wage increase. (*Attachment 9*)
- C. RECLASSIFY THE POSITION OF PLANNING & ZONING COORDINATOR: Reclassify the position of *Planning & Zoning Coordinator* (current Wage Grade 11) to *Executive Assistant – Planning & Zoning* (Wage Grade 14 – proposed FY 25 Salary Range \$44,939 - \$74,163), with the incumbent to receive a 5.0% increase for the reclassification in addition to the annual wage increase. (*Attachment 10*)
- D. RECLASSIFY THE POSITION OF BUILDING DEVELOPMENT PERMIT TECHNICIAN II: Reclassify the position of *Building Development Permit Technician II* (current Wage Grade 11) to *Executive Assistant – Building Development* (Wage Grade 14 – proposed FY 25 Salary Range \$44,939 - \$74,163), with the incumbent to receive a 7.5% increase for the reclassification in addition to the annual wage increase. (*Attachment 3*)
- E. RECLASSIFY THE POSITION OF TECHNICIAN II - SANITATION: Reclassify the position of *Technician II - Sanitation* (current Wage Grade 9) to *Crewleader* (Wage Grade 13 – proposed FY 25 Salary Range \$42,800 - \$70,632), with the incumbent to receive a 10.0% increase for the reclassification in addition to the annual wage increase. (*Attachment 6*)
- F. RECLASSIFY THE POSITION OF TECHNICIAN I – SANITATION: Reclassify the position of *Technician I – Sanitation* (current Wage Grade 8) to *Technician II – Sanitation* (Wage Grade 9 – proposed FY 25 Salary Range \$35,210 – \$58,108), with the incumbents (2) to receive a 5.0% increase for the reclassification in addition to the annual raise. (*Attachment 6*)
- G. RECLASSIFY TWO TECHNICIAN II - PARKS POSITIONS: Reclassify two *Technician II – Parks* positions (current Wage Grade 9) to *Senior Technician* (Wage Grade 13 – proposed FY 25 Salary Range \$42,800 - \$70,632). Positions to be filled in accordance with City rules. (*Attachment 6*)
- H. RECLASSIFY THE POSITION OF ASSISTANT PARKS MAINTENANCE SUPERVISOR: Reclassify the vacant position of *Assistant Parks Maintenance Supervisor* from Wage Grade 15 to *Maintenance Coordinator – Parks* (Wage Grade 12 – proposed FY Salary Range \$40,762 - \$67,269). Position to be filled in accordance with City rules. (*Attachment 6*)
- I. RECLASSIFY THE POSITION OF FLEET ASSISTANT: Reclassify the position of *Fleet Assistant* (current Wage Grade 12) to *Fleet Operations Coordinator* (Wage Grade 14 – proposed FY 25 Salary Range \$44,939 - \$74,163), with the incumbent to receive a 7.5%% increase for the reclassification in addition to the annual wage increase. (*Attachment 6*)

- J. RECLASSIFY ONE TECHNICIAN II - PARKS POSITION: Reclassify one *Technician II – Parks* position (current Wage Grade 9) to *Fleet Technician* (Wage Grade 15 – proposed FY 25 Salary Range \$47,185 - \$77,871). Position to be filled in accordance with City rules. (*Attachment 6*)
- K. RECLASSIFY ONE ACCOUNTING TECHNICIAN POSITION: Reclassify one of the two *Accounting Technician* positions (current Wage Grade 14) to *Accounting Technician II* (Wage Grade 15 – proposed FY 25 Salary Range \$47,185 - \$77,871), with the incumbent to receive a 5.0% increase for the reclassification in addition to the annual wage increase. (*Attachment 11*)

5. MISCELLANEOUS ACTIONS:

- A. COMBINE ONE PART-TIME LIBRARY ASSISTANT II POSITION WITH ONE PART-TIME IT SPECIALIST POSITION: Combine a vacant PT *Library II Assistant* position (Wage Grade 7) with a vacant PT *IT Specialist* position (Wage Grade 20) to produce one FT position of *IT System Administrator* (Wage Grade 22 - proposed FY25 Salary Range \$66,396 - \$109,573). Position to be filled in accordance with City rules. (*Attachment 9*)
- B. APPROVE A 5.0% PAY INCREASE WITHIN WAGE GRADE: Approve a 5.0% pay increase within wage grade for the following positions:
 - 1. *Accounting Coordinator* (Wage Grade 17), *Accounting Specialist* (Wage Grade 16), and one *Accounting Technician* (Wage Grade 14). These increases are in addition to the annual wage increase. (*Attachment 11*)
 - 2. *IT Specialist* (2) (Wage Grade 20). These increases are in addition to the annual wage increase. (*Attachment 9*)
 - 3. *IT Director* (Wage Grade 27). This increase is in addition to the annual wage increase. (*Attachment 7*)

7. **EFFECTIVE DATE:** All changes adopted will be effective September 26, 2024, the beginning of the first pay period of FY 25.

Attachments:

- 1. Recommended *Salary Schedule* for FY 2025
- 2. Finance Department – Utility Billing Division Memorandum re Position Regrades
- 3. Building Development Department Memorandum with *Development Services Permit Technician I* and *Executive Assistant – Building Development* Job Descriptions
- 4. Police Department Memorandum re Position Regrades
- 5. Public Services Department Memorandum re Position Regrades, and Job Descriptions
- 6. Public Works Department Memorandum re Position Regrades, Reclassifications, and Job Descriptions
- 7. City Manager Memorandum re Position Regrade and Job Description changes
- 8. HR Department Memorandum re Position Reclassification and Job Description changes
- 9. IT Department Memorandum re Position Reclassification, Combination and Job Descriptions
- 10. Planning & Zoning Department Memorandum re Position Reclassification and Job Description
- 11. Finance Department Memorandum re Position Reclassification, within grade increases and Job Descriptions

ATTACHMENT 1

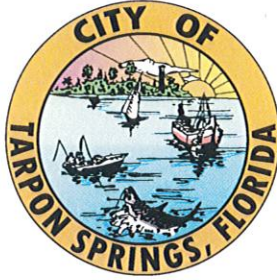
PROPOSED FY 2025 SALARY SCHEDULE +2.50% MIN AND +5.0% MAX

FY 2024 Salary Schedule					Proposed FY 2025 Salary Schedule				
Grade	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum	Grade	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
100	\$ 22,880	\$ 23,504	\$ 12.0000	\$ 12.3000	100	\$ 27,040	\$ 27,664	\$ 13.0000	\$ 13.3000
110	\$ 22,880	\$ 24,960	\$ 12.0000	\$ 13.0000	110	\$ 27,040	\$ 29,120	\$ 13.0000	\$ 14.0000
120	\$ 22,880	\$ 29,120	\$ 12.0000	\$ 15.0000	120	\$ 27,040	\$ 33,280	\$ 13.0000	\$ 16.0000
130	\$ 24,128	\$ 33,488	\$ 12.6000	\$ 17.1000	130	\$ 27,040	\$ 37,648	\$ 13.0000	\$ 18.1000
140	\$ 24,232	\$ 35,672	\$ 12.6500	\$ 17.1500	140	\$ 28,392	\$ 37,752	\$ 13.6500	\$ 18.1500
150	\$ 24,336	\$ 35,812	\$ 12.7000	\$ 17.2174	150	\$ 28,496	\$ 37,892	\$ 13.7000	\$ 18.2171
160	\$ 24,378	\$ 38,021	\$ 12.7200	\$ 18.2791	160	\$ 28,538	\$ 40,101	\$ 13.7200	\$ 19.2791
3	\$ 25,634	\$ 41,296	\$ 12.3239	\$ 19.8539	3	\$ 26,275	\$ 43,361	\$ 12.6320	\$ 20.8466
4	\$ 26,916	\$ 43,361	\$ 12.9402	\$ 20.8467	4	\$ 27,588	\$ 45,529	\$ 13.2637	\$ 21.8890
5	\$ 28,262	\$ 45,529	\$ 13.5873	\$ 21.8891	5	\$ 28,968	\$ 47,806	\$ 13.9270	\$ 22.9836
6	\$ 29,675	\$ 47,806	\$ 14.2666	\$ 22.9836	6	\$ 30,416	\$ 50,196	\$ 14.6233	\$ 24.1328
7	\$ 31,158	\$ 50,197	\$ 14.9799	\$ 24.1333	7	\$ 31,937	\$ 52,707	\$ 15.3544	\$ 25.3400
8	\$ 32,716	\$ 52,708	\$ 15.7288	\$ 25.3402	8	\$ 33,534	\$ 55,343	\$ 16.1220	\$ 26.6072
9	\$ 34,351	\$ 55,341	\$ 16.5148	\$ 26.6063	9	\$ 35,210	\$ 58,108	\$ 16.9277	\$ 27.9366
10	\$ 36,070	\$ 58,109	\$ 17.3414	\$ 27.9370	10	\$ 36,972	\$ 61,015	\$ 17.7749	\$ 29.3339
11	\$ 37,873	\$ 61,015	\$ 18.2082	\$ 29.3341	11	\$ 38,820	\$ 64,066	\$ 18.6634	\$ 30.8008
12	\$ 39,767	\$ 64,066	\$ 19.1189	\$ 30.8008	12	\$ 40,762	\$ 67,269	\$ 19.5969	\$ 32.3408
13	\$ 41,756	\$ 67,269	\$ 20.0750	\$ 32.3409	13	\$ 42,800	\$ 70,632	\$ 20.5769	\$ 33.9579
14	\$ 43,843	\$ 70,631	\$ 21.0782	\$ 33.9574	14	\$ 44,939	\$ 74,163	\$ 21.6052	\$ 35.6553
15	\$ 46,034	\$ 74,163	\$ 22.1319	\$ 35.6551	15	\$ 47,185	\$ 77,871	\$ 22.6852	\$ 37.4379
16	\$ 48,337	\$ 77,872	\$ 23.2390	\$ 37.4384	16	\$ 49,546	\$ 81,765	\$ 23.8200	\$ 39.3103
17	\$ 50,754	\$ 81,766	\$ 24.4010	\$ 39.3106	17	\$ 52,023	\$ 85,854	\$ 25.0110	\$ 41.2761
18	\$ 53,291	\$ 85,854	\$ 25.6208	\$ 41.2761	18	\$ 54,624	\$ 90,147	\$ 26.2613	\$ 43.3399
19	\$ 55,957	\$ 90,146	\$ 26.9023	\$ 43.3395	19	\$ 57,356	\$ 94,654	\$ 27.5749	\$ 45.5065
20	\$ 58,754	\$ 94,654	\$ 28.2469	\$ 45.5069	20	\$ 60,222	\$ 99,387	\$ 28.9531	\$ 47.7822
21	\$ 61,692	\$ 99,386	\$ 29.6594	\$ 47.7818	21	\$ 63,234	\$ 104,355	\$ 30.4009	\$ 50.1709
22	\$ 64,776	\$ 104,355	\$ 31.1424	\$ 50.1707	22	\$ 66,396	\$ 109,573	\$ 31.9210	\$ 52.6792
23	\$ 68,014	\$ 109,572	\$ 32.6989	\$ 52.6790	23	\$ 69,714	\$ 115,051	\$ 33.5164	\$ 55.3130
24	\$ 71,416	\$ 115,051	\$ 34.3344	\$ 55.3132	24	\$ 73,201	\$ 120,804	\$ 35.1928	\$ 58.0789
25	\$ 74,986	\$ 120,806	\$ 36.0509	\$ 58.0798	25	\$ 76,861	\$ 126,846	\$ 36.9522	\$ 60.9838
26	\$ 78,735	\$ 126,843	\$ 37.8533	\$ 60.9823	26	\$ 80,703	\$ 133,185	\$ 38.7996	\$ 64.0314
27	\$ 82,672	\$ 133,188	\$ 39.7463	\$ 64.0327	27	\$ 84,739	\$ 139,847	\$ 40.7400	\$ 67.2343
28	\$ 86,806	\$ 139,847	\$ 41.7336	\$ 67.2341	28	\$ 88,976	\$ 146,839	\$ 42.7769	\$ 70.5958
29	\$ 91,146	\$ 146,839	\$ 43.8203	\$ 70.5958	29	\$ 93,425	\$ 154,181	\$ 44.9158	\$ 74.1256
	\$ 95,683	\$ 154,181	\$ 46.0013	\$ 74.1256	30	\$ 98,075	\$ 161,890	\$ 47.1513	\$ 77.8319
Charter Employees									
B1	\$ 91,146	\$ 146,839	\$ 43.8203	\$ 70.5958	B1	\$ 98,075	\$ 161,890	\$ 47.1513	\$ 77.8319
B2	Retainer				B2	Retainer			
B3	\$ 91,146	\$ 146,839	\$ 43.8203	\$ 70.5958	B3	\$ 98,075	\$ 161,890	\$ 47.1513	\$ 77.8319
B4	\$ 120,910	\$ 194,790	\$ 58.1300	\$ 93.6490	B4	\$ 123,933	\$ 204,530	\$ 59.5833	\$ 98.3315

All Minimums are adjusted by 2.5%

All Maximums are adjusted by 5.0%

Grades 100 - 160 (Golf Course) Reflects new FL minimum wage of \$13.00/hour)



CITY OF TARPON SPRINGS, FL

FINANCE DEPARTMENT

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5612
Fax (727) 942-5637

MEMORANDUM

To: Mark LeCouris, City Manager
From: Ron Haring, Finance Director CPFO, CGFO
Date: August 20, 2024
Subject: Finance Department – Utility Billing, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Utility Billing division of the Finance department:

1. Re-grade (3) Meter Technician positions from wage grade 9 to wage grade 10.

Background

To bring the Meter Technician position to a grade similar to Dunedin and Clearwater. At grade 9 the starting salary at the City of Tarpon Springs is \$34,340. At Dunedin and Clearwater, the starting salary is \$36,046 and \$36,300 respectively. At Grade 10 the starting salary will be \$36,057. The City of Tarpon Springs also requires the Meter Technicians to be certified in Backflow maintenance and have to be able to replace and repair water meters.

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
Finance	Meter Technician	9	\$ 42,748	same	10	\$ 44,885	5.0%
	Meter Technician	9	\$ 39,891	same	10	\$ 41,886	5.0%
	Meter Technician	9	\$ 37,101	same	10	\$ 38,956	5.0%

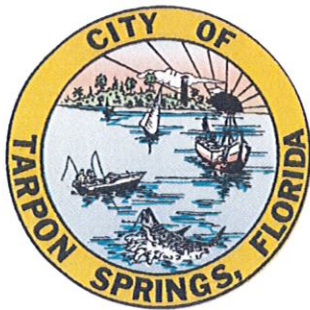
Attachments:

- Dunedin Pay Plan
- Clearwater Pay Plan

City of Dunes
FY 24 Pay Plan
Positions by Department

Location	Position Desc	Position #	Job Class	Grade	Annual Salary Range			Hourly Range		
					Min Pay	Mid Pay	Max Pay	Hourly Min	Hourly Mid	Hourly Max
5166	WATER DISTRIBUTION - 5166	10677	4000	A57E	67,308.80	80,766.40	94,224.00	32.36	38.83	45.30
5166		10250	4310	A58H	66,619.20	86,747.20	77,875.20	28.74	32.09	37.44
5166		10657	4310	A58H	59,019.20	86,747.20	77,875.20	28.74	32.09	37.44
5166		10251	5100	A54H	50,584.80	60,673.60	70,762.40	24.31	28.17	34.03
5166		10253	5100	A54H	50,584.80	60,673.60	70,762.40	24.31	28.17	34.03
5166		10254	5100	A52H	41,787.20	50,148.80	58,510.40	20.08	24.11	28.13
5166		10259	5100	A52H	41,787.20	50,148.80	58,510.40	20.08	24.11	28.13
5166		10442	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
5166		10263	5100	A49H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
5166		10260	5100	A49H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
5166		10281	5100	A49H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
5166		10262	5100	A49H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
5166		10533	5100	A48H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
5166		10534	5100	A48H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
5166		10535	5100	A48H	33,528.80	38,563.20	43,598.80	16.12	18.54	20.96
UTILITY BILLING - 1503		1503	4500	A55E	81,193.60	73,434.40	85,675.20	29.42	35.31	41.19
1503		10017	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
1503		10019	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
1503		10020	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
1503		10021	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53
1503		10022	5100	A50H	38,048.40	41,454.40	48,862.40	17.33	19.93	22.53

Current Classification Title		New Classification Title		Grade	Minimum	Maximum
HUMAN RESOURCES TECHNICIAN		HUMAN RESOURCES TECHNICIAN		8009	53,631.63	85,810.61
INDUSTRIAL ELECTRICIAN		INDUSTRIAL ELECTRICIAN		8011	59,128.87	94,606.20
INDUSTRIAL PRETRMNT INSPECTOR		INDUSTRIAL PRETRMNT INSPECTOR I		8009	53,631.63	85,810.61
LD INDUSTRIAL PRTRMNT INSPCTR		INDUSTRIAL PRTRMNT INSPECTOR II		8011	59,128.87	94,606.20
INDUSTRIAL PRETRMNT PROG COORD		INDUSTRIAL PRETRMNT PROG COORD		8016	75,455.09	120,744.15
INFO TECHNOLOGY DIRECTOR		INFO TECHNOLOGY DIRECTOR		8027	129,070.92	206,513.47
INFO TECHNOLOGY DIV MGR		INFO TECHNOLOGY DIV MGR		8021	96,314.71	154,103.53
INSIDE GAS SALES REPRESENTATIVE		INSIDE GAS SALES REPRESENTATIVE		8003	40,020.75	64,033.20
LAND DEVELOPMENT ARBORIST		LAND DEVELOPMENT ARBORIST		8013	65,189.58	104,303.34
LANDSCAPE ARCHITECT		LANDSCAPE ARCHITECT I		8014	68,449.06	109,518.50
SR LANDSCAPE ARCHITECT		LANDSCAPE ARCHITECT II		8016	75,455.09	120,744.15
LANDSCAPE MANAGER		LANDSCAPE MANAGER		8015	71,871.52	114,994.43
LEAD ASSISTANT CITY ATTORNEY		LEAD ASSISTANT CITY ATTORNEY		8030	149,415.72	239,065.16
LEAD WATER PLANT OPERATOR		LEAD WATER PLANT OPERATOR		8013	65,189.58	104,303.34
LEAD WSTWTR TRTMNT PLANT OPER		LEAD WSTWTR TRTMNT PLANT OPER		8013	65,189.58	104,303.34
LEGAL OFFICE ADMINISTRATOR		LEGAL OFFICE ADMINISTRATOR		8015	71,871.52	114,994.43
LEGAL STAFF ASSISTANT		LEGAL STAFF ASSISTANT		8006	46,329.02	74,126.43
LIBRARIAN		LIBRARIAN I		8008	51,077.75	81,724.39
SR LIBRARIAN		LIBRARIAN II		8012	62,085.32	99,336.51
LEAD LIBRARIAN		LIBRARIAN III		8014	68,449.06	109,518.50
LIBRARY ASSISTANT		LIBRARY ASSISTANT I		8002	38,115.00	60,984.00
SR LIBRARY ASSISTANT		LIBRARY ASSISTANT II		8004	42,021.79	67,234.86
LIBRARY ASST DIRECTOR		LIBRARY ASST DIRECTOR		8020	91,728.29	146,765.27
LIBRARY BUSINESS SYS ANALYST		LIBRARY BUSINESS SYS ANALYST		8010	56,313.21	90,101.14
LIBRARY DIRECTOR		LIBRARY DIRECTOR		8024	111,496.31	178,394.10
LIBRARY DIVISION MGR		LIBRARY DIVISION MGR		8017	79,238.35	126,781.36
LIBRARY PROGRAMG SPECIALIST		LIBRARY PROG SPECIALIST		8009	53,631.63	85,810.61
LICENSED ELECTRICIAN		LICENSED ELECTRICIAN		8009	53,631.63	85,810.61
MAINTENANCE WORKER		MAINTENANCE WORKER		8001	36,300.00	58,080.00
MANAGEMENT ANALYST		MANAGEMENT ANALYST		8012	62,085.32	99,336.51
MARINE & AVIATION ASST MANAGER		MARINE & AVIATION ASST MANAGER		8014	68,449.06	109,518.50
MARINE & AVIATION DIRECTOR		MARINE & AVIATION DIRECTOR		8025	117,071.13	187,313.80
MARINE & AVIATION OPNS DIV MGR		MARINE & AVIATION DIV MANAGER		8019	87,360.28	139,775.45
MARINE FACILITY OPERATOR		MARINE FACILITY OPERATOR		8002	38,115.00	60,984.00
MECHANIC FABRICATOR		MECHANIC FABRICATOR		8007	48,645.47	77,832.75
METER READER		METER READER I		8001	36,300.00	58,080.00
SR METER READER		METER READER II		8004	42,021.79	67,234.86
MULTIMEDIA DIVISION MANAGER		MULTIMEDIA DIVISION MANAGER		8017	79,238.35	126,781.36
MULTI-MEDIA SPECIALIST		MULTI-MEDIA SPECIALIST		8010	56,313.21	90,101.14
NEIGHBORHOODS COORDINATOR		NEIGHBORHOODS COORDINATOR		8012	62,085.32	99,336.51



Building Development Department
David Gilson
Building Official

City of Tarpon Springs, Florida

324 E. PINE STREET
P.O. BOX 5004
TARPON SPRINGS, FL 34688-5004
Building Department (727) 942-5617
Email: dgilson@ctsfl.us
City Website: www.ctsfl.us

MEMORANDUM

To: Mark LeCouris, City Manager
From: David Gilson, Building Development Director
Date: August 20, 2024
Subject: Building Development Department, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Building Development department:

1. Re-grade (2) Development Services Permit Tech I positions from wage grade 10 to wage grade 12.
2. Re-classify the Development Services Permit Tech II position (wage grade 11) to an Executive Assistant-Building Development (wage grade 14).

Background

Justification, Development Services Permit Tech I

This job title and job description was last changed in 2012 to include minor verbiage changes for business tax receipts. The building department responsibilities have changed greatly since that time. These changes have been slowly added informally to the job description under "other duties as assigned" and absorbed by the employees in the position at those times. The purpose of the change in grade is to more accurately describe the daily job duties as they currently exist, this in turn will allow for more efficient assignments of tasks thereby saving City resources. This new job description and commensurate pay grade increase will attract more suitable employees when such time arises for unfilled positions.

