

**TUESDAY,  
JULY 11, 2023**

**REGULAR  
CITY COMMISSION MEETING**

**@ 6:00 PM**



# City of Indian Rocks Beach

1507 Bay Palm Boulevard, Indian Rocks Beach, Florida 33785

[www.indian-rocks-beach.com](http://www.indian-rocks-beach.com)

Administrative  
727/595-2517

Library  
727/596-1822

Public Works  
727/595-6889

## AGENDA

**CITY OF INDIAN ROCKS BEACH  
REGULAR CITY COMMISSION MEETING  
TUESDAY, JULY 11, 2023 @ 6:00 P.M.  
CITY COMMISSION CHAMBERS  
1507 BAY PALM BOULEVARD  
INDIAN ROCKS BEACH, FLORIDA 33785**

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**CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL**

**1. PRESENTATIONS.**

- A. **REPORT OF Pinellas County Sheriff's Office.**
- B. **REPORT OF Pinellas Suncoast Fire & Rescue District.**

**2. PUBLIC COMMENTS. [3-minute time limit per speaker.]**

(Any member of the audience may come forward, give their name and address, and state any comment or concern that they may have regarding any matter over which the City Commission has control, EXCLUDING AGENDA ITEMS. All statements made to the City Commission shall be made to the City Commission as a whole, not directed to any individual City Commission Member, and no personal, impertinent, or slanderous remarks shall be permitted. No speaker shall be interrupted, and no debate shall occur between the speaker and the City Commission.)

**3. REPORTS OF:**

- A. **City Attorney.**
- B. **City Manager.**
- C. **City Commission.**

**[3-minute time limit per City Commission Member.]**

**4. ADDITIONS/DELETIONS.**

5. **CONSENT AGENDA:**

- A. **APPROVAL OF** the May 9, 2023, Regular City Commission Meeting Minutes.
- B. **AUTHORIZING** the City Manager to sign a one-year agreement to renew group health coverage with the Public Risk Management (PRM) Group Health Trust for FY 2023-2024.

6. **PUBLIC HEARINGS:**

A. **ABT 19-2023-QUASI-JUDICIAL PROCEEDING**

**1401 GULF BOULEVARD-INDIAN ROCKS CAFÉ DELI & MARKET**

Considering a 2COP Alcoholic Beverage Use Designation (*Beer, wine, liquor. By the drink or in sealed containers for consumption on or off premises where sold*), for Indian Rocks Café Inc., d/b/a Indian Rocks Café Deli & Market, located at 1401 Gulf Boulevard Suite 5,6 and 7, Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 29, Lots 1, 2, and 3.

B. **ABT 20-2023-QUASI-JUDICIAL PROCEEDING**

**409 GULF BOULEVARD-SAVOR THE MOMENT CATERING**

Considering a 13CT Alcoholic Beverage Use Designation (*By the drink for consumption on the premises only of any catered event at which the licensee is providing prepared food*) for Big Claw Catering, LLC., d/b/a Savor the Moment Catering, located at 409 Gulf Boulevard Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 8, Lots 5 & 6 Less RD R/W on W & Lots 7 thru 10 & Lot 11 & 12 Less RD R/W on S & Lots 13 thru 20.

C. **ABT 21-2023-QUASI-JUDICIAL PROCEEDING**

**409 GULF BOULEVARD-SAVOR THE MOMENT CATERING**

Considering a 4COP SFS Alcoholic Beverage Use Designation (*Beer, wine, liquor. By the drink or in sealed containers for consumption on or off premises where sold*) for Big Claw Catering, LLC., d/b/a Savor the Moment Catering, located at 409 Gulf Boulevard Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 8, Lots 5 & 6 Less RD R/W on W & Lots 7 thru 10 & Lot 11 & 12 Less RD R/W on S & Lots 13 thru 20.

D. **BOA CASE NO. 2023-03 –2011 1<sup>st</sup> Street**

Considering a variance request from Sec. 110-344 (4), of the Code of Ordinance, to allow for a pool to encroach 16 feet into the 25 feet front yard

setback resulting in a total front yard setback of 9 feet to allow for a new pool for property located at 2011 1st Street, Indian Rocks Beach, Florida, and legally described as Lot 1, Block 54, Indian Beach Re-Revised, as recorded in Plat Book 5, Page 67, of the Public Records of Pinellas County, Florida. Parcel # 01-30-14-42030-054-0010.

7. **OTHER LEGISLATIVE MATTERS:** None.

8. **WORK SESSION:**

A. **DISCUSSION OF ~~paid parking program for Indian Rocks Beach.~~**  
**(RESCHEDULED FOR SEPTEMBER 12, 2023, REGULAR CITY COMMISSION MEETING.)**

9. **OTHER BUSINESS.**

A. City Clerk Vacancy.

10. **ADJOURNMENT.**

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APPEALS: Any person who decides to appeal any decision made, with respect to any matter considered at such hearing, will need a record of the proceedings and, for such purposes, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per s. 286.0105, F.S. Verbatim transcripts are not furnished by the City of Indian Rocks Beach, and should one be desired, arrangements should be made in advance by the interested party (i.e., Court Reporter).

In accordance with the Americans with Disability Act and s. 286.26, F.S., any person with a disability requiring reasonable accommodation to participate in this meeting should contact the City Clerk's Office with your request, telephone 727/595-2517 [lkornijtschuk@irbcity.com](mailto:lkornijtschuk@irbcity.com), no later than FIVE (5) days before the proceeding for assistance.

POSTED: July 7, 2023

**NEXT REGULAR CITY COMMISSION MEETING  
TUESDAY, AUGUST 8, 2023 @ 6:00 P.M.**

**AGENDA ITEM NO. 1A**

**REPORT OF  
Pinellas County Sheriff's Office**



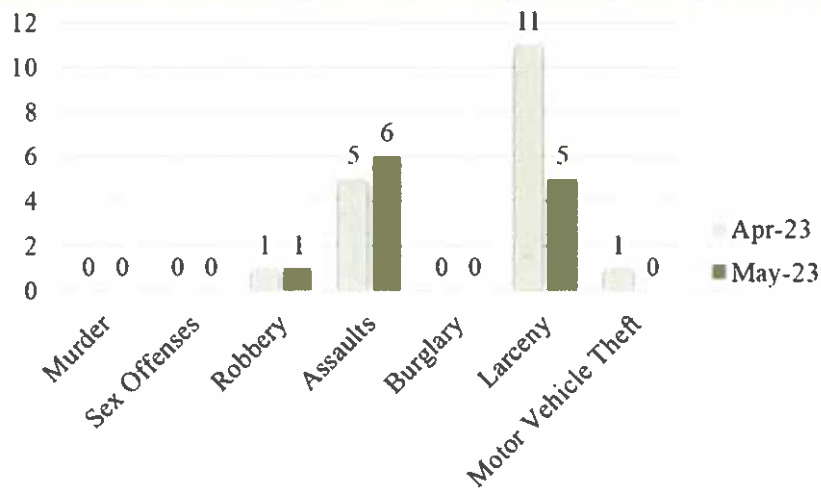
STRATEGIC PLANNING DIVISION

INDIAN ROCKS BEACH ANALYSIS

Select UCR Property & Person Crimes

May 2023

Select UCR Property & Person Crimes	April 2023	May 2023	May 2022 YTD	May 2023 YTD
Murder	0	0	0	0
Sex Offenses	0	0	0	1
Robbery	1	1	2	2
Assaults	5	6	18	24
Burglary	0	0	4	3
Larceny	11	5	39	50
Motor Vehicle Theft	1	0	3	5
<b>GRAND TOTAL</b>	<b>18</b>	<b>12</b>	<b>66</b>	<b>85</b>



## Arrests

### May 2023

There was a total of 19 people arrested in the City of Indian Rocks Beach during the month of May resulting in the following charges:

ARREST TYPE & DESCRIPTION	TOTAL
<b>Felony</b>	<b>4</b>
False Imprisonment	1
Possession Of Controlled Substance	1
Tamper/Harass Witness-Victim	1
Written Threats-Kill/Injure	1
<b>Misdemeanor</b>	<b>12</b>
Battery	1
Battery-Domestic Related	2
Disorderly Conduct/Breach Peace	1
Disorderly Intoxication	1
Petit Theft-Shoplifting	2
Resist/Obstruct LEO Without Violence	3
Trespass After Warning	1
Violation Of Injunction Protect Domestic	1
<b>Warrant</b>	<b>2</b>
Warrant Arrest	2
<b>Traffic Misdemeanor</b>	<b>5</b>
Driver's License Suspended/Revoked-2nd Conviction	1
Driving Under The Influence	2
DUI-Damage To Person/Property	1
No Valid Driver's License	1
<b>Grand Total</b>	<b>23</b>

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

## Deputy Activity

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There was a total of 1,132 events in the City of Indian Rocks Beach during the month of May resulting in 1,526 units responding.

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

### May 2023

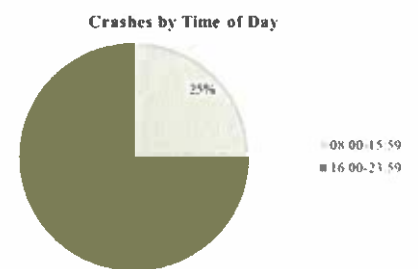
DEPUTY ACTIVITY	TOTAL
Traffic Stop	295
Directed Patrol	160
Vehicle Abandoned/Illegally Parked	148
House Check	143
911 Hang-up Or Open Line	86
Assist Citizen	25
Suspicious Person	22
Contact	21
Noise	17
Transport Prisoner	16
Trespass	13
Area Check	12
Lost/Found/Abandoned Property	11
Assist Other Agency	10
Information/Other	10
Supplement	8
Disorderly Conduct	8
Suspicious Vehicle	8
Animal Call	8
Ordinance Violation	8
Traffic Violation	7
Building Check Business	5
Assist Motorist	5
Accident	5
Community Contact	5



## Crash & Citation Analysis

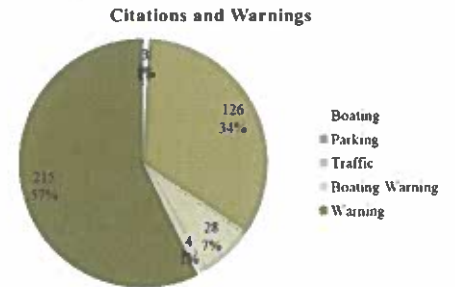
There were 4 crashes in the City of Indian Rocks Beach during May 2023. \*Crash data is filtered by disposition type and may include "accident and hit and run" problem types.