Justification, Change from Development Services Technician II to Executive Assistant - Building Development

Until recently (2023) the building development department has had a mix of permit technician I and permit technician II along with a Development Services Coordinator (grade 16) previously held by Ms. Araya who moved to the fire services with a different title. This previous position was two pay grades higher than currently requested. After Ms. Araya moved to her new position, our current employee Ms. Norris assumed the duties of the previous Permit Tech II position held by Ms. DiNenno and the responsibilities of Ms. Araya were slowly transferred to Ms. Norris, this transition is now complete. Due to the removal of the Development Services Coordinator and the re-organization of Permit Tech II to Executive Assistant, this will effectively move two positions into one thereby saving City resources. As with the justification for Permit Tech I above, the new job description and title along with an increase in pay grade will help to attract more suitable employees when the time arises to advertise for unfilled positions.

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
Building Development	Dev. Services Permit Tech I	10	\$ 38,761	same	12	\$ 41,668	7.5%
	Dev. Services Permit Tech I	10	\$ 42,382	same	12	\$ 45,561	7.5%
	Dev. Services Permit Tech II	11	\$ 47,410	Executive Asst. -Bldg. Dev.	14	\$ 50,966	7.5%

Attachments:

Development Services Permit Technician I Job Description (new)

Executive Assistant – Building Development Job Description (new)

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: DEVELOPMENT SERVICES PERMIT TECHNICIAN I
DEPARTMENT: DEVELOPMENT SERVICES
REPORTS TO: EXECUTIVE ASSISTANT- BUILDING DEVELOPMENT
DEPARTMENT HEAD: BUILDING DIRECTOR
FLSA STATUS: NON-EXEMPT
LAST REVISION: 06/2024

GENERAL STATEMENT OF JOB DESCRIPTION

Under general supervision is responsible for assisting contractors, subcontractors, current business owners, potential new business owners, homeowners, and the public with information on the permitting process and local business tax receipt process. This includes the explanation and execution of the entire permit process using our electronic platforms to receive and process permit applications, business tax receipt applications, business tax receipt renewals, sewer and water connections, and complaints. This would include permits for building, electrical, mechanical equipment, plumbing, gas, signage, tree removal, utilities, docks, demolition, new homes, new additions, commercial and residential, etc.. Receives and processes local business tax receipts from application to issuance. Processes renewals, transfers, and payments of tax receipts. Performs all clerical duties such as homeowner verification and flood elevation verification, public notary duties, answering the telephone, routing telephone calls, website, and electronic portal troubleshooting, scanning documents into our digital filing system, mailing physical renewal letters to business owners, and legacy in-person paper permits.

ESSENTIAL FUNCTIONS

1. Permitting
 - 1:1 Assists contractors, subcontractors, permit runners, homeowners, and general public on the overall required process to successfully submit a permit application.
 - 1:2 Receive, process, and issue permits as appropriate for Building, Electrical, Mechanical, Plumbing, Gas, Signs, Trees, Utilities, Docks, and Demolition.
 - 1:3 Utilize electronic mail and telephone to interview, receive, and delegate customer inquiries, information, and complaints using the professional ability to determine if escalation is required. Resulting in the appropriate follow-up.
 - 1:4 Maintains all electronic mail within the Building Development Department to ensure timely response of all inquiries and comments.
 - 1:5 Maintains all notifications in our electronic application review software to ensure timely response to customers to facilitate the permit process.
 - 1:6 Provide limited zoning information and special permit information regarding the Historic District

- 1:7 Assist all departments on the operation and troubleshooting of both of our electronic review software.
- 2. Business Tax Receipts
 - 2:1 Receive and verify in person business tax receipt applications, process applications, and process all monies required for the application.
 - 2:2 In-person and over the telephone troubleshooting with customers, walking them through the electronic renewal, payment, and printing of the business tax receipt. Acquiring customers official P.I.N. and granting them access.
 - 2:3 Aid customers in understanding minimums of what is required by City of Tarpon Springs to be qualified to apply for the business tax receipt for operation.
 - 2:4 Route all business tax receipt applications and applicable forms in our electronic file management system for approval or denial from each department within the city.
 - 2:5 Contact all customers regarding approval/denial of their business tax receipt. Providing them with their documentation if approved and providing the appropriate response and/or solution to the indecision if applicable.
 - 2:6 Making general edits to the yearly renewal letter, printing, packaging, and shipping out all annual renewal letters. Processing any applications that come by way of mail or walk-in.
- 3. Public Relations Duties
 - 3:1 Serves as the initial point of contact for the Building Development Department including walk-up interactions, electronic mail, and over the telephone consultations.
 - 3:2 Operate modern technology such as desktop computers, laptops, printers, blueprint scanners and cellular telephones to walk the customers through the permit process from beginning to end. Training and educating the customer on software quirks and help resolve any technical and or software issues.
 - 3:3 Provide a solution to the customer for future success with the permit application process. This will include over-the-phone, electronic mail, and in person troubleshooting of both sides of the permitting software systems with the customer.
 - 3:4 Liaison between inspectors and the public helping schedule inspections, coordinate re-inspections, same- day inspections, and expired permit issues.

Apply and process all fees and coordinate with inspectors when complete. Route all communications from third party inspectors to inspectors for final sign off.

- 3:5 Represents the City of Tarpon Springs and Building Development by attending/working a wide variety of functions at meetings, occasions, award ceremonies, and community events.

4. Record Retention and Requests

- 4:1 Scan/Index all permits, plans, local business tax receipts, and any relatable permit files into OnBase and Navaline record retention data base.
- 4:2 Obtain records, files, etc from the retention/storage area, and from our digital platform and digital document library. Deliver files/documents to customer and help with closing out and/or resolving permitting issues.
- 4:3 Intake and process permit extension requests to the Building Official. Returning them to the customer with the answer and any applicable fees. Apply and process all fees.

5. Collection of Monies

- 5:1 Receive, process, and receipt payment of monies and fees collected for City services such as: permits, local business tax receipts, , local business tax renewals, plan check fees, zoning applications, legal advertisements, mailing fees, and miscellaneous fees for copies/research charges.
- 5:2 Balance Cash Drawer
- 5:3 Maintain safe

6. Other Department Duties

- 6:1 Performs various related clerical duties such as typing, researching information from the internet, entering, deleting, and organization of computer files,
- 6:2 Performs physical research and for folder files in filing cabinets, and other in various office/storage settings.
- 6:3 Obtaining and routing telephone messages and electronic email not related to the Building Development Department
- 6:4 Update and distribute department training materials as needed.
- 6:5 Update and distribute all public-use documents pertaining to the Building Development Department when codes and statues change as needed.

QUALIFICATIONS

Education

Minimum Education Requirement: High School Diploma or GED equivalent

Preferred Education: Basic College course in business management/office systems or related.

Required Experience: Two to three years of permitting, local business tax receipt and/or customer service experience, preferably in a municipal environment.

Preferred Experience: Three to five years of permitting, local business tax receipts and/or customer service experience, preferably in a municipal environment.

LICENSURE

Valid Florida driver's license.

Ability to obtain a notary.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

ADMINISTRATIVE SKILLS

Computer Skills

Ability to file and manipulate digital and physical files.

Understand and operate all digital permitting software.

Understand and operate all digital record request software.

Understand and operate all tender/monies software and equipment

Electronic Mail and Electronic chat platforms

Electronic Calendar system for scheduling

Communication Skills

Answer electronic mail

Answer telephones

Coordinate events outside of City Hall.

Coordinate meetings

Schedule appointments and inspections

Troubleshoot software issues within limits.

General Office Skills

Balance figures from permits, applications, receipts etc.

Research information from the internet and paper form

Establish/Maintain filing systems for permits, documents, etc.

Maintain logs

Proofread documents for accuracy and spelling.

Verify documents by utilizing resources to verify license numbers and registration numbers.

Equipment, Machines, & Tools

Calculator- Physical and Digital	Fax
AS400	Typewriter
Adding Machine	Microfiche/Microfilm reader/printer
Photocopier	Cellular Telephone
Blueprint Plans Scanner	Laptop Computer/ Ipad/ Desktop Computer
Label Maker	Stamps and General Office Equipment
Tables & Chairs	Tent & Event Supplies
Wireless Keyboard and Mouse	Bluetooth Telephone Headset

Working Environment

Working Conditions

Occasionally subject to pressure due to multiple telephone calls, electronic email permit inquires, electronic record request inquires, failed inspection inquires, re-inspection scheduling, general website inquires, general online permit submittal questions, property jurisdiction questions, and varying and unpredictable situations with homeowners, contractors, and the public.

Physical Demands: Using the percentage range as listed:

0% =Never 1-33%= Occasional 34-66% Frequent 67-100%= Continuous

Requires full range of body motion including:

- A. Sitting, Standing, Walking, Bending: Frequently
- B. Squatting, Kneeling: Occasionally
- C. Reaching over shoulder level: Occasionally.
- D. Verbal Communications: Continuously
- E. Written Communications: Continuously
- F. Hearing Ordinary Conversation: Continuously
- G. Near & Far Acuity-Ability to see clearly at 20 inches or less and 20 feet or more: Frequently
- H. Peripheral Vision, Distinguish Colors, and Depth Perception: Occasionally
- I. Simple and Firm right and left grasping: Frequently
- J. Fine/firm right manipulating: Occasionally
- K. Lifting/Carrying: Occasionally lifting/carrying up to 34 pounds.
- L. Push/Pull: Occasionally push/pull up to 34 pounds.

Job Location:

Office within City Hall

Remote during temporary times of need.

CITY OF TARPON SPRINGS

JOB DESCRIPTION

JOB TITLE: EXECUTIVE ASSISTANT- BUILDING DEVELOPMENT

DEPARTMENT: BUILDING DEVELOPMENT DEPARTMENT

REPORTS TO DEPARTMENT HEAD: BUILDING DEVELOPMENT DIRECTOR

FLSA STATUS: NON- EXEMPT

CIVIL SERVICE: YES

ORIGINATION 08/27/2019

GENERAL STATEMENT OF JOB DESCRIPTION

Responsible for participating in all Permit Tech I and II duties and serves as a lead for other Permit Technicians to include organizing, prioritizing, and delegating staff assignments; assisting with training and monitoring activities for quality and efficiency; and preparing weekly and monthly reports. Work is performed with moderate supervision.

ESSENTIAL FUNCTIONS

Support and assist all staff members as needed.

Performs all other duties as required.

1. Permitting

- 1:1 Managing and finalizing all Certificates of Completion and Certificates of Occupancy.
- 1:2 Input and collection assistance for public art fees.
- 1:3 Guiding and teaching the Permit Tech I and II procedures and processes so that the workload
- 1:4 Performs all essential functions as Permit Tech I and II during times of need

2. Administrative Duties

- 2:1 Assist in purchasing needs.
- 2:2 Reconciles all Purchasing Card Statements.
- 2:3 Upload all finance documents to our electronic database and to the finance department.
- 2:4 Process payroll
- 2:5 Process incoming and outgoing ground mail and electronic mail.

- 2:6 Providing administrative assistance, such as drafting memos,
and preparing communications on the Building Officials behalf to staff.
- 2:7 Organizing meetings, including scheduling, sending reminders.
- 2:8 Answering phone calls in a polite and professional manner
- 2:9 Welcoming visitors and identifying the purpose of their visit.
- 3. Public Relations Responsibilities
 - 3:1 Routine Complaints and requests for information and ensure appropriate follow-up
 - 3:2 Main point of contact for customer inquiries and requests. Determine where and how to direct the inquire/request or gather more information to complete the request.
- 4. Record Retention and Requests
 - 4:1 Scan/Index all permits, plans, local business tax receipts, and any relatable permit files into OnBase and Navaline record retention data base.
 - 4:2 Obtain records, files, etc. from the retention/storage area, and from our digital platform and digital document library. Deliver files/documents to customer and help with closing out and/or resolving permitting issues.
 - 4:3 Intake and process permit extension requests to the Building Official. Returning them to the customer with the answer and any applicable fees. Apply and process all fees.
- 5. Collection of monies
 - 5:1 Receive, process, and receipt payment of monies and fees collected for City services such as: Permits, local business tax receipts, local business tax renewals, plan check fees, zoning applications, legal advertisements, mailing fees, and miscellaneous fees for copies/research charges.
 - 5:2 Balance Cash Drawer
 - 5:3 Maintain Safe

QUALIFICATION

EDUCATION

Minimum Education Requirement: High School Diploma or GED equivalent

Preferred Education: Basic College course in business management/office systems or related.

Required Experience: Two to three years of permitting, local business tax receipt and/or customer service experience, preferably in a municipal environment.

Preferred Experience: Three to five years of permitting, local business tax receipts and/or customer service experience, preferably in a

LICENSURE

Valid Florida driver's license.

Ability to obtain a notary.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

ADMINISTRATIVE SKILLS

Computer Skills

Ability to file and manipulate digital and physical files.

Understand and operate all digital permitting software.

Understand and operate all digital record request software.

Understand and operate all tender/monies software and equipment

Electronic Mail and Electronic chat platforms

Electronic Calendar system for scheduling

Communication Skills

Answer electronic mail.

Answer telephones.

Coordinate events outside of City Hall.

Coordinate meetings.

Schedule appointments and inspections

Time management and ability to meet deadlines

Strong organizational skills and ability to multitask

Problem-solving and decision making

Proactivity and self-direction

Interpersonal skills

General Office Skills

Balance figures from permits, applications, receipts etc.

Research information from the internet and paper form

Establish/Maintain filing systems for permits, documents, etc.

Maintain logs

Proofread documents for accuracy and spelling.

Verify documents by utilizing resources to verify license numbers and registration numbers.

Equipment, Machines, & Tools

Calculator- Physical and Digital

Fax

Microfiche/Microfilm reader/printer

Photocopier

Cellular Telephone

Blueprint Plans Scanner

Laptop Computer/ Ipad/ Desktop Computer

Label Maker

Stamps and General Office Equipment

Tables & Chairs

Tent & Event Supplies

Wireless Keyboard and Mouse

Bluetooth Telephone Headset

Working Environment

Working Conditions

Occasionally subject to pressure due to multiple telephone calls, electronic email permit inquires, electronic record request inquires, failed inspection inquires, re-inspection scheduling, general website inquires, general online permit submittal questions, property jurisdiction questions, and varying and unpredictable situations with homeowners, contractors, and public.

Physical Demands: Using the percentage range as listed:

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Requires full range of body motion including:

- A. Sitting, Standing, Walking, Bending: Frequently
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- C. Reaching over shoulder level: Occasionally.
- D. Verbal Communications: Continuously
- E. Written Communications: Continuously
- F. Hearing Ordinary Conversation: Continuously
- G. Near & Far Acuity-Ability to see clearly at 20 inches or less and 20 feet or more: Frequently
- H. Peripheral Vision, Distinguish Colors, and Depth Perception: Occasionally
- I. Simple and Firm right and left grasping: Frequently
- J. Fine/firm right manipulating: Occasionally
- K. Lifting/Carrying: Occasionally lifting/carrying up to 34 pounds.
- L. Push/Pull: Occasionally push/pull up to 34 pounds.

Job Location:

Office within City Hall

Remote during temporary times of need.



TARPON SPRINGS POLICE DEPARTMENT

"Building a Better Future Through Excellence in Policing"

Jeffrey P. Young
CHIEF OF POLICE

To: Mark LeCouris, City Manager
From: Jeffrey Young, Chief of Police 
Date: August 20, 2024
Subject: Police Department, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Police department:

1. Re-grade (2) Police Records Center Technician positions from wage grade 10 to wage grade 11.
2. Re-grade Code Enforcement Clerk position from wage grade 10 to wage grade 11.
3. Re-grade Law Enforcement Support Specialist position from wage grade 11 to wage grade 12.

Background

The below wage grade increases are being requested due to Compression issues at the lower wage grades.

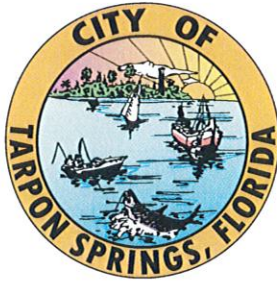
	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
Police	Police Records Center Tech	10	\$ 43,309	same	11	\$ 45,474	5.0%
	Police Records Center Tech	10	\$ 38,272	same	11	\$ 40,186	5.0%
	Law Enforcement Support Spec	11	\$ 46,756	same	12	\$ 49,094	5.0%
	Code Enforcement Clerk	10	\$ 36,798	same	11	\$ 38,638	5.0%



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

PUBLIC SERVICES DEPARTMENT

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

MEMORANDUM

To: Mark LeCouris, City Manager
From: Thomas Kiger, Public Services Director
Date: August 20, 2024
Subject: Public Services Department, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Public Services department:

1. Re-grade Recreation Superintendent position from wage grade 21 to wage grade 22.
2. Re-grade Golf Course Manager position from wage grade 20 to wage grade 21.
3. Re-grade Cemetery Supervisor position from wage grade 18 to wage grade 19.
4. Re-grade vacant Assistant Golf Professional position from wage grade 7 to wage grade 11.

Background

The proposed organizational updates focus on key areas: 1) providing additional administrative oversight and managerial support within recreational, golf, and cemetery operations; 2) addressing wage compression within department management to focus on staff retention and operational continuity. Addressing these issues will help attract and retain top talent, and improve transition management in an increasingly competitive job market. These updates will ultimately lead to increased productivity and better overall business performance within the Department.

The proposed updates to the recreation, golf, and cemetery positions are described below, and a table summarizing the updates is provided:

1. **Assistant Golf Professional:** This position is to be regraded to better align the wage grade with the personnel budget and anticipated hiring range for this position. This position has been budgeted at \$39,312 for FY25, but the minimum wage grade is only \$31,158. Additionally, this position has been subject to significant wage compression compared to part time minimum wage positions as a result of annual increases in

Florida's minimum wage. This position has been vacant recently, but due to staff retirements and the dramatic increase in rounds played in the last four years, golf course management plans to fill this role with an entry level PGA golf professional to provide more full time staff coverage and increase capacity for golf lessons to meet customer demand. This will also assist with knowledge management through recent and anticipated retirements. This position will be regraded from a Grade 7 to a Grade 11 which will better align the wage grade minimum with the anticipated hiring range, which will also improve the ability of management to recruit the best talent for the position. This is also supported by a market research report conducted for the City by the PGA in summer 2024.

2. **Golf Course Manager:** This position is to be regraded to better align the wage grade with existing staff pay, ensure the wage is consistent with regional market rates, and recognize increased responsibilities associated with the increase in golf rounds at the course. The current course manager is only 2.6% below the wage grade maximum for the position, which will lead to issues with payroll budgeting in the near future. Additionally, the golf course has increased rounds played from around 40,000-50,000 rounds annually in the late 2010s to over 60,000 rounds in recent years. Additionally, the course produced an operating profit of over 700,000 in FY23, and the improved financial position of the course has led to increased job duties, including managing course renovations, which were previously not financial viable. As a result, this position will be increased from a Grade 20 to Grade 21 to allow the position grade to support the actual wage and absorb additional job duties. This is further supported by a market research report conducted for the City by the PGA in summer 2024, which found the regional average wage for PGA general managers to be over \$101,000 of base pay.
3. **Cemetery Supervisor:** This position was identified by the staff re-org committee for adjustment to better align the position with similar managerial positions in Public Works. This analysis was conducted to examine City-wide positions, in response to BOC direction. The adjustment will align the position with equivalent positions in the City, to better enable career growth within the City organizational structure. This will also reduce wage compression with staff-level positions at the cemetery, improving recruiting potential in an area that is challenging to staff in a competitive hiring environment. Additionally, this position will now be tasked with additional duties related to cemetery expansion, and ongoing capital improvements. This position will be increased from a Grade 18 to Grade 19.
4. **Recreation Superintendent:** This position being updated to provide additional managerial and administration support to cemetery and golf operations, as well as additional planning duties. Since March 2024, the Recreation Superintendent has been the acting assistant director for the Public Services Department on a lead worker basis, to support the director through the managerial transition. This has provided significant operational benefits by allowing a Certified Park and Recreation Executive to provide additional managerial support to the golf course and cemetery. As such, some of these responsibilities are being incorporated into the job description to formalize these operational benefits. Tasks to be incorporated will include assisting with the development of a Parks and Recreation Master Plan / Capital Improvement Plan,

providing personnel and budgetary support to the cemetery and golf course, and assisting the golf course and cemetery with unique parks and recreation operational items, such as ADA compliance, and cash handling processes. This will enable an in-house subject matter expert to better support multiple divisions within the Department, and also help to provide redundancy for knowledge management, managerial staffing coverage, and emergency operations. This position will be increased from a Grade 21 to Grade 22.

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
Public Services	Recreation Superintendent	21	\$ 78,829	same	22	\$82,770	5.0%
	Golf Course Manager	20	\$ 92,204	same	21	\$96,814	5.0%
	Cemetery Supervisor	18	\$ 55,956	same	19	\$58,754	5.0%
	Assistant Golf Professional	7	NA	same	11		0.0%

Attachments:

- Revised job descriptions (line and strike)

CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: ASSISTANT GOLF PROFESSIONAL
DEPARTMENT: GOLF COURSE
REPORTS TO: GOLF COURSE MANAGER
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~DECEMBER 2013~~ AUGUST 2024

GENERAL STATEMENT OF JOB

Responsible for promoting the game of golf and ensuring the playing public a knowledgeable service oriented professional.

ESSENTIAL FUNCTIONS

1. PERFORM SHOP OPERATOR DUTIES:
 - 1:1 Ensures all fees are collected properly.
 - 1:2 Handles phone and tee times.
 - 1:3 Assists management with point of sale systems and inventory control.
2. PERFORMS STARTER DUTIES:
 - 2:1 Efficiently organizes golf tee times.
 - 2:2 Ensures Golf Course Rules and Regulations are followed by players.
3. PERFORMS RANGER DUTIES:
 - 3:1 Ensures pacemode of play is appropriate.
 - 3:2 Works with staff to Ensures water and cart supplies are adequate.
4. GOLF LESSONS:
 - 4:1 Schedules, coordinates and provides golf lessons to patrons.
 - 4:2 Assists with junior program.
5. INTERNAL AND EXTERNAL COMMUNICATIONS
 - 5:1 Greets and serves patrons in a courteous manner.
 - 5:2 Effectively communicates with other city employees to achieve customer satisfaction and provide a safe atmosphere at the Golf Course.
6. OTHER RELATED DUTIES:
 - 6:1 Acts as the emergency manager to cover for vacation or illness.
 - 6:2 Performs other related duties as required.

QUALIFICATIONS (minimum and preferred):

EDUCATION

~~Associates degree required-High School Diploma or GED equivalent required.~~

Associates degree or Professional Golf Management degree preferred.

EXPERIENCE

One year of employment experience at a golf facility (public preferred) ~~required~~ or specific education in the golf industry preferred.

One year experience providing lessons preferred.

LICENSURE

Valid Florida Drivers' License

PGA Apprentice

A combination of training and/or experience may be substituted at the discretion of the City for required education, experience and/or licensure.

ADMINISTRATIVE SKILLS

Answer telephone, schedule appointments, balance figures, compile statistics, calculator, ~~fax~~ and ~~cash register~~ point of sale system operation.

WORKING CONDITIONS

Subject to irregular hours, including weekends and holidays.

Handles absentee replacement on short notice.

WORKING ENVIRONMENT

Exposed to hot and humid work environment.

Temperature cold enough to cause marked bodily discomfort

High moisture content to cause bodily reactions.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand				✓
Walk			✓	
Bend			✓	
Squat		✓		
Crawl		✓		
Climb height 10 ft..				
Reach above shoulder level			✓	
Crouch		✓		
Balance			✓	
Kneel		✓		
Verbal Communications				✓
Written Communications		✓		
Hearing ordinary conversation			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right				✓
Left				✓
In firm grasping: Right				✓
Left				✓
In fine manipulating: Right			✓	
Left			✓	

Job Requires Ability to Lift/Carry and/or Push/Pull:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 50 lbs.			✓	
Up to 100 lbs.		✓		

JOB LOCATION:

A majority of duties performed outdoors on the golf course.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: GOLF COURSE MANAGER
DEPARTMENT: GOLF COURSE
REPORTS TO: PUBLIC SERVICES DIRECTOR
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~JUNE 17, 2008~~ AUGUST 2024

GENERAL STATEMENT OF JOB

This is a technical and supervisory ~~work of more than ordinary difficulty and position with~~ responsibility ~~for~~ the management or oversight of all aspects of the Golf Course operations. Work is performed independently within established policies and procedures. Must be able to promote, organize and stimulate good public relations with the community and various interest groups and agencies serving the community.

ESSENTIAL FUNCTIONS

1. Work involves overall management responsibility for the comprehensive planning, development operation and maintenance of all municipal Golf Course activities.
2. OVERSEES ALL ASPECTS OF GOLF COURSE MANAGEMENT:
 - 2:1 Plans, directs, coordinates, oversees and supervises all forms of work performed on the Golf Course, in the pro shop and ~~restaurants~~ snack bar.
 - 2:2 Responsible for the marketing of the Golf Course, food and refreshment concessions and related merchandise. This includes advertising, purchasing, pricing, inventory, displays and promotions.
 - 2:3 Work involves supervising the routine maintenance of battery powered electric golf cars and pull carts.
 - 2:4 Responsible for planning, procurement, and implementation of capital improvement projects at the golf course, in conjunction with other department and City staff.
 - 2:5 Works with department and City staff to assess and develop long term financial strategies to achieve goals and ensure proper golf course operations.
3. Duties require the direct supervision of a golf course maintenance program and oversight of City or contract personnel specialized in golf course equipment operation and approved techniques for the proper maintenance of greens, fairways, roughs, trees and other plants cultivated on the municipal Golf Course.
 - 3:1 Directly supervises golf course superintendent.
 - 3:2 Manages contracts for golf course maintenance, including procurement and scope development.
 - 3:3 Ensure that contract maintenance activities are conducted according to contract terms and ensures quality of all course maintenance activities.
4. INSURES COMPLIANCE WITH ESTABLISHED:
 - 4:1 City Policies and Procedures.
 - 4:2 State Statutes.
 - 4:3 Federal regulation
5. HIRING & SUPERVISING STAFF:
 - 5:1 Interviews and recommends the hiring of employees assigned to the Golf Course facility in accordance with Civil Service and Personnel Rules and Regulations.
 - 5:2 Directs and supervises all personnel assigned to the facility.
 - 5:3 Responsible for establishing employee scheduling.

- 5:4 Maintains accurate time records and payroll reports in compliance with established payroll procedures.
6. PREPARES ALL ASPECTS OF THE GOLF COURSE BUDGET:
 6:1 Assumes administrative control of budgeted items allocated to the Golf Course.
 6:2 Maintains daily attendance and revenue reports at facility.
 6:3 Develops and administers a policy manual for the Golf Course.
7. GOALS & OBJECTIVES:
 7:1 Prepares operational, financial and customer service goals and objectives, and evaluates these to actual results.
8. DUTIES TO INCLUDE:
 8:1 Conferring-Attend PGA and related golf operations meetings, seminars, and trainings to support PGA membership and golf operations with golf professionals.
 8:2 Organizing tournaments and training clinics.
 8:3 Involves considerable public relation and promotional activities.
8:4 Oversees golf training and lessons program in coordination with onsite PGA professionals.
9. Studies and makes recommendations for improvements to the Golf Course operation.
10. Promotes, organizes and stimulates good public relations with the community and various interest groups and agencies serving the community, including local high school golf team participation at the golf course.
11. Performs related work as required.

QUALIFICATIONS (minimum and preferred):

EDUCATION

Bachelor's Degree in Business Management, Professional Golf Management, or golf operations related field preferred.

EXPERIENCE

Three to five years in golf course management preferred.

LICENSURE

Valid Florida Drivers' License Operator E

PGA Class "A"

EQUIPMENT, MACHINES & TOOLS USED

Computer Equipment: AS400 System Point of Sale System, tee time tracking software and personal computer.

General Office Equipment: calculator, cash register, fax and photocopier.

ADMINISTRATIVE SKILLS

Computer Skills: Use computerized spreadsheets to conduct analysis.

Communication Skills: Compose letters, emails, memorandums, coordinate events, coordinate meetings, interview others, and schedule appointments.

General Office Skills: Balance figures, compile statistics and maintain filing system.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.
 Subject to varying and unpredictable situations.
 Subject to many interruptions.
 Subject to irregular hours.
 Travel required.
 Occasional pressure due to multiple calls and inquires.
 Handles absentee replacement on short notice.

WORKING ENVIRONMENT

Exposed to hot and humid work environment.
 Humid Conditions: high moisture content to cause bodily reactions.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend		✓		
Squat		✓		
Crawl				
Climb height 1 ft..		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance			✓	
Kneel				
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	
Peripheral Vision, Distinguish colors, and Depth Perception		✓		

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	

Left			✓	Golf Course Manager
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JOB REQUIRES ABILITY TO LIFT AND CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 50 lbs.			✓	
Up to 100 lbs.		✓		

JOB LOCATION:

A majority of the work duties are performed at the City of Tarpon Springs Golf Course.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: CEMETERY SUPERVISOR
DEPARTMENT: PUBLIC SERVICES
REPORTS TO: PUBLIC SERVICES DIRECTOR
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~FEBRUARY 2019~~ AUGUST 2024

GENERAL STATEMENT OF JOB

The Cemetery Supervisor oversees the daily operations and maintenance of cemetery grounds, ensuring a respectful and well-managed environment for visitors and families. Responsibilities include supervising staff, coordinating interment services, managing maintenance and landscaping tasks, and ensuring compliance with safety and regulatory standards. The supervisor also handles administrative duties such as record-keeping, scheduling, and budgeting. Strong leadership, organizational skills, and empathy are essential, as the role involves working closely with grieving families and addressing their needs with compassion and professionalism. Assists the Public Services Department in addressing cemetery concerns, completing necessary research, forecasting, budgeting, planning, and administering cemetery projects. Works closely with City Clerk's Office and Public Services Administration office to complete all required administration.

ESSENTIAL FUNCTIONS

Work involves overall management responsibility for the planning, operation, and maintenance of all cemetery activities.

Oversees all aspects of Cemetery management:

- 1.1 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.
- 1.2 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.
- 1.3 Works closely as a team with the lead position for grounds maintenance to ensure staff has the necessary time, resources and equipment to perform at peak efficiency. Supports such operations and assists with solutions as needed.
- 1.4 Purchases required cemetery products and services in accordance with established procedures.
- 1.5 Coordinates inspections of assigned areas.
- 1.6 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.
- 1.7 Coordinates and recommends revenue enhancement opportunities in all areas of assigned responsibility; prepares and processes annual budget for the cemetery.
- 1.8 Conducts surveys, analyzes results, and initiates appropriate operations and fees.
- 1.9 Inspects grave sites and insures sites are properly prepared; markets and sells plots, crypts and niches; assists with burials; measures, marks and stakes grave sites; verifies interments; locates and shows grave sites to owners and prospective buyers.

Management/Supervisory

- 1.1 Provides training to staff and develops training standards.
- 1.2 Ensures staff is cross-trained and resources are in place to reliably cover cemetery operations under a variety of conditions, including staffing shortage.
- 1.3 Works for growth and advancement within the profession through maintaining an active employee development program, encouraging participation in professional associations and training/licensing programs.
- 1.4 Required to emulate a working environment conducive to positive morale through fostering individual style, quality, creativity, and teamwork.
- 1.5 Instructs, assigns and reviews work of subordinate personnel; plans and maintains standards, coordinates activities, assists in performance evaluation.
- 1.6 Ensures that employees are performing their tasks according to established safety standards; and provides and/or coordinates equipment operations training.
- 1.7 Instructs subordinate personnel in proper work methods and practices; makes regular inspections to ascertain compliance with these methods and practices.
- 1.8 Develops, maintains, and reliably utilizes quality control procedures to ensure accuracy in plot, tomb, or niche locations and services, cemetery contracts, and other customer orders or transactions.
- 1.9 As assigned, attends meetings, seminars, courses, workshops, and training to enhance job knowledge, licensing, and skills.

Maintenance/Labor:

- 1.1 Maintains cemetery grounds, as needed, to including performing general cleaning, collection and disposal of litter/trash, etc.
- 1.2 Operates and utilizes various equipment/machinery in safe manner, to include, mowing equipment, casket lift, special tools utilized in opening crypts, etc.
- 1.3 Ensures safe practices are incorporated in all activities performed. Ensures that work area is clean and neat.
- 1.4 Assists with funeral services as needed, including after normal working hours.
- 1.5 Operates and maintains cemetery irrigation system and controls. Identifies system problems and implements solutions.
- 1.6 Performs opening and closing procedures for gravesites, mausoleums, and columbariums.
- 1.7 Completes other cemetery improvement projects as needed

Internal and External Communications:

- 1.1 Responds to citizen inquiries and complaints in a timely and courteous manner.
- 1.2 Ensures that customer service and grounds maintenance of the Cemetery represent the City to the highest standard.
- 1.3 Confers with the public to work out special problems and to address specific concerns.

Planning and Capital Improvements:

- 1.1 Plans, budgets, and implements capital improvement projects, in cooperation with the Recreation Superintendent and other Department and City staff.
- 1.2 Implements operational procedures associated with new interment locations, as constructed.
- 1.3 Works with department staff to transition new capital improvement to operational phase.

Performs related work as required.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED equivalency required.

Vocational/specialized training in cemetery operations preferred.

EXPERIENCE

At least five years experience in cemetery operations or related area required. Supervisory experience preferred.

Additionally, **preferred** areas of experience include:

- 1.1 At least one year experience with grounds maintenance
- 1.2 Previous experience with customer service
- 1.3 Previous experience with electronic media and use of computers
- 1.4 Previous experience with irrigation system maintenance and operation

An equivalent combination of training and experience may be substituted for required education, experience and/or management experience.

LICENSURE

Valid Florida Drivers' License

EQUIPMENT, MACHINES & TOOLS USED

Golf cart, irrigation control systems, general software for cemetery administration.

General Office Equipment

ADMINISTRATIVE SKILLS

Computer Skills: Microsoft office suite, City enterprise software systems.

Communication Skills: Compose letters, emails, memorandums, coordinate events, coordinate meetings, interview others, and schedule appointments.

General Office Skills: Balance figures, compile statistics and maintain filing system.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.

Subject to varying and unpredictable situations.

May be subject to irregular hours, including holidays and weekends.

Occasional pressure due to multiple calls and inquiries.

Handles absentee replacement on short notice.

Subject to hazards of flammable, explosive gases. Subject to burns and cuts.

Subject to injury from moving parts of equipment.

WORKING ENVIRONMENT

Exposed to hot and humid work environment.

Humid Conditions: high moisture content to cause bodily reactions.

Exposed to hazards from electrical/mechanical/power equipment.

Exposed housekeeping/cleaning agents/chemicals

Exposed to hot and humid work environment.

Exposed to heat, wetness and odors.

May be exposed to extremes of heat and cold in all weather conditions.

May be exposed to toxic chemicals.

Atmospheric conditions: conditions that affect the skin or respiratory.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend		✓		
Squat		✓		
Crawl		✓		
Climb height 1 ft..		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance			✓	
Kneel				
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	
Peripheral Vision, Distinguish colors, and Depth Perception		✓		

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 20 lbs.		✓		
Up to 50 lbs.		✓		

JOB LOCATION:

A majority of the work duties are performed at the City of Tarpon Springs Cycadia Cemetery.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: RECREATION SUPERINTENDENT
DEPARTMENT: PUBLIC SERVICES
REPORTS TO: PUBLIC SERVICES DIRECTOR
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~ORIGINATED-NOVEMBER-2013~~AUGUST 2024

GENERAL STATEMENT OF JOB

~~The Recreation Superintendent oversees the planning, development, and management of recreational programs and facilities, ensuring they meet community needs and standards. This role involves supervising a team of staff and volunteers, managing budgets, and developing strategic initiatives to enhance recreational services. The Superintendent collaborates with local organizations, conducts needs assessments, and implements programs that promote health, wellness, and community engagement. Strong leadership, organizational skills, and a passion for community service are essential for success in this role. This position has provides direct supervision over the Community Center, Craig Park Recreation Center, City Splash Park, and associated staff. This position is also responsible for recreation programming, such as sports leagues, youth and senior programs, summer camps, and City events. This position also provides senior administrative and managerial support to the Public Services department, including the golf course and cemetery divisions. A highly responsible position under limited direction that leads, organizes, and administers the activities of the Recreation Division and other assigned division operations to ensure effective utilization of resources and successful completion of organizational objectives. Performs a variety of related duties including: serving as a working leader to ensure staff is motivated and working towards established goals and objectives; researching, establishing and updating programs to best meet customer needs; planning, communicating, budgeting, and administering facility maintenance and improvements to support programs; regularly reviewing personnel and training to ensure staffing meets objectives; overseeing City Recreation special event program as assigned that serves our residents and draws visitors to our City; creatively promoting recreation programs to maximize participation; overseeing administration of an active grants program as it relates to the division; ensuring successful partnership with athletic leagues, other City departments, and outside agencies to enhance our recreation program; preparing required documents and reports; planning and conducting meetings; performing public relations functions; and completing research and survey assignments.~~

ESSENTIAL FUNCTIONS

1 OPERATION/ADMINISTRATION:

- 1:1 Leads, organizes, and administers activities and serves as representative of the Recreation Division and other assigned division operations on behalf of the Public Services Director and the City in general.
- 1:2 Responsible for the planning, design, development, implementation, and administration of a comprehensive recreation program through the direction and supervision of subordinate managerial, professional, supervisory and technical employees responsible for specific programs and facilities.
- 1:3 Creatively promotes all assigned programs (including assisting leagues and contract programs) to maximize participation. Oversees for approval and distribution the preparation of brochures, printed materials, internet/social network marketing, draft press releases, and other promotional materials.
- 1:4 Promotes successful partnership with athletic leagues, other City departments, and outside agencies to enhance our recreation program and facilities.
- 1:5 Assists the Director of Public Services by serving as liaison between the director and the public, responding to requests for information and complaints. Maintains good

public relations by attending various community and civic functions, giving speeches and presentations and hosting social events. Prepares and delivers presentations in public forums, including to various boards.

- 1:6 Plans, organizes, executes and monitors a comprehensive day/evening recreation program for the general public. To maximize facility utilization: reviews possible programs and recommends for implementation, including before/after school care, group exercise classes, parent-and-toddler programs, home school recreation programs, senior programs, etc. Researches other area programs and facilities and provides recommendations for utilization in City programs.
- 1:7 Oversees various summer programs, ensuring that the program components are operational.
- 1:8 Evaluates for lessons, arts & crafts; interviews & hires instructors; handles contracts, payroll, publicity, availability, etc. of new and ongoing programs.
- 1:9 Performs such staff and program improvement related functions as planning and conducting staff meetings, conducting work standard analyses and acting upon them, completing research and survey assignments, evaluating staffing and recommending organizational changes as applicable, and attending various State and local meetings, seminars and conferences.
- 1:10 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.
- 1:11 Performs various other related duties including processing employee payroll; preparing, monitoring and recording budget; coordinating work request; preparing agenda material for various board meetings; authoring departmental recreational manuals; and writing program design projects.
- 1:12 Reviews and recommends the public use or lease of City recreational facilities; oversees and monitors the contractual obligation of lease.
- 1:13 Plans, budgets, administers, and oversees all maintenance and repair work on equipment and facilities.
- 1:14 Assists in the selection of and oversees work of contractors for all assigned facilities.
- [1:15](#) Ensures that assigned operations consistently meet all applicable City requirements (purchasing, finance, etc.), safety requirements, and other applicable rules and regulations.

[1:15:16 Provides senior administrative and managerial support to golf and cemetery operations as assigned, including personnel management, procurement assistance, and policies and procedures.](#)

2 STAFF LEADERSHIP/TRAINING:

- 2:1 Serves through example as a working leader to ensure that staff is motivated, has the necessary skills and resources, and is working towards established goals and objectives.
- 2:2 Performs various supervisory duties including; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; selecting new employees and recommending transfers, promotions, disciplinary actions, discharges and salary increases.
- 2:3 Regularly reviews staff training, certification, and professional affiliation needs and opportunities; plans and budgets for such needs.
- 2:4 Maintains pay records of employees.

3 BUDGET AND GRANTS ADMINISTRATION:

- 3:1 Prepares and manages the budget for assigned Division(s) and associated responsibilities. Performs regular review of budgeted activities and applies creative

solutions (such as grants and/or new technology or methods) to ensure cost-effective operations. Maintains future (multi-year) prioritized budget planning to communicate needs and ensure resources are available to meet such needs.

3:2 Responsible for grants procurement and administration as required.

3:23:3 Works with department and City staff to help lead the development and implementation of City-wide recreation facility master planning and capital improvement plans.

4 RECREATION SPECIAL EVENTS PROGRAM:

- 4:1 Manages citywide Recreation special events program as assigned that serves our residents and draws visitors to our City.
- 4:2 Oversees coordination of involved parties, promotional activities, facilities planning, scheduling, meetings, and communications to maximize event success.
- 4:3 Ensures the proper care and maintenance of all equipment and recreation sites and facilities associated with special events as assigned.

5 OTHER DUTIES:

- 5:1 Subject to flexible work hours as applicable and as specified by the City to meet needs of facilities, programs, and/or events
- 5:2 During periods of local emergency, this position shall be required to perform emergency tasks which may result in extended work hours as well as extended periods of time away from family members.
- 5:3 Performs other related duties as required.

QUALIFICATIONS (minimum and preferred):

EDUCATION

Bachelor's Degree from an accredited college in Recreation, Leisure Services, [Physical EducationSports Management](#), Public Administration, or closely related field required.

~~Master's Degree or Bachelor's Degree in Recreation Administration preferred.~~

EXPERIENCE

At least four (4) years of progressively responsible experience in recreation programming required, two or more at a supervisory to managerial level required. Two or more years successful prior leadership experience similar to the requirements of this position preferred.

Experience working with or within a public recreation program preferred.

Experience working with special events management and promotion preferred.

LICENSURE

Valid Florida Drivers' License required.

FRPA [membership required within 6 months of hire.](#)

~~Certification required within 2 years of hire.~~

[Certified Parks and Recreation and Recreation Professional required within 2 years of hire.](#)

[Certified Parks and Recreation Executive preferred.](#)

AED and CPR Certification required.

Ability to pass rigid background checks as required by the City and State.

A combination of training and/or experience may be substituted for required education, experience and/or licensure.

EQUIPMENT, MACHINES & TOOLS USED

Computer Equipment: personal computer and associated equipment, Microsoft software and applications, point of sale systems, City enterprise software systems, and recreation management software, (RecTrac), network operations, and AS400.

General Office Equipment: calculator, cash register, fax, photocopier and typewriter.

Tools/Machines: may use power tools, motor vehicle equipment and basic machinery operations.

ADMINISTRATIVE SKILLS

Ability to develop and manage budgets; ability to develop and manage schedules; ability to develop and manage communications materials; budgeting and planning for recreation programming and facility improvements, knowledge of and adherence to relevant regulations, safety standards, and legal requirements; skills in recruiting, training, and managing staff and volunteers, including performance evaluation and conflict resolution; proficiency in creating, managing, and optimizing budgets to ensure efficient use of resources and financial sustainability.

Communication Skills: professional writing and report preparation, preparing and delivering presentations, composing letters and memoranda, coordinating events, coordinating meetings, interviewing others, answering telephones, and scheduling appointments.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.

Subject to varying and unpredictable situations.

Handles emergency of crisis situations.

May perform emergency care.

Subject to many interruptions.

Occasionally subjected to irregular hours, including early mornings, evenings, and weekends.

Handles absentee replacement on short notice.

WORKING ENVIRONMENT

Exposed to housekeeping/cleaning agents/chemicals.

Occasional exposure to unpleasant elements (accidents, injuries and illness).

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat		✓		
Crawl		✓		
Climb height 15 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		

Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications			✓	
Hearing ordinary conversation				✓
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more				✓
Peripheral Vision, Distinguish colors, and Depth Perception				✓

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right		✓		
Left		✓		
In fine manipulating: Right		✓		
Left		✓		
In operating foot controls Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
25 to 34 lbs.		✓		
Up to 24 lbs.			✓	

JOB LOCATION:

A majority of the work duties are performed within the City limits, [with occasional travel for external programs](#).