CRASH LOCATIONS	TOTAL
110 Gulf Blvd	1
1700 Gulf Blvd	1
213 Gulf Blvd	1
2nd St/5th Ave	1



There were a total of 376 citations and warnings issued in the City of Indian Rocks Beach during May 2023.

TOP 10 TRAFFIC CITATION LOCATIONS	TOTAL
24th Ave & Gulf Blvd	3
Gulf Blvd & 12th St	3
Gulf Blvd & 8th Ave	3
19th Ave & Gulf Blvd	2
213 Gulf Blvd	1
Gulf Blvd & 15th Ave	1
Gulf Blvd & 10th Ave	1
19th Ave & 2nd St	1
Gulf Blvd & 18th Ave	1
404 Gulf Blvd	1



**AGENDA ITEM NO. 1B**

**REPORT OF  
Pinellas Suncoast Fire & Rescue  
District**

**AGENDA ITEM NO. 2**  
**PUBLIC COMMENTS.**

**AGENDA ITEM NO. 3A**  
**REPORTS OF City Attorney**

**AGENDA ITEM NO. 3B**  
**REPORTS OF City Manager**

**AGENDA ITEM NO. 3C**  
**REPORTS OF City Commission**

**AGENDA ITEM NO. 4**  
**ADDITIONS/DELETIONS**

**AGENDA ITEM NO. 5A**

**CONSENT AGENDA**

**APPROVAL OF the  
May 9, 2023  
Regular City Commission  
Meeting Minute**



**MINUTES – MAY 9, 2023  
CITY OF INDIAN ROCKS BEACH  
REGULAR CITY COMMISSION MEETING**

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The Indian Rocks Beach Regular City Commission Meeting was held on **TUESDAY, MAY 9, 2023**, in the City Commission Chambers, 1507 Bay Palm Boulevard, Indian Rocks Beach, Florida.

Mayor-Commissioner Kennedy called the meeting to order at 6:00 p.m., followed by the Pledge of Allegiance and a moment of silence.

**PRESENT:** Mayor-Commissioner Joanne Moston Kennedy, Vice Mayor-Commissioner Jude Bond, Commissioner Denise Houseberg, Commissioner Joseph D. McCall, Commissioner Lan Vaughan, and City Manager Gregg Mims.

**OTHERS PRESENT:** City Attorney Randy D. Mora, City Clerk Deanne B. O'Reilly, MMC, PCSO Captain Michael Leiner, Fire Chief Jeffrey Davidson, and IT Consultant Brian McCarthy.

*(To provide continuity for research, items are listed in agenda order, although not necessarily discussed in that order.)*

**1A. REPORT OF Pinellas County Sheriff's Office.**

The Pinellas County Sheriff's Office presented a crime analysis report for April 2023.

**1B. REPORT OF Pinellas Suncoast Fire & Rescue District.**

Fire Chief Davidson presented the fire district's report for April 2023.

**2. PUBLIC COMMENTS.**

**Nancy Obarski, 708 Beach Trail, Unit B**, spoke on the Army Corps of Engineers regarding beach renourishment and the lack of not budging on the beach easements.

**Diane Daniel, 309-10th Avenue**, stated she would like for the city to recognize Pride Month in June. She provided a brief history on pride.

**Jose Coppen, 4 Gulf Boulevard**, thanked the mayor for participating in a meeting with members of the White House Office over the future of the Sand Key Shore Protection

Project.

**Don House, 2104 Beach Trail**, questioned public comment 3-minute time limit per speaker, some speakers are allowed more time.

**3A. REPORT OF the City Attorney:**

City Attorney Mora provided an update of the following legislative bills:

Senate Bill 714, Vacation Rentals; Requiring advertising platforms to collect and remit specified taxes for certain vacation rental transactions; defining the term "advertising platform"; revising the regulated activities of public lodging establishments and public food service establishments preempted to the state to include licensing; requiring advertising platforms to require that persons placing advertisements for vacation rentals include certain information in the advertisements and attest to certain information; authorizing the division to revoke, refuse to issue or renew, or suspend vacation rental licenses under certain circumstances, etc. Failed.