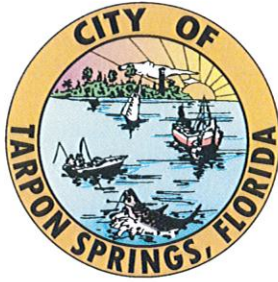
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name



CITY OF TARPON SPRINGS, FL

PUBLIC WORKS DEPARTMENT

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

MEMORANDUM

To: Mark LeCouris, City Manager
From: Thomas Funcheon, Public Works Director
Date: August 20, 2024
Subject: Public Works Department, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Public Works department:

1. Re-grade Facilities Management Superintendent position from wage grade 19 to wage grade 21.
2. Re-grade Streets and Stormwater Supervisor position from wage grade 19 to wage grade 21.
3. Re-grade Sanitation Supervisor position from wage grade 17 to wage grade 18 and retitle to Solid Waste Supervisor.
4. Re-classify (2) Sanitation Tech I positions from wage grade 8 to Sanitation Tech II, wage grade 9.
5. Re-classify the Sanitation Tech II position (wage grade 9) to Crewleader (wage grade 13).
6. Re-classify the vacant Assistant Parks Maintenance Supervisor position (wage grade 15) to Parks Maintenance Coordinator (wage grade 12).
7. Re-grade Parks Maintenance Supervisor position from wage grade 17 to wage grade 19.
8. Re-classify (2) Parks Tech II positions (wage grade 9) to Parks Senior Technician (wage grade 13).
9. Re-classify Fleet Assistant position (wage grade 12) to Fleet Operations Coordinator (wage grade 14).
10. Re-classify Parks Tech II position (wage grade 9) to Fleet Technician (wage grade 15).

Background:

The proposed changes are based on our internal review of the Public Works divisions and their positions to improve efficiency and productivity. These changes will allow more supervision of projects, improve daily duties, and be reactive to ever-changing technical requirements. The changes will also assist the department and city in being competitive with the surrounding markets in retaining qualified employees and hiring top candidates.

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
Public Works	Facilities Management Superintendent	19	\$64,314	same	21	\$69,137	7.5%
	Streets and Stormwater Supervisor	19	\$74,679	same	21	\$80,280	7.5%
	Sanitation Supervisor	17	\$71,111	Solid Waste Supervisor	18	\$74,666	5.0%
	Sanitation Tech I	8	\$42,284	Sanitation Tech II	9	\$44,398	5.0%
	Sanitation Tech I	8	\$45,365	Sanitation Tech II	9	\$47,633	5.0%
	Sanitation Tech II	9	\$41,537	Crewleader	13	\$45,691	10.0%
	Asst. Parks Maint. Supervisor	15	\$52,535	Parks Maint. Coordinator	12	\$44,387	N/A
	Parks Maint. Supervisor	17	\$60,415	same	19	\$64,946	7.5%
	Parks Tech II	9	\$45,365	Parks Senior Tech	13	\$51,036	12.5%
	Parks Tech II	9	\$45,365	Parks Senior Tech	13	\$51,036	12.5%
	Fleet Assistant	12	\$42,153	Fleet Ops Coordinator	14	\$45,314	7.5%
	Parks Tech II	9	\$40,622	Fleet Technician	15	\$49,762	22.5%

Attachments:

- Revised job descriptions
- Organization chart showing current and proposed positions.

Justification:

Facilities:

Regrade Facilities Superintendent position, move from Pay Grade 19 to Pay Grade 21 with the purpose of reflecting current market conditions, to be more in-line with other City Departments, to be competitive with surrounding agencies and for departmental efficiencies.

Streets and Stormwater:

Move Streets and Stormwater Supervisor Pay Grade from 19 to Pay Grade 21. with the purpose of reflecting current market conditions, to be more in-line with other City Departments, to be competitive with surrounding agencies and for departmental efficiencies.

Sanitation:

Regrade Sanitation Supervisor from Pay Grade 17 to Pay Grade 18. To modernize Solid Waste Department. Increase duties overseeing Equipment, Department training and responsibilities.

Regrade from Sanitation Tech I to Tech II, Pay Grade 8 to Pay Grade 9.

Reclassify Sanitation Tech II position to Crew leader, Pay Grade 9 to Pay Grade 13. Increase duties related to regulatory requirement included but not limited to EPA DEP SWFWMD and assist manager with day-to-day operations.

Parks:

Eliminate Parks Assistant Parks Maintenance Supervisor position. Pay Grade 15 to handle and process 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.

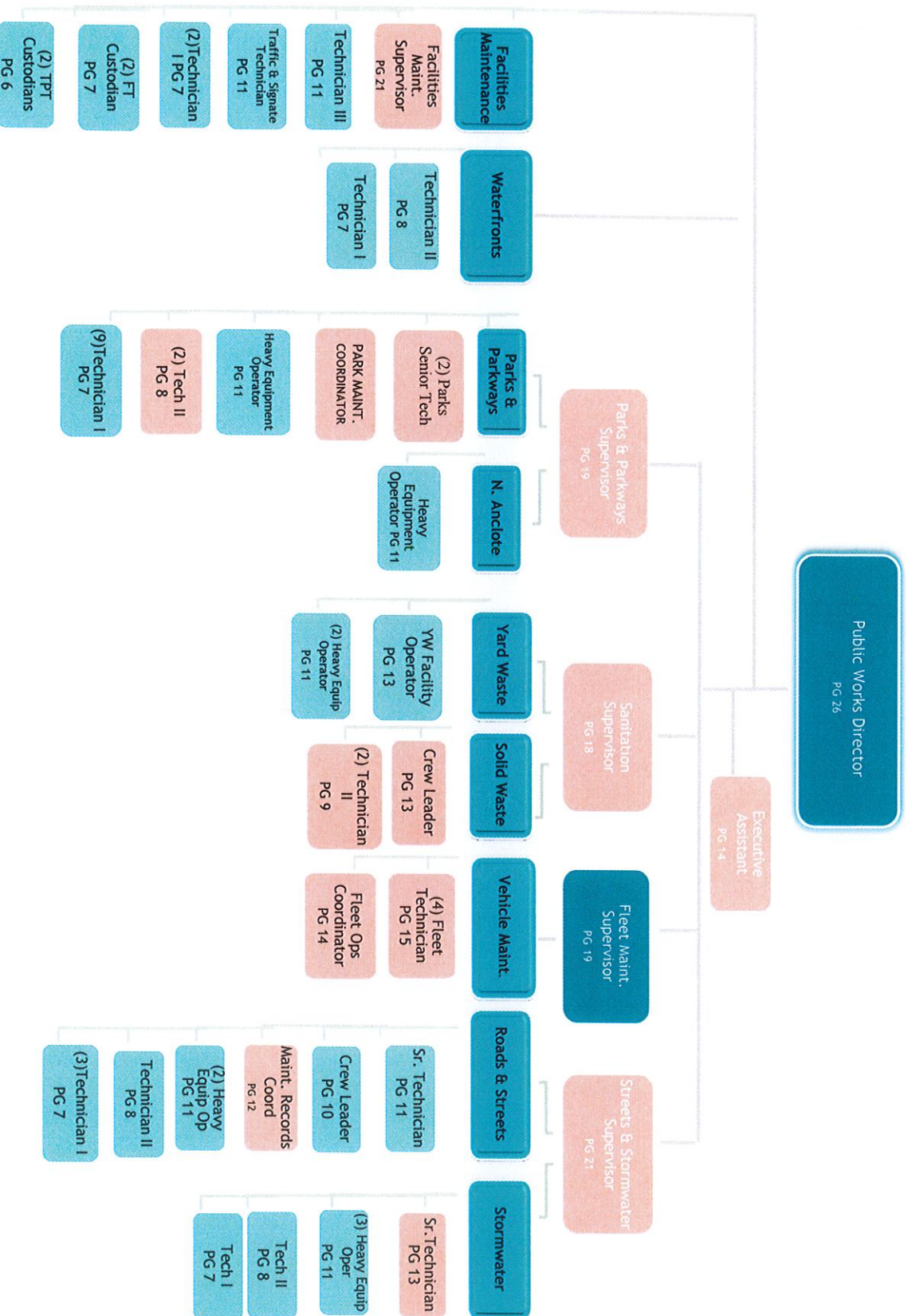
Regrade Parks Maintenance Supervisor from Pay Grade 17 to Pay Grade 19 (Salary split between Parks and CRA). to be more in-line with other City Departments, to be competitive with surrounding agencies and for departmental efficiencies.

Reclassify 2, Tech II's to Senior Technicians Pay Grade 13. Work directly with Parks Supervisor to improve crew efficiencies and to better manager special projects.

Fleet:

Reclassify Fleet Assistant to Fleet Operations Coordinator from Pay Grade 12 to Pay Grade 14. Increase duties related to regulatory requirement. To be more in-line with other City Departments, to be competitive with surrounding agencies and for departmental efficiencies.

Public Works Organizational Chart



**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: SANITATION ~~SOLID WASTE~~ SUPERVISOR
DEPARTMENT: ~~SOLID WASTE DEPARTMENT~~
REPORTS TO: ~~FACILITIES MANAGEMENT SUPERINTENDENT~~
DEPT. HEAD: ~~PUBLIC WORKS DIRECTOR~~
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~OCTOBER 2017~~ AUGUST 2024

GENERAL STATEMENT OF JOB

Under limited direction of the Facilities Management Superintendent, this position provides supervisory, administrative, and customer service support within the Public Works Department, relating to contracted solid waste hauling, yard waste, and recycling services, ~~waterfronts, and parks~~ to the residents and businesses of the City of Tarpon Springs, ~~Assists the Facilities Management Superintendent and the Public Works Director through project management, supervision, and assignment of workers, as needed.~~ ~~Manages City closed Landfill, Department, Permits Monitoring.~~

ESSENTIAL FUNCTIONS

1. ESSENTIAL FUNCTIONS:
 - 1:1 Plans, evaluates, monitors, directs, coordinates and supervises the work of employees engaged in the maintenance and readiness of sanitation needs, and Yard Waste operations, ~~and waterfronts and parks.~~
 - 1:2 Oversees solid waste pickup throughout the service area to include recycling and yard waste.
 - 1:3 Instructs, assigns, reviews and plans the work of others; maintains standards, coordinates activities and allocates personnel.
 - 1:4 Responds to telephone and walk in citizen inquiries and concerns and resolves citizen complaints. Responds to concerns, inquiries and complaints from the general public in both oral and written context, providing information, assistance and/or resolution.
 - 1:5 Maintains sanitation service order work request system within the Navaline application and validates account holder names for contractor's database.
 - 1:6 Compile and maintain record of complaints, direct written requests to the contractor's representative.
 - 1:7 Responsible for answering inquiries from City staff of various departments and working with staff in other City departments and the contractor's representatives to maintain an excellent level of customer service.
 - 1:8 Receives, completes and/or submits records and documents including work orders, citizen concerns, maintenance records, invoices, disciplinary actions, performance evaluation and general office correspondence.
 - 1:9 Provide customers with written guidelines in order to comply with contract specification.
 - 2:0 Responds to emergency calls such as the pickup of illegal dumping.
 - 2:1 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.
 - 2:2 Manages the division within City, State and Governmental standards/guidelines.
 - 2:3 Adheres to established City/Public Works Department rules, policies and procedures and promotes same with employees under his/her jurisdiction.
 - 2:4 Keeps Facilities Management Superintendent abreast of daily divisional activities and operations to ensure successful performance and achievement of overall objectives.

- 2:5 Submits requisitions for equipment and materials; ensures appropriate procedures and distribution.
 - 2:6 Prepares divisional annual budget for approval by the Public Works Director and manages approved budget.
 - 2:7 Must maintain a working knowledge of the City's contract with the service provider.
 - 2:8 Performs other duties as required, including but not limited to general administrative support to the Public Works Department.
2. STAFF MANAGEMENT/TRAINING:
- 2:1 Evaluate personnel for effectiveness and efficiency; initiates personnel disciplinary actions; assists in hiring, promotions and terminations.
 - 2:2 Provides a leadership example for department staff in matters such as public contact, budget maintenance, work ethics and report presentation.
 - 2:3 Ensures that employees are performing their tasks according to established safety standards; provides and/or coordinates equipment operations training.
 - 2:4 Instructs subordinate personnel in proper work methods and practices; makes periodic inspections to ascertain compliance with these methods and practices.
3. PUBLIC RELATIONS:
- 3:1 Ensures that all employees are cognizant of creating good public relations in the performance of their duties.
 - 3:2 Responds to citizen inquiries and complaints in a timely and courteous manner.
 - 3:3 Confers with the public to solve special problems and to address specific concerns.
4. PERFORMS ALL OTHER DUTIES AS REQUESTED.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency.

EXPERIENCE

One to two years' applicable related experience preferably in municipal government preferred.

One year of supervisory experience required.

Two or more years of supervisory experience preferred.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements, at the City's discretion.

LICENSURE

Valid Florida Driver's License required.

PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear/eyes/noise protection, gloves, vest, hard hat, face protection. Any additional required safety equipment will be provided.

EQUIPMENT, MACHINES, & TOOLS USED

Personal computer, calculator, photocopier, motor vehicle operations, Naviline system, Fax, hand and power tools and handheld radio.

ADMINISTRATIVE SKILLS

Computer Skills: Input data into computer programs, working knowledge of computer and associated programs and knowledge of outlook express.

Communication Skills: Answer telephones, use of e-mail and type correspondence.

General Office Skills: compile statistics, balance figures, develop procedures, establish and maintain filing systems, research information and maintain logs.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.

Subject to varying and unpredictable situations.

Handles emergency of crisis situations.

Subject to many interruptions.

Occasionally subjected to irregular hours.

Occasional pressure due to multiple calls and inquiries.

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit				✓
Stand				✓
Walk				✓
Bend				✓
Squat				✓
Crawl				
Climb height 10 ft.				
Reach above shoulder level			✓	
Crouch				
Balance				
Kneel			✓	
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more		✓		
Peripheral Vision, Distinguish colors, and Depth Perception		✓		

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	

In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
24 to 50 lbs.		✓		
Up to 24 lbs.			✓	

JOB LOCATION:

A majority of the work duties are performed within the City limits and City Hall. Occasional travel may be required for site visits, training, seminars, or meetings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: PARKS MAINTENANCE SUPERVISOR
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR
DEPT. HEAD: PUBLIC WORKS DIRECTOR
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION: NOVEMBER 2009 **AUGUST 2024**

GENERAL STATEMENT OF JOB

Under limited direction of the Public Works Director, oversees the efficient maintenance and readiness for use of all active and passive parks, rights-of-way (ROWs), by-ways, the beach, City-owned lots and City building grounds. This includes turf grass, floral/plantings, trees, surfaces, irrigation systems, athletic fields/courts and tot lot playgrounds. ~~Supervises the operations of the City's Yard Waste Facility.~~ Assists the Public Works Director through project management, supervision and assignment of workers, as needed. **Works directly with Economic Development Manager. Maintaining maintenance with the CRA District.**

ESSENTIAL FUNCTIONS

1. OPERATIONS/ADMINISTRATION:
 - 1:1 Plans, evaluates, monitors, directs, coordinates and supervises the work of employees engaged in the maintenance and readiness of parks, ROWs, ~~Yard Waste operations~~ and other City owned properties.
 - 1:2 Instructs, assigns, reviews and plans the work of others; maintains standards, coordinates activities and allocates personnel.
 - 1:3 Manages the division's Maintenance Program with the City's Standard Maintenance Mode Classification System.
 - 1:4 Oversees the maintenance of athletic fields, including preparedness-for-use needs and cultural practices, such as mowing, fertilizing, irrigation, dethatching/verticutting, compaction, aerification, top-dressing, over seeding and pest control.
 - 1:5 Establishes schedules and implements turf cultivation tasks, including watering, soil testing, fertilizing, aerification, weeding and pest control.
 - 1:6 Keeps Public Works Director abreast of daily divisional activities and operations to ensure successful performance and achievement of overall objectives.
 - 1:7 Adheres to established City/Public Works Department rules, policies and procedures and promotes same with employees under his/her jurisdiction.
 - 1:8 Responsible for the operation, care and maintenance of assigned equipment and machinery.
 - 1:9 Receives, completes and/or submits records and documents including work orders, citizen concerns, maintenance records, invoices, disciplinary actions, performance evaluation and general office correspondence.
 - 1:10 Submits requisitions for equipment and materials; ensures appropriate procedures and distribution.
 - 1:11 Responds to emergency calls such as the pickup of illegal dumping.
 - 1:12 Prepares divisional annual budget for approval by the Public Works Director and manages approved budget.
 - 1:13 Utilizes various types of machinery and equipment.
 - 1:14 Oversees the mangroves trimming program and roadside maintenance duties such as mowing, trimming, cutting and hauling brush.
 - 1:15 Assists with maintenance of the exterior and slopes of retention ponds as required.
 - 1:16 Responsible for the cleanliness of all assigned areas.
 - 1:17 Oversees the installation and repairs of sprinkler systems and chain link fences.
 - 1:18 Responsible for flags and flag poles in assigned areas.

- 1:19 Responsible for the lighting systems of all athletic fields and courts.
 - 1:20 Oversees the maintenance needs of athletic courts.
 - 1:21 Oversees new facilities construction projects, contracted athletic courts maintenance projects and the installation of athletic lighting systems.
 - 1:22 Assists with Cemetery maintenance as directed by the Public Works Director.
2. **STAFF MANAGEMENT/TRAINING:**
- 2:1 Evaluates personnel for effectiveness and efficiency; initiates personnel disciplinary actions; assists in hiring, promotions and terminations.
 - 2:2 Provides a leadership example for department staff in matters such as public contact, budget maintenance, work ethics and report presentation.
 - 2:3 Ensures that employees are performing their tasks according to established safety standards; provides and/or coordinates equipment operations training.
 - 2:4 Instructs subordinate personnel in proper work methods and practices; makes periodic inspections to ascertain compliance with these methods and practices.
3. **PUBLIC RELATIONS:**
- 3:1 Ensures that all employees are cognizant of creating good public relations in the performance of their duties.
 - 3:2 Responds to citizen inquiries and complaints in a timely and courteous manner.
 - 3:3 Confers with the public to solve special problems and to address specific concerns.
4. **PERFORMS ALL OTHER DUTIES AS REQUIRED:**

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma required.

Vocational/specialized training in turf maintenance required.

EXPERIENCE

Three years of progressively responsible experience in maintenance of turf and athletic fields, parks maintenance, playground maintenance, plants and tree trimming, and associated tasks required.

One year of supervisory experience required.

Two or more years of supervisory experience preferred.

A combination of training and/or experience may be substituted for required education, experience and/or management experience.

LICENSURE

Valid Florida Commercial Driver's License (CDL) Class B.

Certification in lawn and ornamental and pest control required within six months of employment.

PERSONAL PROTECTIVE EQUIPMENT

Eye, face and ear/noise protection, clothing, gloves, vest, safety shoes, hard hat and respirator/dust mask.

EQUIPMENT, MACHINES & TOOLS USED

Tools/Machines: motor vehicle operations, light equipment operations, basic and specialized machinery operations, hand & power tools.

General Office Equipment: calculator, personal computer, computer peripheral equipment and software programs, fax, photocopier.

ADMINISTRATIVE SKILLS

General Office Skills: compile statistics, research information, balance figures, develop procedures, establish and maintain filing systems, maintain logs.

Communication Skills: compose letters, schedule appointments, interview others, answer telephone, and coordinate meetings and events.

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.
Subject to varying and unpredictable situations.
Subject to many interruptions.
Subject to irregular hours.
Occasional pressure due to multiple calls and inquiries.
Subject to injury from moving parts of equipment.
Subject to burns and cuts.
Subject to hazards of flammable, explosive gases.
Works in precarious or high locations (e.g. ladders, scaffolding)
Travel required.
Requires judgment/action which could result in a death of a person.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical/power equipment.
May be exposed to toxic chemicals.
Occasional exposure to unpleasant elements (accidents, injuries and illness).
May be exposed to extremes of heat and cold in all weather conditions.
Exposed to hot and humid work environment.
Exposed housekeeping/cleaning agents/chemicals
Exposed to hot or noisy equipment.
Exposed to heat, wetness and odors.
Noise: sufficient to cause distraction or possible hearing loss without protective equipment.
Temperature Changes: variations in temperature from hot to cold.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat			✓	
Crawl		✓		
Climb height 65 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				
Written Communications				
Hearing ordinary			✓	

conversation				
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more			✓	
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION'

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right		✓		
Left		✓		
In firm grasping: Right		✓		
Left		✓		
In fine manipulating: Right		✓		
Left		✓		
In operating foot controls Right			✓	
Left		✓		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND/OR PUSH AND PULL'

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
24 - 100 lbs.		✓		
Up to 24 lbs.			✓	

JOB LOCATION:

A majority of the work duties are performed within the City limits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ~~TECHNICIAN II~~ **CREWLEADER**
DEPARTMENT: SOLID WASTE DEPARTMENT
REPORTS TO: ~~FACILITIES MANAGEMENT SUPERINTENDENT~~ **SANITATION SUPERVISOR**
DEPT. HEAD: PUBLIC WORKS DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~DECEMBER 2014~~ **AUGUST 2024**

GENERAL STATEMENT OF JOB

Under limited supervision, coordinates, plans, directs and participates in a variety of ~~maintenance~~ **Admin.** duties including but not limited to solid waste collection, ~~restroom maintenance~~, special event setup, ~~repair/maintenance of street light bulbs and minor emergencies.~~ Must have ability to identify and solve problems. Performs ~~limited~~ supervisory role with assigned staff to ensure work is completed in an organized, prioritized and efficient manner consistent with department standards. **Assist Parks Supervisor in regulatory/requirements include but not limited to EPA, DEP, and SWFWMD.**

ESSENTIAL FUNCTIONS

1. MAINTENANCE/LABOR:
 - 1:1 Coordinates and performs solid waste collection throughout the City.
Coordinates and performs a variety of general manual maintenance labor which will require light to heavy lifting.
 - 1:2 Organizes general custodial tasks, such as cleaning work area and assisting in maintenance and repair of work area.
 - 1:3 Ensures safe practices and incorporated in all activities performed.
 - 1:4 Manages and performs variety of unskilled light and heavy labor.
2. OPERATES AND MAINTAINS EQUIPMENT AND TOOLS IN A SAFE AND EFFECTIVE MANNER:
 - 2:1 Performs light equipment and tool operations for various tools and equipment.
 - 2:2 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.
3. SUPERVISORY DUTIES:
 - 3:1 Oversees other staff members in performing assigned tasks.
 - 3:2 Coordinates staff assignments to include assigning, reviewing, and planning work duties and maintaining departmental procedures.
 - 3:3 Assists Supervisor in evaluation of employees.
4. INTERNAL AND EXTERNAL COMMUNICATIONS:
 - 4:1 Responds to citizen and internal personnel inquiries and complaints promptly and courteously by referring to appropriate supervisory personnel.
 - 4:2 Completes required paperwork, including record keeping.
5. PERFORMS ALL OTHER DUTIES AS REQUIRE:

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency required.