Senate Bill 102- Housing; Citing this act as the "Live Local Act"; deleting the authority of local governments to adopt or maintain laws, ordinances, rules, or other measures that would have the effect of imposing controls on rents; providing an exemption from ad valorem taxation for land that meets certain criteria; authorizing local governments to adopt ordinances to provide an ad valorem tax exemption for portions of property used to provide affordable housing meeting certain requirements; suspending, for a specified period, the General Revenue Fund service charge on documentary stamp tax collections; authorizing the Governor, under the Florida Job Growth Grant Fund, to approve state or local public infrastructure projects to facilitate the development or construction of affordable housing, etc. Passed.

Senate Bill 170, Local Ordinances; Authorizing courts to assess and award reasonable attorney fees and costs and damages in certain civil actions filed against local governments; providing certain procedures for continued meetings on proposed ordinances and resolutions for counties; requiring a county to suspend enforcement of an ordinance that is the subject of a certain legal action if certain conditions are met; providing certain procedures for continued meetings on proposed ordinances for municipalities, etc. Passed.

Senate Bill 250, Natural Emergencies; Prohibiting counties and municipalities, respectively, from prohibiting temporary shelters on residential property for a specified timeframe under certain circumstances; requiring the Division of Emergency Management to post a model contract for debris removal on its website by a specified date; requiring the model contract to be annually updated by a specified date; requiring the division to administer a revolving loan fund for certain local government projects;

increasing the timeframe to exercise rights under a permit or other authorization, etc. Passed.

**3B. REPORT OF the City Manager:**

Code Enforcement Report: 3 courtesy letters, 21 violation letters, 2 citations, 5 notices to appear, 6 short-term rental inspections and 106 parking violations not including the Pinellas County Sheriff's Office.

Capitol Project Report- Phase 1 of the Nature Preserve boardwalk project is complete. Kolb Park upgrades are complete.

City Manager stated that he and Mayor-Commissioner Kennedy went to Tallahassee to testify at two different House and Senate Hearing, the trip was informative. fight.

**3C. REPORTS OF the City Commission:**

**COMMISSIONER McCALL:**

Stated that the IRB HOA Easter Egg Hunt sponsored by the City and Beggins Century 21 had over 200 children in attendance. IRB HOA approved various donations to several organizations.

**COMMISSIONER VAUGHAN:**

Stated that he met with Captain Leiner from the Pinellas County Sheriff's Office, and all officers will be trained on the sound meter to help us deal with the noise. Requesting that we revisit parking and speed limits.

**VICE MAYOR COMMISSIONER BOND:**

Requested we look at what the city is doing regarding the condominiums lighting levels on the beach for the turtles.

**MAYOR COMMISSIONER KENNEDY:**

Stated that the visit to Tallahassee was very informative, and successful, but the subject of short-term rental preemptions will return next session.

**4. ADDITIONS/DELETIONS. None**

**5. CONSENT AGENDA:**

- A. APPROVAL OF** the March 1, 2023, City Commission Work Session Minutes.
- B. APPROVAL OF** the March 28, 2023, City Commission Meeting Minutes.
- C. ACCEPT/FILE** March 2023 Year-to-Date Financial Report.
- D. AUTHORIZING** the city manager to enter into a contract with Planeteria for the design and implementation of a new city website.

City Attorney Mora read the Consent Agenda, consisting of Agenda Items 5A through 5D, for approval.

**MOTION MADE BY COMMISSIONER VAUGHAN, SECONDED BY COMMISSIONER McCALL, TO APPROVE THE CONSENT AGENDA, CONSISTING OF AGENDA ITEMS 5A THOROUGH 5D AS WRITTEN, UNANIMOUS APPROVAL BY ACCLAMATION.**

**6. PUBLIC HEARINGS:**

**A. ORDINANCE NO. 2023-02 – SECOND AND FINAL READING.**

An ordinance of the city of Indian Rocks Beach, Florida, establishing a comprehensive regulatory scheme regarding the marketing and operation of short-term rentals within the city; creating a new Article V, "Vacation Rental Regulations," within Chapter 18 - "Businesses"; establishing a comprehensive ordinance regulating the registration, inspection, safety, and operation of vacation rentals within specified zoning districts in the city of Indian Rocks Beach; creating related definitions; making related findings; providing for codification, severability, and for an effective date.

City Attorney Mora stated that the new version of Ordinance No. 2023-02 incorporates all revisions from 4/11/2023 City Commission Meeting.

Commissioner McCall asked where the city was with the host compliance company. City Manager Mims replied that it is on hold until the ordinance is adopted.

Commissioner Houseberg requested the word "overnight" be removed from page 16 of 25 under maximum occupancy based on site compacity. We want to stop as many party houses as possible.

City Attorney Mora explained occupancy violations in short-term rental ordinance are typically enforced on the advertising side more than the present occupancy in the moment.

Commissioner Vaughan recommended to remove the word "overnight" in section 18-214 (a), we need to make it very clear what the permissible occupancy is for a short-term rental. He asked that more clarity be added to section 18-214(a) regarding better permissible occupancy limits.

City Attorney Mora stated that he could add the language in 18-214 (a) as set forth in section 18-216 of this article.