EXPERIENCE

Three years of laborer/maintenance experience required,

One year of Supervisory experience preferred.

An equivalent combination of training and experience may be substituted for required education and/or experience.

LICENSURE

Valid Florida Commercial Drivers' License required.

PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear/eyes/noise protection, gloves, vest, hard hat, face protection. Any additional required safety equipment will be provided.

EQUIPMENT, MACHINES & TOOLS USED

Hand and power tools, light equipment operations, motor vehicle operations and basic & specialized machinery operations.

ADMINISTRATIVE SKILLS

General Office Skills: maintain logs and balances figures.

General Office Equipment: calculator.

WORKING CONDITIONS

Subject to hazards of flammable, explosive gases.
 Subject to burns and cuts.
 Subject to injury from moving parts of equipment.
 Contact with persons under a wide variety of circumstances.
 Subject to varying and unpredictable situations.
 Occasionally subject to irregular hours.
 Subject to working in confined spaces.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical/power equipment.
 Exposed housekeeping/cleaning agents/chemicals
 May be exposed to the risk of blood borne disease.
 Exposed to hot or noisy equipment.
 Exposed to hot and humid work environment.
 Exposed to heat, wetness and odors.
 Temperature Changes: variations in temperature from hot to cold.
 Noise: sufficient to cause distraction or possible hearing loss without protective equipment.
 May be exposed to extremes of heat and cold in all weather conditions.
 Wet frequent contact with water or other liquid.
 Atmospheric Conditions: conditions that affect the skin or respiratory.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit				
Stand				
Walk				
Bend				
Squat				
Crawl				

Climb height 20 Ft.				
Reach above shoulder level				
Crouch				
Balance				
Kneel				
Verbal Communications				
Written Communications				
Hearing ordinary conversation				
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more				
Peripheral Vision, Distinguish colors, and Depth Perception				

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right				
Left				
In firm grasping: Right				
Left				
In fine manipulating: Right				
Left				
In operating foot controls Right				
Left				

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
25 -100 lbs.				
Up to 24 lbs.				

JOB LOCATION:

A majority of the work duties are performed within the City limits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change;

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ~~MAINTENANCE RECORDS TECHNICIAN~~ **PARKS MAINTENANCE COORDINATOR**
DEPARTMENT: ~~STREETS AND STORMWATER~~ **PARKS AND PARKWAYS**
REPORTS TO: PUBLIC WORKS DIRECTOR
DEPT. HEAD: NON-EXEMPT
FLSA STATUS: YES
CIVIL SERVICE:
LAST REVISION: ~~DECEMBER 2014~~ **AUGUST 2024**

GENERAL STATEMENT OF JOB

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 the Public Works Maintenance Divisions. ~~Including Fleet Maintenance.~~ Dispatches workers via radio or telephone, receives and directs telephone calls, handles customer complaints, communicates to customers as required regarding fleet repair or maintenance status, and assists Public Works Maintenance staff with record keeping activities. The position maintains Fleet Maintenance records and inventory, organizes Fleet **Parks** activities, and maintains the Fleet **Parks** operations database as assigned by the Fleet Parks Maintenance Supervisor.

ESSENTIAL FUNCTIONS

1. RECORD KEEPING AND CLERICAL DUTIES
 - 1:1 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.
 - 1:2 Processes incoming and outgoing mail; types various documents; processes personnel related requests and documents.
 - 1:3 Maintains Public Works Maintenance inventory and prepares documentation and solicits quotes and bids for services, supplies, and equipment consistent with City Purchasing requirements.
 - 1:4 Dispatches workers via radio transmission or telephone.
 - 1:5 Assists Streets and Storm water with administrative duties as assigned.
2. PUBLIC RELATIONS RESPONSIBILITIES:
 - 2:1 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~~ **department**.
 - 2:2 Handles routine complaints and requests for information with tact and ensures appropriate follow-up concerning resolution.
 - 2:3 Provides generalized information to the public regarding Public Works Department policies and procedures.
3. ~~FLEET~~ **PARKS** MAINTENANCE DUTIES:
 - 3:1 Uses established recordkeeping formats including computer database programs to maintain data and information for the ~~Fleet Maintenance~~ **Parks** Division to allow instantaneous reporting and analyses of ~~Fleet Maintenance~~ **Parks** operations.
 - 3:2 Organizes and maintains ~~Fleet Maintenance~~ **Parks** operations schedules and records as assigned by the ~~Fleet Maintenance~~ **Parks** Supervisor.
 - 3:3 Maintains ~~Fleet Maintenance~~ **Parks** inventory and prepares documentation and solicits quotes and bids for services, supplies, and equipment consistent with City Purchasing requirements as assigned by the ~~Fleet Maintenance~~ **Parks** Supervisor
 - 3:4 Assists the ~~Fleet Maintenance~~ **Parks** Supervisor as required for administrative assistance within the ~~Fleet Maintenance~~ **Parks** Division.
4. PERFORMS ALL OTHER DUTIES AS REQUIRED:

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency required.

Secretarial/clerical certification or associate degree in secretarial/clerical sciences preferred.

EXPERIENCE

At least one year of secretarial or clerical experience required.

Administrative experience associated with Public Works or Fleet Maintenance Parks activities preferred.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

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.

WORKING CONDITIONS

Subject to many interruptions.

Contact with persons under a wide variety of circumstances.

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand		✓		
Walk		✓		
Bend		✓		
Squat		✓		
Crawl		✓		
Climb height 10 ft..		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation		✓		

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: FLEET ASSISTANT **COORDINATOR**
DEPARTMENT: VEHICLE MAINTENANCE
REPORTS TO: FLEET MANAGER
DEPT. HEAD: PUBLIC WORKS DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: **AUGUST 2024**

GENERAL STATEMENT OF JOB

Under general supervision, orders, stocks, maintains parts and supplies for Vehicle Maintenance in order to maintain fleet operations. Maintains our fleet software system and related records as it pertains to inventory control, job orders and all others documents as needed in the operations of the department. Writes service repair job orders.

ESSENTIAL FUNCTIONS

1. SPECIFIC DUTIES AND RESPONSIBILITIES:
 - 1:1 Solicits quotations in accordance with established procedures to ensure materials are purchased at the lowest cost consistent with established specifications.
 - 1:2 Prepares purchase requisitions for purchase orders; blanket orders for materials and supplies.
 - 1:3 Inspects the quality and quantity of received goods; accepts or rejects as necessary.
 - 1:4 Operates computers to input inventory data; maintains accurate inventory database.
 - 1:5 Receives, completes and/or submits records and documents including work orders, invoices, delivery/packing slips, receiving reports, price quotations and general office correspondence.
 - 1:6 Processes inventory requisitions.
 - 1:7 Performs radio and telephone communications as needed.
 - 1:8 Utilizes various types of equipment and tools such as computer, copier, two-way radio, pick-up truck, and materials handling equipment.
 - 1:9 Works within Finance/Procure Policies and Procedures to ensure inventory procedures are consistent with City policies.
 - 1:10 Maintains a secure, clean, and orderly inventory stockroom.
 - 1:11 ~~Performs annual and quarterly inventory.~~
 - 1:12 Performs all data entry of job orders, parts, and labor to ensure accurate fleet service records are maintained.
 - 1:13 Serves as customer contact to relay repair status or other information as required.
 - 1:14 ~~Works in shop as needed.~~
 - 1:15 Maintains computerized inventory records.
 - 1:16 Monitors the movement of stocked parts; monitors new vehicles and equipment entering the fleet and present vehicles and equipment leaving the fleet.
 - 1:17 Assists in issuing, receiving and storing of parts and supplies.
 - 1:18 Conducts physical annual and quarterly inventory of all stock parts and supplies though the use of handheld calculators.
 - 1:19 Checks delivery of parts and supplies against the invoices to make sure they were billed and shipped properly.
 - 1:20 Operates forklift, pallet jack, computerized equipment, battery charger and other warehouse equipment.
 - 1:21 Solicits quotes from vendors and documents quotes submits warranty claims for vehicles still under original equipment warranty.
 - 1:22 Submits warranty claims for vehicles still under original equipment warranty.
 - 1:23 Ability to work with little direct supervision.
 - 1:24 ability to plan and maintain the supply of parts and material that will assure timely and effective support of maintenance requirements.

- 1:25 Coordinates the Vehicle Safety Recall Program to ensure that all vendor recalls are processed according to specifications.
- 1:26 Handles office duties of Fleet Manager in their absence and/or direction.

2. PERFORMS OTHER RELATED DUTIES AS REQUIRED.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency required.

EXPERIENCE

One to two years' experience in accounting, computer operations, purchasing or warehouse administration preferred.

Or an equivalent combination of training, education and experience that provides the required knowledge, skills and abilities may be considered at the City's discretion towards the required experience.

LICENSURE

Valid Florida Driver's License required. Valid Florida Class "B" CDL with Air Brakes Endorsement, Tanker and Passenger required within one year of employment.

- Level 1 – ASE (Automotive Service Excellence) certification Automobile Service Consultant Certification Test (C1). 5% on top of **current** pay. Employee must keep active to receive this incentive. Level 1 must be acquired within 1 year of hire.
- Level 2 – Level 1 ASE certification plus two (2) additional ASE Certifications to include Medium-Heavy Truck Dealership Parts Specialist (P1) & Automobile Parts Specialist (P2). 5% pay ~~over level 1 pay for a total of 10% above starting pay.~~ **increase over current salary**. Employee must keep active to receive this incentive.
- ~~Level 3 – Before advancing to this level, employee must successfully complete and retain both levels 1-2. Complete two (2) ASE tests in either Auto & Light Truck Certification or Medium-Heavy Truck Certification, 5% pay over level 2, making this a total of 15% above starting pay, employee must keep these active to receive this incentive.~~
- ~~Level 4 – Levels 1-3 plus two (2) additional ASE in the same discipline as level 3 20% above starting pay, employee must keep these active to receive this incentive.~~
- ~~Level 5 Levels 1-4 plus two (2) additional ASE in the same discipline as level 4 25% above starting pay, employee must keep these active to receive this incentive.~~
- ~~Level 6 – Levels 1-5 plus the two (2) remaining ASE test in the same discipline as level 5, after this level the employee will have obtained Master Technician status. 30% above starting pay, employee must keep these active to receive this incentive.~~

PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear/eyes/noise protection, gloves, vest, hardhat, face protection and any additional required safety equipment will be provided.

EQUIPMENT, MACHINES & TOOLS USED

Hand and power tools, light and heavy equipment operations, motor vehicle operations and basic machinery operations.

ADMINISTRATIVE SKILLS

Computer Skills: Input data into computer program, personal computer.

Communication Skills: Answer telephones, coordinate meetings, schedule appointments and compose letters/reports.

General Office Skills: Maintain logs, proofread documents, balance figures, establish and maintain filing systems, research information and compile statistics.

WORKING CONDITIONS

Subject to many interruptions.

Contact with persons under a wide variety of circumstances.

Occasional pressure due to multiple calls and inquiries.

Subject to occasional irregular hours as required by Supervisor.

WORKING ENVIRONMENT

May be exposed to toxic chemicals.

May be exposed to extremes of heat and cold in all weather conditions.

Exposed to hot and humid work environment.

Exposed to housekeeping/cleaning agents/chemicals.

Exposed to hot or noisy equipment.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all-inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand		✓		
Walk		✓		
Bend		✓		
Squat		✓		
Crawl		✓		
Climb height up to 100 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel			✓	
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-			✓	

Ability to see clearly at 20 inches or less and 20 feet or more				
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

JOB REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right		✓		
Left		✓		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 20 lbs.			✓	
21 to 50 lbs.		✓		
51 to 75 lbs.		✓		
76 to 100 lbs.		✓		

JOB LOCATION:

A majority of the work duties are performed within the City limits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

Attachment 7



City of Tarpon Springs, Florida

324 EAST PINE STREET
POST OFFICE BOX 5004
TARPON SPRINGS, FLORIDA 34688-5004
(727) 938-3711
FAX (727) 937-8199

MARK G. LECOURIS
CITY MANAGER

To: Mayor and Board of Commissioners
From: Mark LeCouris, City Manager
Date: August 20, 2024
Subject: Recommendation for FY25 Budget, Organizational Change

Recommendation

The following organizational changes are recommended for the City Departments.

1. Regrade the City's Department Heads as outlined below.

POSITION	CURRENT WAGE GRADE	PROPOSED WAGE GRADE	PROPOSED WAGE INCREASE
PROCUREMENT SERVICES DIRECTOR	26	27	3.0%
PUBLIC WORKS DIRECTOR	26	27	3.0%
BUILDING DEVELOPMENT DIRECTOR	27	28	3.0%
CULTURAL & CIVIC SERVICES DIRECTOR	27	28	3.0%
HUMAN RESOURCES DIRECTOR	27	28	3.0%
INFORMATION TECHNOLOGY DIRECTOR	27	28	3.0%
PLANNING & ZONING DIRECTOR	27	28	3.0%
PROJECT ADMINISTRATION DIRECTOR	27	28	3.0%
PUBLIC SERVICES DIRECTOR	27	28	3.0%
FINANCE DIRECTOR	29	30	3.0%
FIRE CHIEF	29	30	3.0%
POLICE CHIEF	29	30	3.0%

2. Redistribute the functions of the vacant Research & Information Officer position.

Background

Since 2015 the City has focused on raising lower wage levels via a tiered matrix of salary increases. As a result, the Florida minimum wage rate has been exceeded several years in advance of the state deadline. An unintended consequence of this undertaking, has been salary compression between mid-level managers/supervisors and department heads. Recent pay studies conducted by local

municipalities confirm that department head salaries are falling well behind those of competing jurisdictions, while at the same time are being compressed by lower wage grades. I am recommending a one-grade increase for each Department Head position with an accompanying 3% raise for incumbents. These increases are in addition to the annual raise.

With the retirement of the Research & Information Officer, those duties have been reassigned on a permanent basis to the following positions with proposed increases outlined below. These increases are in addition to the annual raise

- *Executive Office Manager* – Reclassification (Attachment 8)
- *Economic Development Manager* – Regrade from Wage Grade 22 to Wage Grade 23
- *Information Technology Director* – Within grade increase of 5%

Attachments:

- Revised Job Description – *Economic Development Manager*
- Revised Job Description – *Information Technology Director*

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ECONOMIC DEVELOPMENT MANAGER
DEPARTMENT: DEVELOPMENT SERVICES
REPORTS TO: CITY MANAGER
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
LAST REVISION:

GENERAL STATEMENT OF JOB

Under minimal direction develops, proposes and seeks approval of programs and policies to recruit new business, industry and investment into the city; creates strategies to revitalize identified corridors, to enhance commercial areas and industrial sites. Assists existing business and industry as well as prospective developers and investors with (re)development plans and programs designed to facilitate new development as well as the expansion and retention of existing business and industry. **Manages the Community Redevelopment Area (CRA) and serves as Public Information Officer.**

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Research and Analysis
 - 1.1 Researches, compiles and summarizes data from existing business and industry, economic development organizations and other governmental agencies.
 - 1.2 Identifies financing sources including alternative revenue streams.
 - 1.3 Stays abreast of current federal, state and local laws, policies, procedures and regulatory requirements applicable to business development, business assistance and related grants.
2. Development and Marketing
 - 2.1 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.
 - 2.2 Contacts and cultivates business, commercial and industrial prospects locally, statewide, nationally and internationally.
 - 2.3 Coordinates with local, regional, state and national economic development organizations to ensure best use of available resources.
 - 2.4 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.
 - 2.5 Develops and/or enhances products for marketing the City, including but not limited to presentations, statistical data, and publications.
 - 2.6 **Creates and administers CRA incentive grant programs, prepares annual report and follows County and State reporting requirements.**
 - 2.7 **Manages historic preservation marker program and serves as liaison to the Tarpon Springs Historical Society.**
3. Public Relations and Program Management
 - 3.1 Establishes close working relationships with other local governments, Chamber of Commerce, existing business and industry as well as economic development organizations.
 - 3.2 Assists developers with land packaging and other development needs.
 - 3.3 Serves as liaison between the City and other economic development entities.
 - 3.4 Responsible for writing and administering city grants related to economic development.
 - 3.5 Participates in the review of new development proposals with the City's Technical Review Committee.
 - 3.6 **Serves as Public Information Officer (PIO), including as spokesperson, primary contact for news media, Pinellas County Film Commission, City Help Email and other requests.**
 - 3.7 **Prepares news releases and coordinates special events, groundbreakings, ribbon cuttings.**
 - 3.8 **Manages social media posts.**

- 3.9 Distributes notices of meeting agendas, road closures and other city-related infrastructure notices.
4. Other Related Duties
- 4.1 Performs all other duties as required

QUALIFICATIONS:**MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

Minimum requirements: Bachelor's degree in Economics, Public Administration or Business Administration or related field, from an accredited college or university and five (5) years of professional experience in the field demonstrating broad knowledge of and exposure to revenue development, marketing & recruitment, economic development or related field.

A Master's degree in one of the above listed fields may be substituted for two (2) years of the required experience.

The successful candidate is expected to be in the process of obtaining Certified Economic Developer (CEcD) certification.

Additional Preferred Requirements:

Prior Public Sector Experience

Prior Economic Development Experience

At a minimum, completion of the *Basic Economic Development Course* (International Economic Development Council (IEDC))

An equivalent combination of training and experience may be substituted for required education and/or experience.

LICENSURE

Valid Florida Driver's License.

ADMINISTRATIVE SKILLS**General Office Skills**

Compile, manage and analyze data/statistics
Conduct in depth research
Prepare structured reports and presentations
Perform algebraic and geometric operations
Prepare all types of correspondence

Communication Skills

Excellent verbal and written skills
Ability to conduct negotiations
Strong public speaking skills
Ability to deal effectively with a wide range of personalities
Coordination of meetings/appointments
Ability to solve complex problems

Computer Skills

Input data into computer programs
Use computerized spreadsheets to conduct analysis
Use computer software packages to prepare presentations, graphics/charts
Use desktop publishing software

GENERAL OFFICE EQUIPMENT/MACHINERY OPERATIONS**General Office Equipment**

Calculator
Personal Computer
Fax
Photocopier

Tools/Machines

Motor vehicle operations

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Subject to irregular hours.

Occasional pressure due to multiple calls and inquiries.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend		✓		
Squat		✓		
Crawl		✓		
Climb height 12 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications			✓	
Hearing ordinary conversation				✓
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more				✓
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

Job Requires Coordination for Repetitive Action:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls Right		✓		
Left		✓		
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right		✓		
Left		✓		
In fine manipulating: Right		✓		
Left		✓		

Job requires Ability to Lift/Carry and/or Push/Pull:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 35 lbs.		✓		

JOB LOCATION:

While some of the duties involved with this position are considered "office work", many site visits, meetings, travel, training, and seminars can be expected within the City and/or outside of the City as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Department Head's Signature

Employee's Signature

Date

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE:	IT DIRECTOR
DEPARTMENT:	INFORMATION TECHNOLOGY (IT)
REPORTS TO:	CITY MANAGER
FLSA STATUS:	EXEMPT
CIVIL SERVICE:	NO
LAST REVISION:	August 2024

GENERAL STATEMENT OF JOB

Under limited supervision, manages and supervises IT activities and functions, ensuring compliance with established policies and procedures. Is responsible for system design and implementation, production support, infrastructure, system security standards, performance management, hardware and software acquisitions, disaster recovery, schedules, plans and reviews software enhancements.

ESSENTIAL FUNCTIONS

1. SYSTEMS MANAGEMENT/HARDWARE/SOFTWARE
 - 1:1 Supervises and manages IT activities.
 - 1:2 Manages, assigns, and processes user-written work requests, ensuring satisfactory completion.
 - 1:3 Establishes departmental guidelines; manages systems security and systems performance.
 - 1:3 Prepares and processes specification documents relating to IT purchases.
 - 1:4 Implements and evaluates both new and existing software; performs automation feasibility studies.
 - 1:5 Manages and maintains data, file and folder security; assigns new user passwords and conducts periodic audits of security violations.
 - 1:6 Manages and maintains City's primary website, the employee Intranet, website redesigns, compliance management, content updates, training, website applications and software.
2. DEPARTMENT OPERATIONS/STAFF SUPERVISION
 - 2:1 Schedules assignments of work within the IT Department; reviews and evaluates work methods and procedures; and directs modifications.
 - 2:2 Recommends goals and objectives and assists in the development of departmental policies and procedures.
 - 2:3 Prepares and processes a variety of reports and records including budget documents, employee evaluations, memorandums, cost analyses, procedures, policies, etc.
3. CUSTOMER SERVICE
 - 3:1 Interacts and communicates with various individuals and groups both internal and external in a courteous and professional manner.
4. Performs other related duties as required.

QUALIFICATIONS:**EDUCATION / EXPERIENCE**

Minimum Education requirement: Bachelor's degree in Computer Science or management.

Minimum Experience requirement: Five to ten years experience in system analysis. Five to ten years experience in supervisory experience.

An equivalent combination of training and experience may be substituted for required education, experience and/or management experience.

LICENSURE

- Valid Florida Driver's License

ADMINISTRATIVE SKILLS**Computer Skills**

Advanced computer hardware/software
Programming operations.

Communication Skills

Answer telephones.
Interview others
Coordinate events.
Coordinate meetings.

General Office Skills

Develop office procedures
Maintain logs
Research information

EQUIPMENT/MACHINE/TOOLS USE

Computer peripheral equipment
Mainframe computer operations

Personal computer
Network operations

WORKING ENVIRONMENT/CONDITIONS

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

Subject to many interruptions.
Subject to hazards of high voltage equipment.
Occasional pressure due to multiple calls and inquiries.

PHYSICAL DEMANDS: The following list is not exhaustive, it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand		✓		
Walk		✓		
Bend		✓		
Squat		✓		

Crawl	✓			
Climb height 12 ft.	✓			
Reach above shoulder level			✓	
Crouch	✓			
Balance			✓	
Kneel			✓	
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

Job Requires Coordination For Repetitive Action:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls Right		✓		
Left				
In simple, firm & fine grasping/manipulating: Right			✓	
Left			✓	

Job Requires Ability to Lift, Push, Pull and/or Carry:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 50 lbs.			✓	
50 - 100 lbs.		✓		

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

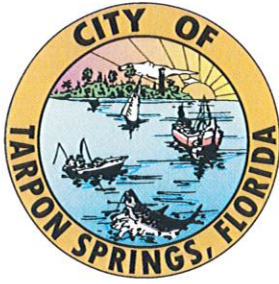
Department Head's Signature

Date

Employee's Signature

Date

Employee's Name (Print)



CITY OF TARPON SPRINGS, FL

HUMAN RESOURCES DEPARTMENT

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

MEMORANDUM

To: Mark LeCouris, City Manager
From: Jane Kniffen, Human Resources Director
Date: August 20, 2024
Subject: Recommendation for FY25 Budget, Organizational Change

Recommendation

The following organizational change is recommended for the City Manager/BOC Office:

1. Reclassify the Executive Office Coordinator position (wage grade 15) to an Executive Office Manager (wage grade 17).

Background

The Executive Office of the Board of Commissioners and City Manager is responsible for the highest levels of administration. The current Executive Office Coordinator position has assumed many of the additional duties of the vacated Research and Information Officer position. The position has also taken on several duties which have not been previously included in the job description. A reclassification is recommended to address these additional responsibilities.

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
City Manager	Executive Office Coordinator	15	\$ 72,146	Executive Office Manager	17	\$ 79,361	10.0%

Attachments:

- Revised Job Description for *Executive Office Manager*

CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: EXECUTIVE OFFICE ~~COORDINATOR~~ MANAGER
DEPARTMENT: MAYOR / COMMISSIONERS / CITY MANAGER
REPORTS TO: CITY MANAGER
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: ~~10/2012~~ 10/2024

GENERAL STATEMENT OF JOB

Under limited supervision, performs a wide range of administrative support duties relating to the operations and activities of the Office of the Mayor, City Commissioners and City Manager. Responsible for the organization and implementation of an administrative support system for the Mayor, Commissioners and City Manager. Organizes schedules and the flow of information in accordance with established priorities. Act as the primary point of contact for all executive office matters. Providing a wide array of complex, diverse and administrative support for a rapidly changing environment.

Organizes, coordinates and produces the agenda and related documents for the Board of Commissioners meetings, workshops, special sessions and executive sessions in consultation with and under the direction of the City Manager.

Posting and maintaining the Board of Commission agendas in the CivicClerk program.

Indexing the Board of Commission agendas and back-up items to the OnBase Program for search purposes.

Serves as a liaison between the Executive Office and Department Heads including the City Attorney's Office.

Provides assistance with City help line, press releases, road closures, and PIO information

Has specific areas of responsibility as listed under essential functions. In these specialized capacities, must insure adherence to all laws, Florida Statutes, City Codes and Ordinances, Personnel and Departmental Rules/Regulations, Policies and Procedures, as well as exercise appropriate confidentiality, diplomacy, tact and courtesy. The duties recorded below are representative of the duties of the position and are not intended to cover all the duties performed by the incumbent.

ESSENTIAL FUNCTIONS

1. PUBLIC RELATIONS RESPONSIBILITIES:

- 1:1 Interviews callers and visitors, securing details of specialized information, assisting in research and providing information regarding the services and operation of the City.
- 1:2 Handles routine inquiries, complaints and requests for information with tact, and ensures appropriate follow-up concerning resolution.
- 1:3 Provides generalized information regarding City policies and procedures to the public.

- 1:4 Greets and interacts with office visitors; performs customer/public service duties on behalf of Mayor, Commissioners and City Manager.
- Maintains Mayor, Vice Mayor, Commissioners and City Manager calendars in Outlook.
- Maintains an extensive working knowledge of City events for the Board of Commissioners and City Manager.
- 1.5 Clearly and concisely communicates both orally and in writing with other departments and the public and provides accurate data/information in a timely manner.
2. PERFORMS EXECUTIVE OFFICE ~~COORDINATOR~~ MANAGER DUTIES WITH AN ADVANCED LEVEL OF INDEPENDENT INITIATIVE AND ORGANIZATION:
- 2:1
- 2:2 Prepares and/or processes reports, records and related documents, including but not limited to correspondence, minutes, forms, schedules, manuals, booklets, requisitions, purchase orders, payroll administration, policies and procedures, data entry, proposals, surveys, contracts, reports and statistical analysis. Prepares and maintains the City's Public Meeting Calendars, City Hall Telephone Lists and Employee Extension Lists.
- 2:3 Researches es and retrieval of retrieves records and data.
- 2:4 Organizes schedules to include arrangement of appointments, meetings seminars and ceremonial grand openings/ribbon cuttings for Mayor, Commissioners, City Manager and department staff;
- Liasion to Chamber of Commerce Office and Mayor's Office.
- Coordinates meetings between the City Attorney, Board of Commissioners and Staff as needed.
- Serves as a liaison to City staff for assistance with CivicClerk agenda program.
- 2:5 Processes incoming and outgoing mail; prepares ~~and/or—types~~ various documents; creates and maintains filing systems; processes personnel related requests and documents.
- Insures processing of City Attorney invoices for payment.
- 2:6 Composes, types, copies, files and mails various routine and confidential correspondence for the Mayor, Commissioners and City Manager; generates drafts of proclamations, awards and related documents, as assigned. Prepares and composes correspondence independently for the City Manager's signature.
- 2:7 Registers, makes transportation and accommodation arrangements for City Manager's, Mayor's, Commissioners' and other department members' attendance at meetings, conferences, and other functions.
- 2:8 Maintains departmental budget control and oversight including but not limited to preparation of reports, research, analysis.

- 2:9 Coordinates activities for specific City committees and joint committees, including but not limited to preparation and distribution of agenda material, minutes, reports and correspondence, scheduling and coordination of meetings; assists in the preparation of documents to maintain not-for-profit status of a specific City committee.
- 2:10 Responsible for maintenance of office supplies and equipment inventory and service.
- 2.11 Provides assistance to the Economic Development Manager as needed, including grant processing, payroll, purchasing card administration, proofing of monthly newsletter and correspondence as needed.
- Provides assistance to Internal Auditor with department payroll and purchasing card administration.
3. FUNCTIONS AS A LIAISON AS DIRECTED BY AND ON BEHALF OF THE MAYOR AND CITY MANAGER IN COMMUNICATION WITH OFFICIALS, DIRECTORS, SUPERVISORS, OTHER CITY STAFF AND THE GENERAL PUBLIC:
- 3:1 Remains diplomatic and is effective in dealing with customers in a variety of situations.
- 3:2 Maintains confidentiality of preliminary or sensitive information.
4. Performs all other duties as requested.

QUALIFICATIONS (minimum and preferred):**EDUCATION**

High School Diploma or GED equivalency and administrative assistant certification or Associate's degree in business or related field required.

Bachelor's degree in business management or related field preferred.

EXPERIENCE

Five years of executive secretarial or administrative assistant experience required.

Five years government administrative assistant experience and supervisory experience preferred.

An equivalent combination of education/training and experience may be substituted for required education/training and experience requirements.

ADMINISTRATIVE SKILLS**COMPUTER SKILLS**

Input data into computer programs (50 wpm)

Use computer software packages to prepare graphics/charts

Use computerized spreadsheets to conduct analysis

Use desktop publishing software and advanced computer hardware/software

COMMUNICATION SKILLS

Answer telephones and compose letters

GENERAL OFFICE SKILLS

Maintain logs

Executive Office Coordinator
 Coordinate events & meetings,
~~Take shorthand/speedwriting~~
 Schedule appointments
 Interview others
~~Transcribe dictated documents.~~

Job Description

Proofread documents
 Balance figures
 Establish and maintain filing systems
~~Proofread Documents and e~~Compile statistics
 Develop office procedures
 Research information

COMPUTER EQUIPMENT
 Personal computer ~~and AS400~~

GENERAL OFFICE EQUIPMENT
 Calculator
 Fax
~~Photocopier Copier/printer~~
 Scanner
 Typewriter (50-wpm)
 Dictaphone

WORKING CONDITIONS

Contact with persons under a wide variety of circumstances.
 Subject to varying and unpredictable situations.
 Handles emergency ~~of or~~ crisis situations.
 Subject to many interruptions.
 Occasionally subjected to irregular hours.
~~Occasional~~ Frequent pressure due to multiple calls, ~~and~~ inquiries, ~~and complaints~~

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat		✓		
Crawl	✓			
Climb height 3 ft.		✓		
Reach above shoulder level		✓		
Crouch		✓		
Balance		✓		
Kneel		✓		
Verbal Communications				✓
Written Communications				✓
Hearing ordinary conversation				✓
Near & Far Acuity-			✓	

ability to see clearly at 20 inches or less and 20 feet or more				
Peripheral Vision, Distinguish colors, and Depth Perception			✓	

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right		✓		
Left		✓		

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 24 lbs.		✓		

JOB LOCATION:

Majority of the work performed at City Hall.

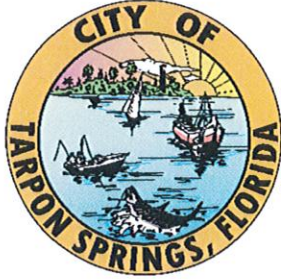
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name



CITY OF TARPON SPRINGS, FL INFORMATION TECHNOLOGY

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 943-1157

MEMORANDUM

To: Mark LeCouris, City Manager
From: Suzanne Linton, IT Director
Date: August 20, 2024
Subject: Information Technology Department, Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Information Technology (IT) department:

1. Re-classify the IT Enterprise Administrator position (wage grade 22) to IT Assistant Director (wage grade 25).
2. Combine and reclassify the part time Library Assistant position and the part time IT Specialist position to IT System Administrator wage grade 22.
3. Modification of IT Specialist Position to include the additional responsibilities of "Supports Cameras and Door Controllers at Public Safety Facilities and Fire Stations"

Background

The IT Department proposes a reorganization to better align with the evolving needs and growth of our organization. Over the past decade, the IT Department has experienced significant expansion and the incorporation of additional departments such as GIS and Theater. While this growth has been beneficial in enhancing our capabilities, it has also emphasized the necessity for additional management staff to effectively oversee our operations. The following changes to the IT Department's organizational structure are recommended:

Upgrade IT Enterprise Administrator Position to IT Assistant Director:

Given the need for succession planning and the increased complexity of our department's responsibilities, it is prudent to elevate the role of IT Enterprise Administrator to IT Assistant Director. This position will serve as a pivotal management role, providing strategic direction, overseeing departmental operations, and assisting in resource allocation. The elevation of this

position is consistent with the structure of other departments with assistant director positions, thereby maintaining organizational parity. The wage grade is proposed to be increased from 22 to 25 to reflect the increased responsibility with a recommended 5% pay increase for the incumbent employee.

Upgrade Vacant Library Assistant II Position to IT System Administrator Position:

The IT Department proposes upgrading the vacant Library Assistant II position to IT System Administrator and moving the position under IT. This upgrade will be facilitated by combining two existing part-time positions: one part-time Library Assistant II position and one part-time IT specialist position. This individual will be tasked with managing and maintaining our IT systems, troubleshooting technical issues, and implementing new technologies to optimize departmental efficiency. By consolidating these roles, we can streamline operations and enhance the effectiveness of our technical support services. The wage grade is proposed to be 22.

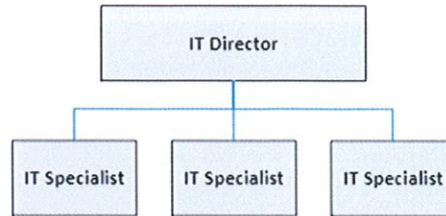
	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
IT	IT Enterprise Admin.	22	\$ 97,799	IT Asst. Director	25	\$ 102,689	5.0%
	PT Library Assistant position, PT IT Specialist position	7		IT System Administrator	22	\$ 71,982	N/A
	IT Specialist	20	\$ 65,438	Same	20	\$ 68,710	5.0%
	IT Specialist	20	\$ 61,691	same	20	\$ 64,776	5.0%

Attachments:

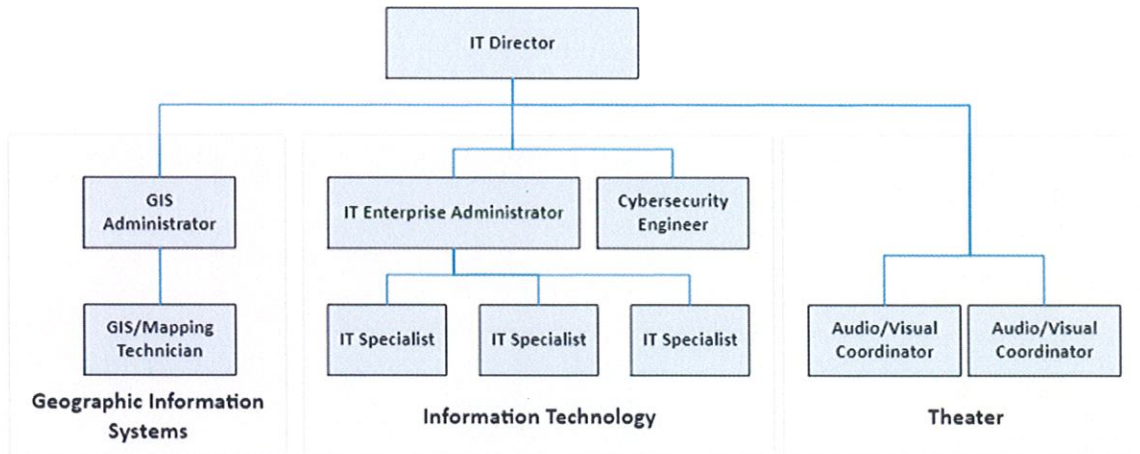
- Org chart showing current and proposed
- Job descriptions

Information Technology Department Organizational Structure

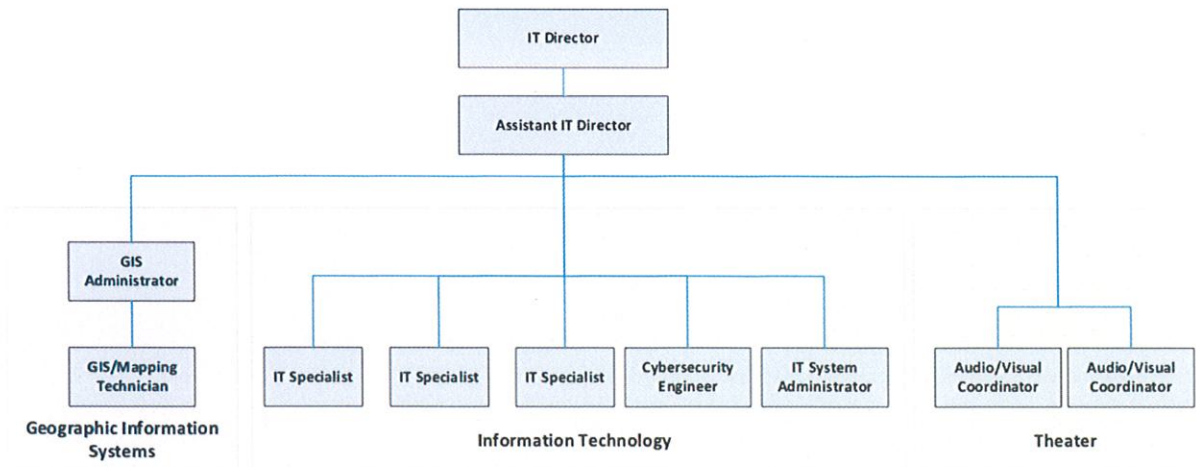
2016



Current



Proposed



CITY OF TARPON SPRINGS JOB DESCRIPTION

JOB TITLE: INFORMATION TECHNOLOGY ASSISTANT DIRECTOR
DEPARTMENT: INFORMATION TECHNOLOGY
REPORTS TO: DIRECTOR OF INFORMATION TECHNOLOGY
DEPT. HEAD: DIRECTOR OF INFORMATION TECHNOLOGY
FLSA STATUS: EXEMPT
CIVIL SERVICE: YES
JOB LOCATION: A MAJORITY OF WORK DUTIES ARE PERFORMED WITHIN THE CITY LIMITS
LAST REVISION: MAY 2024

GENERAL STATEMENT OF JOB

Under limited supervision, assists the department director in managing and supervising IT activities and functions, ensuring compliance with established policies and procedures. Is responsible for system design and implementation, production support, infrastructure, system security standards, performance management, hardware and software acquisitions, disaster recovery, schedules, plans and reviews software enhancements.

MINIMUM QUALIFICATIONS REQUIREMENTS

- Eight (8) years of technical and professional experience in information technology in the assigned subject matter tasks and two (2) years of professional team leadership or supervision in the assigned subject matter tasks; or
- Associate's degree in information technology, computer science, computer technology, or related field and six (6) years experience as described above; or
- Bachelor's degree and four (4) years experience as described above; or
- An equivalent combination of related education, training, and/or experience.

PREFERRED MINIMUM QUALIFICATIONS REQUIREMENTS

- Candidate to demonstrate competence and/or possess certifications in one or more specific IT functions.

APPOINTING AUTHORITY MAY ALSO REQUIRE

- A valid Florida Driver's License.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

KNOWLEDGE, SKILLS AND ABILITIES

Work requires advanced proficiency in:

- Advanced understanding of IT principles, frameworks, and best practices relevant to local government.
- Comprehensive knowledge of network infrastructure, security protocols, and data management, ensuring compliance with government regulations.
- Proficiency in project management methodologies and tools for effective planning and execution of IT projects.
- Strong leadership and management skills to motivate and guide teams.
- Excellent communication skills to convey technical information effectively to diverse stakeholders, including elected officials and department heads.
- Analytical and problem-solving abilities to address complex IT issues.
- Strategic thinking to develop long-term IT goals aligned with organizational priorities and regulatory requirements.
- Collaboration and interpersonal skills to establish positive relationships with internal departments, external vendors, and regulatory agencies.
- Adaptability to changing priorities and technologies in a dynamic environment.
- Decision-making skills to balance technical considerations, budgetary constraints, and regulatory requirements in IT decision-making processes.
- Familiarity with industry-standard security frameworks (e.g., NIST Cybersecurity Framework)
- Knowledge of IT governance principles
- Understanding of disaster recovery and business continuity planning
- Experience in conducting IT audits and assessments to ensure compliance with government regulations and industry standards.
- Proficiency in risk management methodologies to identify, assess, and mitigate IT-related risks in alignment with regulatory requirements.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat			✓	
Crawl			✓	
Climb height 50 ft..		✓		
Reach above shoulder level			✓	
Crouch			✓	
Balance			✓	
Kneel			✓	
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Clear vision in differentiating colors (i.e. wires, etc.)			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 75 lbs.		✓		

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: INFORMATION TECHNOLOGY SPECIALIST
DEPARTMENT: INFORMATION TECHNOLOGY
DIVISION: INFORMATION TECHNOLOGY
REPORTS TO: INFORMATION TECHNOLOGY DIRECTOR
DEPT. HEAD: INFORMATION TECHNOLOGY DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: AUGUST 2024

GENERAL STATEMENT OF JOB

This is professional work tactical in nature and includes advanced analytical and technical assignments. The incumbent is required to identify and resolve major work problems of a nature that lower level employees are unable to solve or overcome. Work requires creative and original thinking and is performed under the general direction with significant latitude for individual and team initiative, judgment and discretion to determine hardware, software, maintain functioning operations, as well as to achieve business objectives. Work requires advanced proficiency in two or more of the following areas: Database Administration, Network Management, Server Management, Application Design, Application Development, Enterprise Architecture, Quality Assurance, Incident Management, Security Management, Service Management, Production Application Services, Storage Area Network, Middleware Management, Project/Portfolio Management, and/or Document Management.

ESSENTIAL FUNCTIONS

1. Overall Division Operations
 - 1.1. 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.
 - 1.2. 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.
 - 1.3. 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.
 - 1.4. 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.
 - 1.5. Shows initiative; effectively manages and performs personal daily activities and multiple minor projects under the discipline of defined departmental business processes.
 - 1.6. Executes project plans/schedules, tasks, work assignments and critical milestones, with a demonstrated ability to focus on priority tasks.
 - 1.7. Identifies and analyzes minor problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to problems.

- 1.8. Takes ownership of assignments and minor cross-sectional problems and works with a team to resolve, with an appropriate sense of urgency.
- 1.9. 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.
- 1.10. Supports Cameras and Door Controllers at Public Safety Facilities and Fire Stations.
- 1.11. Performs other related work as assigned or required.

ADMINISTRATIVE SKILLS

2. Overall Administrative Functions

- 2.1. Knowledge of standard office practices, procedures, policies, personal computers, operating systems and related software applications. Recommends changes to improve operational efficiencies.
- 2.2. Skill in managing personal daily activities and minor projects for self.
- 2.3. Skill in use and application of reference materials to research and solve minor problems.
- 2.4. Skill in the application of theory in resolving minor problems.
- 2.5. Skill in applying new technologies, soft skills and procedures.
- 2.6. Ability to mentor teammates; work within teams to achieve success with others.
- 2.7. Ability to prepare and deliver effective section-level presentations at various levels.
- 2.8. Ability to use diplomacy in dealing with difficult customers and delivery of services.
- 2.9. Ability to communicate effectively, both verbally and in writing, with peers and others.
- 2.10. Ability to communicate with tact, patience and courtesy at all levels of the organization.
- 2.11. Ability to assist lower level personnel with training of new technologies.
- 2.12. Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- 2.13. Ability to self-develop relevant job-related skill(s) for current role.
- 2.14. Ability to understand and follow specific instructions, priorities, policies and procedures.
- 2.15. Ability to identify, to take ownership of, and to troubleshoot and solve minor problems.