**THE CONSENSUS OF THE CITY COMMISSION FOR THE CITY ATTORNEY TO ADD**

**LANGUAGE IN 18-214 (A) REFERENCING SECTION 18-216 OF THIS ARTICLE TO ORDINANCE NO. 2023-02.**

Commissioner Bond asked if there is a mechanism for relief for nonconforming properties in the CT zone. The cottages in the CT zone are nonconforming.

City Attorney Mora replied that Section 18-200 acknowledges non-conforming properties and has the language for bedrooms, signs and parking due to the unique features of that district.

Commissioner McCall recommends that we include bedrooms and parking requirements for the cottages.

City Attorney Mora stated that he could add the language “historically recognize as a cottage in the city where the condominium property or cottage contains units lawfully operating as short-term vacation rentals.” in 18-218.

**THE CONSENSUS OF THE CITY COMMISSION FOR THE CITY ATTORNEY TO ADD LANGUAGE “HISTORICALLY RECOGNIZE AS A COTTAGE IN THE CITY WHERE THE CONDOMINIUM PROPERTY OR COTTAGE CONTAINS UNITS LAWFULLY OPERATING AS A SHORT-TERM VACATION RENTALS” IN 18-218 TO ORDINANCE NO. 2023-02.**

Commissioner McCall recommended grandfathering houses that can be identified as a legal bedroom of 5 or above at the time of adoption. 5 and above bedrooms would have a maximum occupancy of 12 grandfathered instead of reverting back to the 10 occupancies within 2 years.

Commissioner Bond agreed that if a home was purchased with investment expectation for the future it might be something to look at.

Commissioner Vaughan stated that it would be going backwards. It would open the door to homes being scraped and building more.

Commissioner Houseberg does not want to change anything.

**THERE WAS NO CONSENSUS BY THE CITY COMMISSION TO ADD A GRANDFATHER CLAUSE TO HOMES AT THE TIME OF ADOPTION WITH A LEGAL 5 OR ABOVE BEDROOMS TO A MAXIMUM OCCUPANCY OF 12, WITH COMMISSIONERS VAUGHAN, HOUSEBERG AND BOND OBJECTING.**

Mayor-Commissioner Kennedy opened the public comments.

**Nancy Obarski, 708 Beach Trail Unit B**, stated it would be tough to enforce occupancy limits.

**Marilyn Bush, 512 Harbor Drive N**, stated that short term rentals have affected her personally, it is the invasion of the house snatchers. She thanked the Commissioners for their hard work.

**Rick Welch, 405 12<sup>th</sup> Avenue**, stated he bought his house 9 years ago because of the nice neighborhood feel, but it has changed substantially.

**Kelly Cisarik, 448 Harbor Drive S.**, spoke about occupancy, in 2011 Florida amended Florida Statue 509 in which they recognized vacation rentals as a type of lodging business, they do not have to have the same rules as private houses, they are not residential in nature they are transient rental properties, and they can have different rules.

**John Pfansteihl, 448 Harbor Drive S.**, thanked the board for what they are doing and the city manager and mayor for going to Tallahassee. Thanked the residents who wrote to Florida legislatures.

**Diane Daniel, 309 12<sup>th</sup> Avenue**, thanked the commission for all their work. She hopes that the party houses change. Unless something happens at the state level, nothing is going to change.

**Darlene Cavaugh, 450 Harbor Drive S.**, stated that some of these short-term rental rules should pertain to the owner on site. She stated that boat and jet ski rentals from the short-term rentals have not been addressed. Residents should not have to police code violations. She would like to revisit the street parking issue. She recommended adding the wording "no criminal activity" in the short-term rental agreement.

**Randy Britz, 466 20<sup>th</sup> Avenue**, recommended that another look be taken regarding overnight occupancy, that the word overnight needs to be taken out.

**Kelley Watt, 431 Harbor Drive S.**, recommended that the word "overnight" be looked at again. Stated that a 2-year vesting period is too long, 1 year occupancy vesting period seems more appropriate.

Mayor-Commissioner Kennedy closed the public hearing.

#### **MOTION BY COMMISSIONER VAUGHAN TO APPROVE ORDINANCE NO. 2023-02 VACATION RENTAL REGULATIONS WITH THE TWO MODIFICATONS**

As modified section 18-214 restricting advertisements such that it would read "No Advertising Gatherings. No vacation rental may be advertised as an event venue for

gathers such as weddings, corporate retreats, or film productions, which are likely or intended to draw attendance in excess of the permissible occupancy as set forth in section 18-216, or parkin in excess of the restrictions set forth in section 18-218 of this Article.”

As modified section18-218 such that it would read “This provision shall not be construed to require the modification of any existing parking infrastructure of any condominium property in the city's CT zoning district or properties historically recognized as a cottage in the city, where the condominium property or cottage contain units lawfully operating as short-term vacation rentals. In such instances, the unit owner shall ensure any designated parking spot or allocation made for the subject unit remains vacant and accessible for its guest. Such spot or allocation shall be described and identified in the parking plan submitted with the rental registration.”

**SECONDED BY COMMISSIONER VAUGHAN.**

Mayor- Commissioner Kennedy asked if there were any comments from the maker or the second or any other Commissioners.

**ROLL CALL VOTE:**

**ALL AYES. MOTION CARRIED 5-0.**

7. **OTHER LEGISLATIVE MATTERS:** None
8. **WORK SESSION ITEMS [DISCUSSION ONLY]:** None
9. **OTHER BUSINESS.** None
10. **ADJOURNMENT.**

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**MOTION MADE BY COMMISSIONER HOUSEBERG, SECONDED BY COMMISSIONER VAUGHAN, TO ADJOURN THE MEETING AT 9:00 P.M. UNANIMOUS APPROVAL BY ACCLAMATION.**

July 11, 2023

Date Approved

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Joanne Moston Kennedy, Mayor-Commissioner

ATTEST: \_\_\_\_\_  
Lorin A. Kornijtschuk, Interim City Clerk

/lak

MINUTES - Regular City Commission Meeting

Tuesday, May 9, 2023

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## **AGENDA ITEM NO. 5B**

### **CONSENT AGENDA**

**Authorizing the City Manager to sign a one-year agreement to renew group health coverage with the Public Risk Management (PRM) Group Health Trust for FY 2023-2024.**



**INDIAN ROCKS BEACH CITY COMMISSION  
AGENDA MEMORANDUM**

MEETING OF:                      July 11, 2023                      AGENDA ITEM: 5b

ORIGINATED BY:                 Dan Carpenter, Finance Director     

AUTHORIZED BY:                 Brently Gregg Mims, City Manager

SUBJECT:                             Renewal of Group Health Insurance coverage with Public Risk Management for FY 2023-24. Authorizing the City Manager to sign and approve one year agreement to renew Group Health coverage.

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**BACKGROUND:**

The fully funded, self-insured Group Health Trust operates on the premise of spreading risk with cost saving advantages of group purchasing which provides more stability during annual renewals. The Pool is governed by representatives of each participating entity. Members play an active role in the decision making process that enables the entity to be more responsive to their employees' healthcare needs. The City of Indian Rocks Beach has been a member of the Group Health Trust since 2009, and has benefitted significantly from its loss control, insurance and employee benefits programs. The health insurance coverage is up for renewal for FY 2023-24

**ANALYSIS:**

The IRB renewal quote for FY 2023-24 for the PRM health insurance is a **flat, no increase**, in cost over the current FY 2022-23 premiums. The way the PRM health pool is structured, the 65 members are divided into 3 groups each year based on their individual group's loss ratio. The members with a loss ratio (claims paid to premium paid) better than 10% of the pool average will receive up to a 6% reduction to the pool's base rate increase (this year 5.0%), and the members with a worse loss ratio (more than 10%) will receive up to a 6% increase to the pool's base rate. All those within 10% will receive the pool average. This is done to ensure that incentives remain for each member to control costs to the greatest degree possible, but if a member should experience a bad year, their increase is capped at the base rate plus 6%. For FY 2023-24 the IRB loss ratio was well below the pool average and the pool's base rate increase of 5.0% was decreased 5.0% resulting in a **flat, no increase**, in rates.

**MOTION:**

Authorize the City Manager to sign a one-year agreement to renew Group Health coverage with the PRM Group Health Trust for FY 2023-24.

**AGENDA ITEM NO. 6A**

**PUBLIC HEARINGS**

**ABT 19-2023**

**QUASI-JUDICIAL PROCEEDING**

**1401 GULF BOULEVARD**

**INDIAN ROCKS CAFÉ DELI &**

**MARKET**

**CITY OF INDIAN ROCKS BEACH  
CITY COMMISSION AGENDA MEMORANDUM**

**FOR MEETING OF:** July 11, 2023

**AGENDA ITEM:** 6A

**SUBMITTED BY:** Lorin A. Kornijtschuk, Interim City Clerk

**APPROVED BY:** Brently Gregg Mims, City Manager

**SUBJECT: ABT CASE NO. 19-2023 – 1401 GULF BOULEVARD  
Indian Rocks Café Inc.**  
d/b/a Indian Rocks Café Deli & Market  
Considering a 2COP Alcoholic Beverage Use Designation (*Beer, wine, liquor. By the drink or in sealed containers for consumption on or off premises where sold*), for Indian Rocks Café Inc., d/b/a Indian Rocks Café Deli & Market, located at 1401 Gulf Boulevard Suite 5,6 and 7, Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 29, Lots 1, 2, and 3.

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**BACKGROUND:**

Alcoholic Beverage Use Designations are governed by Chapter 6, Alcoholic Beverages.

All alcoholic beverage licenses are under the control of the State of Florida, Division of Alcohol Beverages and Tobacco. However, municipalities have the right to enact ordinances regulating the hours of business and location of place of business and prescribing sanitary regulations thereof, of any license under the State Beverage Law within the county or corporate limits of such municipality. [F.S. 562.45(2)(a)]

On May 31, 2023, Jeff Tacy submitted a 2COP Alcoholic Beverage Designation Application (*Beer, wine, liquor. By the drink or in sealed containers for consumption on or off premises where sold*) for the establishment Indian Rocks Café Deli & Market, located at 1401 Gulf Boulevard, Indian Rocks Beach, Florida, legally described as Indian Beach Re-Revised, Block 29, Lots 1,2 and 3.