QUALIFICATIONS:

EDUCATION

- Associate's degree in information technology, computer science, computer technology, or related field and four (4) years experience as described above; or
- Bachelor's degree and two (2) years experience as described above; or
- An equivalent combination of related education, training, and/or experience.

EXPERIENCE

- Six (6) years of technical and professional experience in information technology in the assigned subject matter tasks and one (1) year of team leadership or supervision in the assigned subject matter tasks; or
- An equivalent combination of related education, training, and/or experience.

LICENSURE

- A valid Florida Driver's License.
- Candidate to demonstrate competence and/or possess certifications in one or more specific IT functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

WORKING CONDITIONS/ENVIRONMENT

- Contact with persons under a wide variety of circumstances.
- Subject to irregular hours.

- Subject to varying and unpredictable situations.
- Subject to many interruptions.
- Travel required.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			√	
Stand			√	
Walk			√	
Bend		√		
Squat		√		
Crawl		√		
Climb height 3 ft.		√		
Reach above shoulder level			√	
Crouch		√		
Balance		√		
Kneel		√		
Verbal Communications				√
Written Communications				√
Hearing ordinary conversation				√
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more				√
Peripheral Vision, Distinguish colors, and Depth Perception			√	

Job Requires Coordination for Repetitive Action:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls		√		
Right		√		
Left		√		
In simple grasping:			√	
Right			√	
Left			√	
In firm grasping:		√		
Right		√		
Left		√		
In fine manipulating:			√	
Right			√	
Left			√	

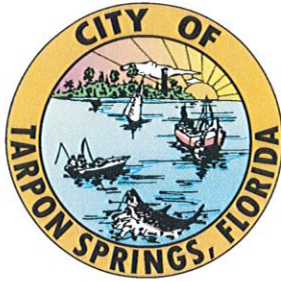
Job Requires Ability to Lift/Carry and/or Push/Pull:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 34 lbs.		√		

JOB LOCATION: Office within City Hall or Public Safety.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



CITY OF TARPON SPRINGS, FL PLANNING & ZONING DEPARTMENT

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

MEMORANDUM

To: Mark LeCouris, City Manager
From: Renea Vincent, Planning & Zoning Director
Date: August 20, 2024
Subject: Planning and Zoning, Recommendation for FY25 Budget, Organizational Change

Recommendation

The following organizational change is recommended for the Planning & Zoning department:

1. Re-classify the P&Z Coordinator position (wage grade 11) to an Executive Assistant – P&Z (wage grade 14).

Background

The Planning Coordinator position (Wage Grade 11) has not been evaluated since 2015. Since 2015 this position has evolved and includes additional duties utilizing electronic plan review and agenda management software applications to support 3 appointed boards and the City's Technical Review committee. This includes tracking applications, creating agendas, assisting applicants (and other Department staff members) in navigating the electronic submission and review processes. In doing so, the Planning Department has achieved a long-standing goal of "paperless" applications and now maintains all files electronically. In turn this greatly reduces the time needed to respond to future public records requests, zoning confirmations, etc.

In addition, the position must attend all meetings and perform duties of Board Secretary for the Planning & Zoning Board, Board of Adjustments, Heritage Preservation Board. The position assists the Director with development and management of the budget, processes invoices and payments and assists with general administration of the Planning Department. The Position also serves as the first point of contact for the public and is expected to provide accurate information about zoning, land use, codes, etc. In doing so, this frees up the Planning staff to focus on other planning duties.

The evaluation of this position indicates that the duties of this position are most closely aligned with those of an Executive Assistant (Wage Grade 14).

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% increase
P&Z	P&Z Coordinator	11	\$ 51,015	Executive Asst.- P&Z	14	\$ 53,566	5.0%

Attachments:

- Job Description (strikethrough)

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: EXECUTIVE ASSISTANT, PLANNING & ZONING ~~COORDINATOR~~
DEPARTMENT: PLANNING AND ZONING
REPORTS TO: PLANNING AND ZONING SUPERVISOR
DEPT. HEAD: PLANNING AND ZONING DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES

GENERAL STATEMENT OF JOB

~~Under general supervision, performs various office administrative duties such as providing customer service, communications, word processing, maintaining databases, records maintenance, answering telephones, data entry, filing, bookkeeping, payroll administration, handling mail, meeting coordination and record keeping, and report preparation. Provides administrative support to Planning & Zoning and Economic Development operations and activities. Position requires limited after-hours work, such as evening meeting attendance as assigned. Position requires superior organizational skills and attention to detail.~~

Under general supervision, performs office administrative duties and support of professional planning staff by providing customer service, managing project applications, compiling and maintaining records, serving as secretary to boards, producing minutes, managing the budget, performing departmental administration duties, processing administrative applications, ~~mastering~~utilizing planning and permitting software applications, producing written correspondence, providing basic planning information and procedures, and, managing multiple daily tasks in a dynamic office environment. Position requires after-hours work to attend evening meetings and other events as assigned. Position requires superior organizational skills, customer service skills, and attention to detail.

ESSENTIAL FUNCTIONS

~~1. PUBLIC RELATIONS RESPONSIBILITIES:~~

- ~~1.1. Interviews callers and visitors, securing details of specialized information, assisting in research and providing information regarding the services of Planning & Zoning and Economic Development.~~
- ~~1.2. Communicates clearly and concisely, orally and in writing, providing accurate data/information in a timely manner. This includes residents, developers, customers, city departments, county, and state agencies.~~
- ~~1.3. Handles routine complaints and requests for information with tact, and ensures appropriate follow-up concerning resolution.~~
- ~~1.4. Provides generalized information regarding City policies and procedures to the public, including City Code of Ordinances, P&Z policies, and procedures.~~
- ~~1.5. Serves as "first contact" with the public seeking assistance with planning and zoning and development-related inquiries.~~

~~2. PERFORMS SECRETARIAL DUTIES WITH A LEVEL OF INITIATIVE AND ORGANIZATION:~~

- ~~2.1. 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.~~
- ~~2.2. Processes incoming and outgoing mail; types various documents, processes personnel related requests and documents.~~
- ~~2.3. Maintains filing system which includes preparing files; filing all records and archiving old records.~~
- ~~2.4. Assists the Planning & Zoning Director and Economic Development Manager with general administrative duties.~~
- ~~2.5. Performs secretarial duties relating to four City Boards – BOC, P&Z, HPB and BOA. Attends meeting as necessary and prepares minutes for the various monthly planning and zoning boards.~~
- ~~2.6. Performs secretarial duties relating to the Technical Review Committee, including communicating with applicants, preparing agendas, taking minutes, performing followup with committee members, preparing approval letters, and more.~~
- ~~2.7. Maintains timelines for legal public notification requirements and ensures legal notification requirements are met.~~
- ~~2.8. Maintains filing system for P&Z and ED records.~~
- ~~2.9. Maintains databases including property inventories.~~
- ~~2.10. Assists with CRA activities, including maintaining grant incentive program reports and applications.~~
- ~~2.11. Accepts payments for processing for various development and board hearing applications.~~
- ~~2.12. Assists with preparation of reports, records, brochures, and special event activities.~~
- 1. Serves as "first contact" with the public seeking assistance and information (including development-related inquiries), secures details of inquiries and provides independent responses (as authorized) verbally and/or in writing, screens/greets and escorts visitors to planning offices. This includes residents, developers, City departments, extra-jurisdictional agencies, and non-governmental organizations.
- 2. Handles requests for public records and for zoning verification letters, including research of digital, microfiche and hard copy files, and, preparation of written responses.
- 3. Acts as Board Secretary to Planning and Zoning Board, Board of Adjustment, Heritage Preservation Board and other boards as assigned. Assists board chairs with meeting procedure, takes attendance, records motions and votes, records public comment, and compiles and produces meeting minutes. Prepares and executes timely public noticing of applications in coordination with the planner assigned.
- 4. Handles citizen and applicant complaints with tact and diplomacy including initial collection of information and immediate action towards resolution, as directed by the Supervisor or Director.
- 5. Exercises a basic working knowledge of regulatory codes and land use concepts to independently respond to basic inquiries regarding land use parameters and application

procedures.

6. Processes and assigns building permit applications and complex land use/development inquiries to appropriate staff.
 7. Handles assigned administrative permits independently including intake, processing, review and issuance of permit approval documents.
 8. Exercises and maintains a high level of proficiency in agenda management software, electronic plans review software, and other planning-related programs including troubleshooting, vendor interaction and provision of technical assistance to other City departments.
 9. Maintains and archives all records including implementation of "paperless office" environment, and, transition of historical and microfiche records to digital format.
 10. Works with the Director to prepare the annual budget, monitors and manages budget throughout the year. Manages contract procurement process, invoicing and payments. Manages tracking and invoicing of grant funds.
 11. Assists as needed with special planning projects, public engagement, and special events.
 12. Serves as liaison for the Economic Development Manager in processing and awarding grant funds for the Community Redevelopment Area, including preparation of grant award letters.
 13. Carries out daily secretarial duties including but not limited to, digital filing, mail processing, billing and collecting (including applying appropriate development review fees), purchasing, work orders, payroll processing and maintenance/replenishment of office supplies and equipment.
 14. Exercises daily time management skills in a dynamic and active office setting to provide timely completion of tasks while responding to daily priorities of the Director and Supervisor. Exercises an appropriate degree of judgment and initiative on a daily basis to support the time and project management goals of the Director, Supervisor and professional planning staff.
- ~~3.~~ 15. PERFORMS ALL OTHER DUTIES AS REQUESTED Perform all other duties as assigned.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency.

Associate degree in public administration, public safety, secretarial science office administration, office management, office technology, or related degree preferred. Secretarial certification or associate's degree in secretarial science preferred.

EXPERIENCE

At least three years of ~~secretarial/clerical or other~~ administrative office experience. Customer service experience ~~is~~ preferred.

Executive level administrative assistance experience preferred.

Experience with coordination of multiple administrative functions to achieve goals and objectives is preferred.

Experience with planning-related functions a plus.

An equivalent combination of education/training and experience may be substituted for required education/training and experience.

LICENSURE

Valid Florida Drivers' License (operator E) preferred.

Florida Notary Public (notary commission certificate) a plus.

ADMINISTRATIVE SKILLS

Computer Skills: Proficiency in word processing, spreadsheets, publisher and powerpoint formats; input data into computer programs understanding of basic project management, community engagement and on-line portal software platforms (electronic plan review/processing and agenda management systems).

Communication Skills: answer telephones, coordinate meetings, schedule appointments and compose letters.

General Office Skills: maintain logs, proofread documents, balance figures, establish and maintain filing systems, research information and compile statistics.

Computer Equipment: Personal computer and associated applications, including database, spreadsheet, word

processing, internet, ~~and~~ e-mail and specialized software programs.

General Office Equipment: calculator, ~~fax,~~ photocopier, scanner, microfiche viewer

WORKING CONDITIONS

Subject to many interruptions.

Contact with persons under a wide variety of circumstances.

Subject to after-hours assignment.

Occasional pressure due to multiple calls and inquiries.

WORKING ENVIRONMENT

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS:

The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			<u>✓</u>	
Stand			<u>✓</u>	
Walk			<u>✓</u>	
Bend		<u>✓</u>		
Squat		<u>✓</u>		
Crawl	<u>✓</u>			
Climb height <u>20 ft.</u>	<u>✓</u>			
Reach above shoulder level		<u>✓</u>		
Crouch		<u>✓</u>		
Balance	<u>✓</u>			
Kneel		<u>✓</u>		
Verbal Communications			<u>✓</u>	
Written Communications			<u>✓</u>	
Hearing ordinary conversation				<u>✓</u>

Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more			<u>✓</u>	
Peripheral Vision, Distinguish colors, and Depth Perception		<u>✓</u>		

REQUIRES COORDINATION FOR REPETITIVE ACTION:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	
In operating foot controls Right	✓			
Left	✓			

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 24 lbs.				

	<u>Never</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
<u>Up to 24 lbs</u>		✓		

JOB LOCATION:

Majority of the work performed at City Hall and limited off-site work as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

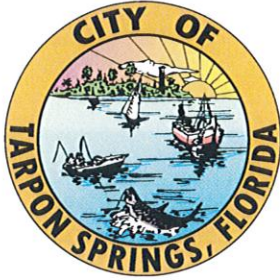
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Planning Coordinator, Wage Grade ~~11-14~~
Revision Date: August ~~2023~~2024

Employee's Signature

Date

Print Name



CITY OF TARPON SPRINGS, FL

FINANCE DEPARTMENT

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5612
Fax (727) 942-5637

MEMORANDUM

To: Mark LeCouris, City Manager
From: Ron Haring, Finance Director, CPFO, CGFO
Date: August 20, 2024
Subject: Finance Department – Recommendation for FY25 Budget, Organizational Changes

Recommendation

The following organizational changes are recommended for the Finance division of the Finance department:

1. Accounting Specialist increase 5% for assuming additional higher-level functions
2. Re-classify the (1) Accounting Technician position (wage grade 14) to Accounting Technician II (wage grade 15). Increase of 5% for grade change and functions performed.
3. Accounting Coordinator increase 5% for assuming additional higher-level functions.
4. Accounting Technician increase 5% for assuming additional higher-level functions.

Background

During the past 18 months the City has been without an Assistant Finance Director and Accounting Manager. During this absence other Finance employees stepped up and offered to perform these additional duties. This period of time also provided the opportunity to look at the duties performed by the Accounting Manager, reallocate them to other positions and assign higher level functions to the Accounting Manager position. This is of particular importance for succession planning within the Finance Department.

One critical function of performing the City's primary bank reconciliation, which safeguards the Cities financial assets and is critical it be kept up to date, was taken on by the Accounting Specialist position. This position also undertook the monthly recording of all the Cities electronic receipt processing. Both duties were previously performed by the Accounting Manager.

The Accounting Specialist is critical in that it backs up both the Payroll Coordinator position and the Accounting Coordinator position, both higher level positions. These additional duties performed by the Accounting Specialist required approximately an additional 10 days of her work time per month. The employee in this position was able to manage the workload but at times it is too much for one person to maintain.

I would propose to maintain the bank reconciliation and electronic funds posting with the Accounting Specialist position but also shift the payroll back-up duties to the reclassified position of Accounting Technician II. This provides another position for the important function of backing up payroll.

The Accounting Coordinator position performed the duties of Abandon Property Reporting and 1099 reporting, both duties previously performed by the Accounting Manager. Both these functions are maintained during the Fiscal Year but mainly during the required reporting with the State and the IRS respectively at calendar year end.

The Accounting Technician took on the duties of performing the calculations for utility adjustments, a function previously performed by the Accounting/Budget Analyst. This freed up time for the Accounting/Budget Analyst to perform additional duties during the past 18 months. This function is performed weekly requiring approximately 4-6 hours of her time per week.

The reallocation of the duties mentioned above from the Accounting Manager position affords this position and the Assistant Finance Director position the opportunity to learn more higher-level monthly and year end duties within the Finance Department. This is of particular importance for succession planning within the Finance Department.

Summary of functions reassigned within the Finance Department:

<u>Function</u>	<u>Previous Performed</u>	<u>Currently Performing</u>
Bank Reconciliations	Accounting Manager	Accounting Specialist
Electronic Deposits	Accounting Manager	Accounting Specialist
Abandon Property	Accounting Manager	Accounting Coordinator
1099 Reporting	Accounting Manager	Accounting Coordinator
Payroll Backup	Accounting Specialist	Accounting Technician II
Utility Adjustments	Accounting/Budget Analyst	Accounting Technician

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Finance	Accounting Coordinator	17	\$ 66,245	same	17	\$ 69,557	5.0%
	Accounting Specialist	16	\$ 58,685	same	16	\$ 61,619	5.0%
	Accounting Technician (1)	14	\$ 51,157	Accounting Technician II	15	\$ 53,715	5.0%
	Accounting Technician (1)	14	\$ 48,359	same	14	\$ 50,777	5.0%

Attachments:

Job Descriptions:

Accounting Specialist
Accounting Coordinator
Accounting Technician II
Accounting Technician

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ACCOUNTING SPECIALIST
DEPARTMENT: FINANCE
REPORTS TO: ACCOUNTING MANAGER
DEPARTMENT HEAD: FINANCE DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: 01/2016
JOB LOCATION: CITY HALL

GENERAL STATEMENT OF JOB

The incumbent functions as a professional specialist and requires advanced knowledge in the field of work. This position is responsible for highly complex assignments; the scope of work is significant and has considerable impact within the department and the City. Under minimal supervision, the employee works independently reviewing, monitoring and processing all accounting functions including accounts payable, accounts receivable, bank reconciliations, electronic funds transfer processing and assists with building permits, planning and zoning, business tax, fleet, payroll, cash receipt and any other accounting related transactions. The employee is also the back-up for the accounting coordinator and payroll coordinator positions.

ESSENTIAL FUNCTIONS

1. Accounts Payable
 - 1:1 Reviews object codes on all purchase orders.
 - 1:2 Processes additional accounting reports through purchasing inventory system as needed by the accounts payable staff.
 - 1:3 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
 - 1:4 Pulls backup and prints weekly accounts payable checks, processes any emergency checks.
 - 1:5 Assist with Positive Pay, electronic funds transfer and ePayable processes.
 - 1:6 Assist administrator of assigned employee purchasing cards and reconciles and processes statements.
 - 1:7 Assist with special event security deposit, one-time payment and revenue refunds.
 - 1:8 Assist with year-end encumbrance and contract encumbrance clean-up and analysis.
 - 1:9 Assist with reconciling and maintaining construction contracts and retainage.
 - 1:10 Function as lead employee for accounts payable processing in the absence of the accounting coordinator.
2. Miscellaneous Receivable
 - 2:1 Assist with daily accounting reports and maintains accounts and codes.
 - 2:2 Assist with accounts and prepares monthly billing of all City invoices which include, Yard Waste, retiree/COBRA (Consolidated Omnibus Budget Reconciliation Act) insurance, mausoleum loans, Marina slip rental, mandatory sewer impact loans and sewer connection loans, Performing Arts, etc.
 - 2:3 Assist with Processing refunds to customers.
 - 2:4 Assist with recording non-sufficient funds checks for Yard Waste, building permits, business tax and library fees.

Accounting Specialist

Job Description

- 2:5 Assist with request for miscellaneous invoices including grant reimbursement for traffic signal maintenance, leases, contracts, auditorium rental, Police off duty and Cultural Center billing.
- 2:6 Function as lead employee for miscellaneous receivables processing in the absence of the accounting coordinator.
- 3. Building Permits & Planning & Zoning
 - 3:1 Assist with preparing daily accounting reports and processes refunds for permits issued in error.
 - 3:2 Assist with corrections to building permits.
 - 3:3 Assist with Reconciling and processing electronic payment for quarterly Florida Building Code surcharge.
 - 3:4 Function as lead employee for building permits & planning & zoning processing in the absence of the accounting coordinator.
- 4. Business Tax
 - 4:1 Assist with preparing daily accounting reports; makes adjustments and corrections to business tax accounts, and processing refunds, as needed.
 - 4:2 Assist with monthly business tax activity and renewal reports for Collection Center and Building Department.
 - 4:3 Function as lead employee for business tax in the absence of the accounting coordinator.
- 5. Cash Receipts
 - 5:1 Reviews daily cash reports and all backup from Collection Center; completes all corrections.
 - 5:2 Prepares/updates monthly spreadsheets – Cash report and credit card receipts.
 - 5:3 Downloads and uploads daily cash report, credit cards and ePayable files.
 - 5:4 Assist with Processing Utility interdepartmental billing for City Water and Sewer accounts.
- 6. Customer Service
 - 6:1 Interacts and communicates with various individuals and groups both internal and external in a courteous and professional manner.
- 7. Fleet
 - 7:1 Assist with reconciling and processing Fleet transactions.
 - 7:2 Assist with monthly fuel tax.
- 8. Payroll
 - 8:1 Assists with weekly, monthly and year-end payroll, and serve as back-up for the payroll coordinator in absence of Accounting Technician II.
- 9. Year-End
 - 9:1 Assists with year-end closing, audit and 1099 preparation.
- 10. Record electronic fund transfer transactions.
- 11. Record merchant fees.
- 12. Record payroll account entries.
- 13. Bank and investment reconciliations.
- 14. Assists all positions when others are away on vacation or sick leave. Performs all other duties as required.

QUALIFICATIONS:
LICENSURE

Must possess and maintain a valid Florida Driver's License

EDUCATION / EXPERIENCE

Required Education/Experience: High School or equivalent General Education Development (G.E.D.). Three to five years' accounting experience or associate degree in accounting.

Preferred Education/Experience: Associate degree in accounting. Three to five years' accounting experience and two years of accounting experience in public or municipal government.

An equivalent combination of education, training and experience may be substituted at the City's discretion for the above requirements.

ADMINISTRATIVE SKILLS**Computer Skills**

Input data into computer programs
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones
Compose letters

EQUIPMENT, MACHINES & TOOLS USED**Computer Equipment**

Personal Computer

General Office Skills

Balance figures
Research information
Establish filing systems
Maintain filing systems
Proofread documents
Compile statistics

Motor Vehicle Operations

WORKING ENVIRONMENT/CONDITIONS

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

Subject to many interruptions.
Occasional pressure due to multiple calls and inquiries.

PHYSICAL DEMANDS: The following list is not exhaustive, it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		✓	
Stand	✓		
Walk	✓		
Bend	✓		
Squat	✓		
Reach above shoulder level	✓		
Crouch	✓		
Balance	✓		

Accounting Specialist

Job Description

Kneel	✓		
Verbal Communications			✓
Written Communications	✓		
	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Hearing ordinary conversation			✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓
Peripheral Vision, Distinguish colors, and Depth Perception	✓		

Job Requires Coordination for Repetitive Action:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls			
Right			
Left			
In simple grasping:		✓	
Right			
Left		✓	
In firm grasping:		✓	
Right			
Left		✓	
In fine manipulating:			
Right			
Left			

Job Requires Ability to Lift, Carry and/or Push/Pull:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.		✓	
Up to 34 lbs.	✓		

Employee's Signature _____

Date _____

Print Name _____

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ACCOUNTING TECHNICIAN II
DEPARTMENT: FINANCE
REPORTS TO: ACCOUNTING MANAGER
DEPARTMENT HEAD: FINANCE DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: 01/16
JOB LOCATION: City Hall

GENERAL STATEMENT OF JOB

This position requires certain technical abilities in performing the required functions of the position. This position is responsible for technical assignments; the scope of work is significant and has considerable impact within the department and the City. Under minimal supervision, the employee works independently reviewing, monitoring and processing accounting functions including accounts payable, sales tax processing, legal bill transactions, fuel card transactions, City utility bill transactions, document retention maintenance, off-site cash receipt transaction downloads, assist with payroll and be payroll back-up, input and maintain journal entries and budget transfers.

ESSENTIAL FUNCTIONS

1. Accounts Payable
 - 1:1 Reviews purchase orders, voucher requests, field purchase orders, invoices and payment authorizations for accuracy, insures timely and proper payments, resolves questions with appropriate individual departments on incorrect payments, processes for payment all invoices, vouchers, field purchase orders, contracts and utility bills.
 - 1:2 Processes all Field Purchase Order transactions
 - 1:3 Reviews and processes city employees' monthly purchasing card transactions.
 - 1:4 Processes requisitions for payment of contract services, receives and resolves vendor and City employee inquiries regarding accounts payable.
 - 1:5 Maintains spreadsheet for allocation and payment of city utilities.
 - 1:6 Prepares journal entries.
2. Sales Tax
 - 2:1 Calculates sales tax collected from city functions, creates vouchers for each sales tax account, completes sales tax electronic filing.
 - 2:2 Prepares alcohol surcharge forms for remittance and electronic transfers; prepares journal entries.
 - 2:3 Prepares cash receipt corrections.
 - 2:4 Maintain spreadsheet for sales tax.
3. City Utility
 - 3:1 Processes utility refunds and prints checks.
4. Payroll
 - 4:1 Assists with weekly, monthly and year-end payroll, and serve as back-up for the payroll coordinator.

5.

Additional Job Functions

- 5:1 Answer phones.
- 5:2 Handle distribution of mail.
- 5:3 Input journal entries.
- 5:4 Input budget transfer entries.
- 5:5 Maintain filing.
- 5:6 Maintain document retention.
- 5:7 Maintain and process legal bills and maintain spreadsheet.
- 5:8 Maintain and process fuel card transactions and maintain spreadsheet.
- 5:9 Download and process Golf Course and Recreation daily transactions.
- 5:10 Maintain office supplies.
- 5:11 Process and maintain all City utilities.
- 5:12 Create and maintain financial spreadsheets as requested.
- 5:13 Have working knowledge of computer programs.

6. Customer Service

- 6:1 Interacts and communicates with various individuals and groups both internal and external in a courteous and professional manner.

7. Performs all other duties as required.

QUALIFICATIONS:**LICENSURE**

- * Florida Driver's License

EDUCATIONMinimum Education Requirement: High School or Equivalent (G.E.D.)**EXPERIENCE**Minimum Experience Requirement: Two to three years experience in accounting field.**ADMINISTRATIVE SKILLS****Computer Skills**

- Input data into computer programs
- Use computerized spreadsheets to conduct analysis

General Office Skills

- Balance figures
- Research information
- Establish filing systems
- Maintain filing systems
- Proofread documents
- Compile statistics

Communication Skills

- Answer telephones
- Compose letters

EQUIPMENT, MACHINES & TOOLS USED**Computer Equipment**

- Personal Computer

Motor Vehicle Operations**WORKING ENVIRONMENT/CONDITIONS**

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

Subject to many interruptions.

Occasional pressure due to multiple calls and inquiries.

PHYSICAL DEMANDS: The following list is not exhaustive, it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		✓	
Stand	✓		
Walk	✓		
Bend	✓		
Squat	✓		
Crawl			
Climb height ____ ft.			
Reach above shoulder level	✓		
Crouch	✓		
Balance	✓		
Kneel	✓		
Verbal Communications			✓
Written Communications	✓		
	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Hearing ordinary conversation			✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓
Peripheral Vision, Distinguish colors, and Depth Perception	✓		

Job Requires Coordination for Repetitive Action:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls			
Right			
Left			
In simple grasping:		✓	
Right			
Left		✓	
In firm grasping:		✓	
Right			
Left		✓	
In fine manipulating:			
Right			
Left			

Job Requires Ability to Lift, Carry and/or Push/Pull:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.		✓	
Up to 34 lbs.	✓		

Employee's Signature

Date

Print Name

word/jobdesp/acctech.doc (9/98)

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ACCOUNTING COORDINATOR
DEPARTMENT: FINANCE
REPORTS TO: ACCOUNTING MANAGER
DEPARTMENT HEAD: FINANCE DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: 07/2024
JOB LOCATION: CITY HALL

GENERAL STATEMENT OF JOB

Employees in this position function as lead accounting professional and require advanced knowledge in the field of work. The employee is responsible for highly complex assignments and the scope of work is significant and has considerable impact within the department, working with other departments, and citizens and outside agencies. Under minimal supervision, the employee works independently reviewing, monitoring and processing all accounts payable, accounts receivable, building permits, planning and zoning, business tax, fleet, fixed assets, cash receipt, abandoned property, 1099 Reporting, performs business & professional regulation/florida permit reporting, and any other accounting related transactions. This position is also a back-up for payroll processing and assist with bank and investment reconciliations and budget transfers. This position has to have knowledge of the programs being utilized, be able to identify problems within the programs, make recommendations for changes, and work with programmers on any problems and/or changes.

ESSENTIAL FUNCTIONS

1. Accounts Payable
 - 1:1 Reviews object codes on all purchase orders.
 - 1:2 Processes additional accounting reports through purchasing inventory system as needed by the accounts payable staff.
 - 1:3 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
 - 1:4 Pulls backup and prints weekly accounts payable checks, processes any emergency checks.
 - 1:5 Performs all aspects of Positive Pay, electronic funds transfer and ePayable processes.
 - 1:6 Acts as administrator of assigned employee purchasing cards and reconciles and processes statements.
 - 1:7 Processes special event security deposit, one-time payment and revenue refunds.
 - 1:8 Performs year-end encumbrance and contract encumbrance clean-up and analysis.
 - 1:9 Reconciles and maintains construction contracts and retainage.
 - 1:10 Performs Abandoned Property reporting annually.
 - 1:11 Performs stop payments, and voids and reissues.
 - 1:12 Performs 1099 Reporting
 - 1:13 Knows functioning operations of program and works with programmers on problems and/ or changes.
2. Miscellaneous Receivable

Accounting Coordinator	Job Description
2:1	Daily accounting reports and maintenance of accounts and codes.
2:2	Sets up accounts and prepares monthly billing of all City invoices which include, Yard Waste, retiree/COBRA (Consolidated Omnibus Budget Reconciliation Act) insurance, mausoleum loans, Marina slip rental, mandatory sewer impact loans and sewer connection loans, Performing Arts, etc.
2:3	Processes refunds to customers.
2:4	Record non-sufficient funds checks for Yard Waste, building permits, business tax and library fees.
2:5	Prepares request for miscellaneous invoices including grant reimbursement for traffic signal maintenance, leases, contracts, auditorium rental, Police off duty and Cultural Center billing.
2:6	Knows functioning operations of program and works with programmers on problems and/ or changes.
3.	Building Permits & Planning & Zoning
3:1	Daily accounting reports and processes refunds for permits issued in error.
3:2	Corrections to building permits.
3:3	Reconciles and processes electronic payment for quarterly Florida Building Code surcharge.
3:4	<u>Performs Business & Professional Regulation/Florida Permit reporting</u>
3:5	Assist department with operating and accounting functions of program.
4.	Business Tax
4:1	Daily accounting reports; adjustments and corrections to business tax accounts, and processing refunds, as needed.
4:2	Monthly business tax activity and renewal reports for Collection Center and Building Department.
4:3	Assist department with operating and accounting functions of program.
5.	Cash Receipts
5:1	Reviews daily cash reports and all backup from Collection Center; completes all corrections.
5:2	Monthly spreadsheets – Cash report and credit card receipts.
5:3	Download & upload of daily cash report, credit cards and ePayable files.
5:4	Processes Utility interdepartmental billing for City Water and Sewer accounts.
5:5	Assist department with operating and accounting functions of program.
6.	Customer Service
6:1	Interacts and communicates with various individuals and groups both internal and external in a courteous and professional manner.
7.	Fleet
7:1	Reconciles and processes Fleet transactions.
7:2	Preparation of monthly fuel tax.
7:3	Assist department with operating and accounting functions of program.
8.	Payroll
8:1	Serves as backup for payroll and bank drafting.
9.	Year-End
9:1	Assist with year-end closing, audit and 1099 preparation.
10.	Assist with bank and investment reconciliations.
11.	Assist with budget transfers.
12.	Assists all positions when others are away on vacation or sick leave. Performs all other duties as required.

QUALIFICATIONS:**LICENSURE**

Florida Driver's License

EDUCATION / EXPERIENCE

Required Education/Experience: High School or equivalent General Education Development (G.E.D.). Three to five years accounting experience or associate degree in accounting.

Preferred Education/Experience: Associate degree in accounting. Three to five years accounting experience and two years of accounting experience in public or municipal government.

An equivalent combination of education, training and experience may be substituted at the City's discretion for the above requirements.

ADMINISTRATIVE SKILLS**Computer Skills**

Input data into computer programs
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones
Compose letters

General Office Skills

Balance figures
Research information
Establish filing systems
Maintain filing systems
Proofread documents
Compile statistics

EQUIPMENT, MACHINES & TOOLS USED**Computer Equipment**

Personal Computer

Motor Vehicle Operations**WORKING ENVIRONMENT/CONDITIONS**

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

Subject to many interruptions.
Occasional pressure due to multiple calls and inquiries.

PHYSICAL DEMANDS: The following list is not exhaustive, it merely provides some of the physical duties of the position.

Requires full range of body motion including:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit		✓	
Stand	✓		
Walk	✓		
Bend	✓		

Squat	✓		
Reach above shoulder level	✓		
Crouch	✓		
Balance	✓		
Kneel	✓		
Verbal Communications			✓
Written Communications	✓		
	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Hearing ordinary conversation			✓
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓
Peripheral Vision, Distinguish colors, and Depth Perception	✓		

Job Requires Coordination for Repetitive Action:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In operating foot controls			
Right			
Left			
In simple grasping:		✓	
Right		✓	
Left		✓	
In firm grasping:		✓	
Right		✓	
Left		✓	
In fine manipulating:			
Right			
Left			

Job Requires Ability to Lift, Carry and/or Push/Pull:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.		✓	
Up to 34 lbs.	✓		

Employee's Signature _____

Date _____

Print Name _____

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: ACCOUNTING TECHNICIAN
DEPARTMENT: FINANCE
REPORTS TO: ACCOUNTING MANAGER
DEPARTMENT HEAD: FINANCE DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: 01/16
JOB LOCATION: City Hall

GENERAL STATEMENT OF JOB

This position requires certain technical abilities in performing the required functions of the position. This position is responsible for technical assignments; the scope of work is significant and has considerable impact within the department and the City. Under minimal supervision, the employee works independently reviewing, monitoring and processing accounting functions including accounts payable, sales tax processing, legal bill transactions, fuel card transactions, City utility bill transactions, process and review utility adjustments, document retention maintenance, off-site cash receipt transaction downloads, input and maintain journal entries and budget transfers .

ESSENTIAL FUNCTIONS

1. Accounts Payable
 - 1:1 Reviews purchase orders, voucher requests, field purchase orders, invoices and payment authorizations for accuracy, insures timely and proper payments, resolves questions with appropriate individual departments on incorrect payments, processes for payment all invoices, vouchers, field purchase orders, contracts and utility bills.
 - 1:2 Processes all Field Purchase Order transactions
 - 1:3 Reviews and processes city employees' monthly purchasing card transactions.
 - 1:4 Processes requisitions for payment of contract services, receives and resolves vendor and City employee inquiries regarding accounts payable.
 - 1:5 Maintains spreadsheet for allocation and payment of city utilities.
 - 1:6 Prepares journal entries.
2. Sales Tax
 - 2:1 Calculates sales tax collected from city functions, creates vouchers for each sales tax account, completes sales tax electronic filing.
 - 2:2 Prepares alcohol surcharge forms for remittance and electronic transfers; prepares journal entries.
 - 2:3 Prepares cash receipt corrections.
 - 2:4 Maintain spreadsheet for sales tax.
3. City Utility
 - 3:1 Processes utility refunds and prints checks.
 - 3:2 Processes and reviews utility adjustments.
4. Additional Job Functions
 - 4:1 Answer phones.
 - 4:2 Handle distribution of mail.

- 4:3 Input journal entries.
 - 4:4 Input budget transfer entries.
 - 4:5 Maintain filing.
 - 4:6 Maintain document retention.
 - 4:7 Maintain and process legal bills and maintain spreadsheet.
 - 4:8 Maintain and process fuel card transactions and maintain spreadsheet.
 - 4:9 Download and process Golf Course and Recreation daily transactions.
 - 4:10 Maintain office supplies.
 - 4:11 Process and maintain all City utilities.
 - 4:12 Create and maintain financial spreadsheets as requested.
 - 4:13 Have working knowledge of computer programs.
5. Customer Service
- 5:1 Interacts and communicates with various individuals and groups both internal and external in a courteous and professional manner.
6. Performs all other duties as required.

QUALIFICATIONS:**LICENSURE**

- * Florida Driver's License

EDUCATION

Minimum Education Requirement: High School or Equivalent (G.E.D.)

EXPERIENCE

Minimum Experience Requirement: Two to three years experience in accounting field.

ADMINISTRATIVE SKILLS**Computer Skills**

Input data into computer programs
Use computerized spreadsheets to conduct analysis

Communication Skills

Answer telephones
Compose letters

General Office Skills

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Research information
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Requires full range of body motion including:

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Sit		✓	
Stand	✓		
Walk	✓		
Bend	✓		
Squat	✓		
Crawl			
Climb height ___ ft.			
Reach above shoulder level	✓		
Crouch	✓		
Balance	✓		
Kneel	✓		
Verbal Communications			✓
Written Communications	✓		
	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Hearing ordinary conversation			✓
Near & Far Acuity- ability to see clearly at 20 inches or less and 20 feet or more			✓
Peripheral Vision, Distinguish colors, and Depth Perception	✓		

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In firm grasping:		✓	
Right		✓	
Left		✓	
In fine manipulating:			
Right			
Left			

Job Requires Ability to Lift, Carry and/or Push/Pull:

	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 10 lbs.		✓	
Up to 34 lbs.	✓		

Accounting Technician

Job Description

Employee's Signature

Date

Print Name

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City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Finance	Meter Technician	9	\$ 42,748	same	10	\$ 44,885	5.0%
	Meter Technician	9	\$ 39,891	same	10	\$ 41,886	5.0%
	Meter Technician	9	\$ 37,101	same	10	\$ 38,956	5.0%
Total Cost							\$ 5,987

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Building Development	Dev. Services Permit Tech I	10	\$ 38,761	same	12	\$ 41,668	7.5%
	Dev. Services Permit Tech I	10	\$ 42,382	same	12	\$ 45,561	7.5%
	Dev. Services Permit Tech II	11	\$ 47,410	Executive Asst. -Bldg. Dev	14	\$ 50,966	7.5%
Total Cost before Reductions							\$ 9,641
Reduction in Overtime and Professional Services (Contract Inspection)							\$ (10,000)
Total Cost after Reductions							\$ (359)

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Police	Police Records Center Tech	10	\$ 43,309	same	11	\$ 45,474	5.0%
	Police Records Center Tech	10	\$ 38,272	same	11	\$ 40,186	5.0%
	Law Enforcement Support Spec	11	\$ 46,756	same	12	\$ 49,094	5.0%
	Code Enforcement Clerk	10	\$ 36,798	same	11	\$ 38,638	5.0%
Total Cost							\$ 8,257

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Public Services	Recreation Superintendent	21	\$ 78,829	same	22	\$ 82,770	5.0%
	Golf Course Manager	20	\$ 92,204	same	21	\$ 96,814	5.0%
	Cemetery Supervisor	18	\$ 55,956	same	19	\$ 58,754	5.0%
	Assistant Golf Professional	7	NA	same	11		0.0%
Total Cost							\$ 11,349

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	Increase (Decrease)
Public Works	Facilities Management Superintendent	19	\$ 64,314	same	21	\$ 69,138	7.5%	\$ 4,824
	Streets and Stormwater Supervisor	19	\$ 74,679	same	21	\$ 80,280	7.5%	\$ 5,601
	Sanitation Supervisor	17	\$ 71,111	Solid Waste Supervisor	18	\$ 74,667	5.0%	\$ 3,556
	Sanitation Tech I	8	\$ 42,284	Sanitation Tech II	9	\$ 44,398	5.0%	\$ 2,114
	Sanitation Tech I	8	\$ 45,365	Sanitation Tech II	9	\$ 47,633	5.0%	\$ 2,268
	Sanitation Tech II	9	\$ 41,537	Crewleader	13	\$ 45,691	10.0%	\$ 4,154
	Asst. Parks Maint. Supervisor	15	\$ 52,535	Position Elliminated		\$ -	0.0%	\$ (52,535)
	Parks Maint Coordinator			Reclassified Position	12	\$ 44,387	0.0%	\$ 44,387
	Parks Maint Supervisor	17	\$ 60,415	same	19	\$ 64,946	7.5%	\$ 4,531
	Parks Tech II	9	\$ 45,365	Parks Senior Tech	13	\$ 51,036	12.5%	\$ 5,671
	Parks Tech II	9	\$ 45,365	Parks Senior Tech	13	\$ 51,036	12.5%	\$ 5,671
	Fleet Assistant	12	\$ 42,153	Fleet Ops Coordinator	14	\$ 45,314	7.5%	\$ 3,161
	Parks Tech II	9	\$ 40,622	Fleet Technician	15	\$ 49,762	22.5%	\$ 9,140
Total Cost before Reductions								\$ 42,542
Projected Reduction in Overtime								\$ (5,000)
Total Cost after Reductions								\$ 37,542

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	Increase (Decrease)
Department Heads	Procurement Services Director	26	\$ 97,317	same	27	\$ 100,237	3.0%	\$ 2,920
	Public Works Director	26	\$ 111,322	same	27	\$ 114,662	3.0%	\$ 3,340
	Building Development Director	27	\$ 118,000	same	28	\$ 121,540	3.0%	\$ 3,540
	Cultural/Civic Services Director	27	\$ 97,071	same	28	\$ 99,983	3.0%	\$ 2,912
	Human Resources Director	27	\$ 130,651	same	28	\$ 134,571	3.0%	\$ 3,920
	IT Director	27	\$ 120,257	same	28	\$ 123,865	3.0%	\$ 3,608
	Planning & Zoning Director	27	\$ 130,651	same	28	\$ 134,571	3.0%	\$ 3,920
	Project Administration Director	27	\$ 130,651	same	28	\$ 134,571	3.0%	\$ 3,920
	Public Services Director	27	\$ 125,577	same	28	\$ 129,344	3.0%	\$ 3,767
	Finance Director	29	\$ 131,548	same	30	\$ 135,494	3.0%	\$ 3,946
	Fire Chief	29	\$ 131,365	same	30	\$ 135,306	3.0%	\$ 3,941
	Police Chief	29	\$ 129,980	same	30	\$ 133,879	3.0%	\$ 3,899
Total Cost								\$ 43,632

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
Reassigned Duties	Economic Development Manager	22	\$ 102,367	same	23	\$ 107,485	5.0%
	IT Director	27	\$ 120,257	same	27	\$ 126,270	5.0%

Total Cost

Increase (Decrease)	
\$	5,118
\$	6,013
\$	11,131

	Current			Proposed			
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase
City Manager	Executive Office Coordinator	15	\$ 72,146	Executive Office Manager	17	\$ 79,361	10.0%

\$ 7,215

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	
IT	IT Enterprise Admin.	22	\$ 97,799	IT Asst. Director	25	\$ 102,689	5.0%	\$ 4,890
	PT Library Assistant position, PT IT Specialist position	7		IT System Administrator	22	\$ 71,982	N/A	\$ 71,982
	IT Specialist	20	\$ 65,438	Same	20	\$ 68,710	5.0%	\$ 3,272
	IT Specialist	20	\$ 61,691	same	20	\$ 64,776	5.0%	\$ 3,085
	Total Cost before Reductions							\$ 83,228
Reductions/Adjustments:								
IT Professional Services funding Eliminated								\$ (35,000)
Library PT position Eliminated								\$ (17,885)
Additional Revenue from County for additional Library expenditures								\$ (25,967)
								\$ (78,852)
Total Cost after Reductions/Adjustments								\$ 4,376

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	
Planning	P&Z Coordinator	11	\$ 51,015	Executive Asst.-P&Z	14	\$ 53,566	5.0%	\$ 2,551

City of Tarpon Springs
Salary and Classification Plan Amendments and Pay Increase FY 2025
Cost of Regrades/Reclassifications

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	
Finance	Accounting Coordinator	17	\$ 66,245	same	17	\$ 69,557	5.0%	\$ 3,312
	Accounting Specialist	16	\$ 58,685	same	16	\$ 61,619	5.0%	\$ 2,934
	Accounting Technician (1)	14	\$ 51,157	Accounting Technician II	15	\$ 53,715	5.0%	\$ 2,558
	Accounting Technician (1)	14	\$ 48,359	same	14	\$ 50,777	5.0%	\$ 2,418
Total Cost								\$ 11,222
Total of Increase before reductions/adjustments								\$ 236,756
Total of reductions/adjustments								\$ (93,852)
Net amount of Salary and Pay Plan Amendments								\$ 142,904
Net amount with projected benefits,FICA,Pension								\$ 164,339
Funds available from 5% funding, vacant positions and positions not getting increase (new)								\$ (97,688)
Additional Funding Required before Charter Officials								\$ 66,651

Charter Positions

	Current			Proposed				
Department	Position Title	Grade	Salary	Position Title	Grade	Salary	% Increase	
Charter Positions	City Clerk	B1	\$ 131,673	same	B1	\$ 135,623	3.0%	\$ 3,950
	Internal Auditor	B3	\$ 113,017	same	B3	\$ 116,408	3.0%	\$ 3,391
								\$ 7,341

Additional Funding Required with Charter Positions 3%, same Percent as Department Heads

\$ 73,992

Funding Shortfall Eliminated:

Increase Property Tax Revenue to Taxable Value increase of 9.18%, current budget based on 8.25%