Code Section 6-32 Alcoholic Beverage Use Designations are approved for a specific property location and a specific application. Any change in ownership of the establishment will require filing a new application and approval by the City Commission.

**ANALYSIS:**

Indian Rocks Café is located at 1401 Gulf Boulevard in the B-Business District. The surrounding zoning is B-Business to the north and south, R2-Medium density multifamily

zoning district to the east and CT-Commercial Tourist on the west side of Gulf Boulevard. Indian Rocks Café is located in the Sunrise Gallery Shopping Center located at 1401 Gulf Boulevard.

After a review of the application by the Planning Consultant, it was determined that the Alcoholic Beverage Application for Indian Rocks Café Deli is in compliance with Chapter 6, Alcoholic Beverages, Chapter 110, Zoning, and parking is shared with the other tenants in this commercial plaza.

The Pinellas County Sheriff's Office reviewed its files for Jeff Tacy, and determined there are no responsive public records. No criminal record checks were conducted for the Florida Department of Law Enforcement, other states, or the FBI.

Section 6-33, Authority of City Commission to designate locations, empowers the City Commission to designate the location and classification and to place reasonable restrictions which are deemed appropriate such as repeated or intermittent nuisance activity and/or unlawful noise levels originating from the establishment of the parking area may result in the revocation of the alcoholic beverage designation.

**PUBLIC NOTIFICATION:** A public meeting notice was mailed by first-class mail to the property owners within 150 feet in any direction of the subject property and posted on the property on June 26, 2023, per Code Section 2-149.

A legal notice was published in the June 28, 2023-edition, of the St. Pete Times Section of the Tampa Bay Times, for a public hearing that has been scheduled on July 11, 2023, for ABT Case No. 19-2023.

**MOTION:**

I move to **APPROVE/DENY** a request for an Alcoholic Beverage Use Designation 2COP (*Beer, wine, liquor. By the drink or in sealed containers for consumption on or off premises where sold*), for Indian Rocks Café Inc., d/b/a Indian Rocks Café Deli & Market, located at 1401 Gulf Boulevard Suite 5,6 and 7, Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 29, Lots 1, 2, and 3. with the following stipulation: ***Repeated or intermittent nuisance activity and/or unlawful noise levels originating from the establishment of the parking area may result in the revocation of the alcoholic beverage designation.***

/lak

rcvd 5-31-2023



CITY OF INDIAN ROCKS BEACH  
ALCOHOLIC BEVERAGE DESIGNATION APPLICATION

DATE: 4-12-2023

APPLICANT'S NAME: Jeff Tracy & Jean Marie Murphy

ADDRESS: 1401 Gulf Blvd, Suite 5, 6 & 7

PHONE NO.: 727.475.9949

CELL PHONE: 727.262.0410

E-MAIL: jefftacyac@gmail.com

DATE OF BIRTH: 09.18.1971

DRIVER'S LICENSE NO.: T200-422-71-338-0

ESTABLISHMENT NAME: Indian Rocks Cafe Inc

ADDRESS: 1401 Gulf Blvd, Ste 5, 6 & 7 I.R.B., 33785

PHONE NO.: 727.262.0410

WEBSITE: www.Indianrockscfe.com

LEGAL DESCRIPTION:

PARCEL ID# 01-30-14-42030-029-0010

BEVERAGE DESIGNATION REQUESTED: 200P

AFFIDAVIT

I, G. DEAN DOULOU, hereby swear and affirm that the above information is true and correct.

Affiant

State of Florida  
County of Pinellas

SWORN TO AND SUBSCRIBED before me on this 7<sup>th</sup> day of May  
2023, by G. Dean Doulou

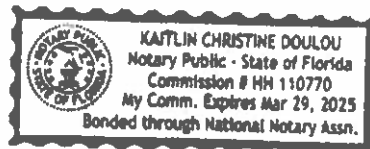
(applicant), who is personally known to me or who produced as identification that he/she did execute the foregoing Affidavit.

My Commission Expires:

Signature of Notary Public

ABT # 19-2023  
BDMS #

BTR#1886



**AGENDA ITEM NO. 6B**

**PUBLIC HEARINGS**

**ABT 20-2023**

**QUASI-JUDICIAL PROCEEDING  
409 GULF BOULEVARD  
SAVOR THE MOMENT CATERING**

**CITY OF INDIAN ROCKS BEACH  
CITY COMMISSION AGENDA MEMORANDUM**

**FOR MEETING OF:** July 11, 2023

**AGENDA ITEM:** 6B

**SUBMITTED BY:** Lorin A. Kornijtschuk, Interim City Clerk

**APPROVED BY:** Brently Gregg Mims, City Manager

**SUBJECT: ABT CASE NO. 20-2023 – 409 GULF BOULEVARD**

**Big Claw Catering, LLC**

d/b/a Savor the Moment Catering

Considering a 13CT Alcoholic Beverage Use Designation (*By the drink for consumption on the premises only of any catered event at which the licensee is providing prepared food*) for Big Claw Catering, LLC., d/b/a Savor the Moment Catering, located at 409 Gulf Boulevard Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 8, Lots 5 & 6 Less RD R/W on W & Lots 7 thru 10 & Lot 11 & 12 Less RD R/W on S & Lots 13 thru 20.

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**BACKGROUND:**

Alcoholic Beverage Use Designations are governed by Chapter 6, Alcoholic Beverages.

All alcoholic beverage licenses are under the control of the State of Florida, Division of Alcohol Beverages and Tobacco. However, municipalities have the right to enact ordinances regulating the hours of business and location of place of business and prescribing sanitary regulations thereof, of any license under the State Beverage Law within the county or corporate limits of such municipality. [F.S. 562.45(2)(a)]

On June 15, 2023, Matthew Loder Sr. submitted for a 13CT Alcoholic Beverage Use Designation (*By the drink for consumption on the premises only of any catered event at which the licensee is providing prepared food*) for Big Claw Catering, LLC., d/b/a Savor the Moment Catering, located at 409 Gulf Boulevard Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 8, Lots 5 & 6 Less RD R/W on W & Lots 7 thru 10 & Lot 11 & 12 Less RD R/W on S & Lots 13 thru 20.

Code Section 6-32 Alcoholic Beverage Use Designations are approved for a specific property location and a specific application. Any change in ownership of the establishment will require filing a new application and approval by the City Commission.

**ANALYSIS:**



Savor the Moment Catering is located at 409 Gulf Boulevard. The surrounding zoning is B-Business to the north, south and east with CT-Commercial Tourist on the west side of Gulf Boulevard.

After a review of the application by the Planning Consultant, it was determined that the Alcoholic Beverage Application for Savor the Moment Catering is in compliance with Chapter 6, Alcoholic Beverages, Chapter 110, Zoning, and parking provided for this site.

The Pinellas County Sheriff's Office reviewed its files for Matthew Loder Sr. and determined there are no responsive public records. No criminal record checks were conducted for the Florida Department of Law Enforcement, other states, or the FBI.

Section 6-33, Authority of City Commission to designate locations, empowers the City Commission to designate the location and classification and to place reasonable restrictions which are deemed appropriate such as repeated or intermittent nuisance activity and/or unlawful noise levels originating from the establishment of the parking area may result in the revocation of the alcoholic beverage designation.

**PUBLIC NOTIFICATION:** A public meeting notice was mailed by first-class mail to the property owners within 150 feet in any direction of the subject property and posted on the property on June 26, 2023, per Code Section 2-149.

A legal notice was published in the June 28, 2023-edition, of the St. Pete Times Section of the Tampa Bay Times, for a public hearing that has been scheduled on July 11, 2023, for ABT Case No. 20-2023.

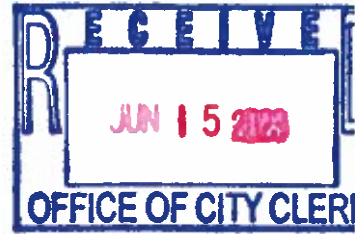
**MOTION:**

I move to **APPROVE/DENY** a request for an Alcoholic Beverage Use Designation 13CT (*By the drink for consumption on the premises only of any catered event at which the licensee is providing prepared food*) for Big Claw Catering, LLC., d/b/a Savor the Moment Catering, located at 409 Gulf Boulevard Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 8, Lots 5 & 6 Less RD R/W on W & Lots 7 thru 10 & Lot 11 & 12 Less RD R/W on S & Lots 13 thru 20 with the following stipulation: ***Repeated or intermittent nuisance activity and/or unlawful noise levels originating from the establishment of the parking area may result in the revocation of the alcoholic beverage designation.***

/lak



CITY OF INDIAN ROCKS BEACH  
ALCOHOLIC BEVERAGE DESIGNATION APPLICATION



DATE: 6/13/23

APPLICANT'S NAME: Matthew Loder Sr.

ADDRESS: 7755 133rd St N

PHONE NO.: 727-291-1600

CELL PHONE: 727-412-5458

E-MAIL: AP@bigclawmanagement.com

DATE OF BIRTH: 07/07/64

DRIVER'S LICENSE NO.: L360-556-64-247-0

ESTABLISHMENT NAME: Savor the Moment Catering

ADDRESS: 409 Gulf Blvd.

PHONE NO.: 727-291-1600

WEBSITE: \_\_\_\_\_

LEGAL DESCRIPTION: Catering (Big Claw Catering LLC)

PARCEL ID#: 12-30-14-42858-008-0050

BEVERAGE DESIGNATION REQUESTED: \_\_\_\_\_ 13CT

**AFFIDAVIT**

I, Matthew Loder, hereby swear and affirm that the above information is true and correct.

[Signature]  
Affiant

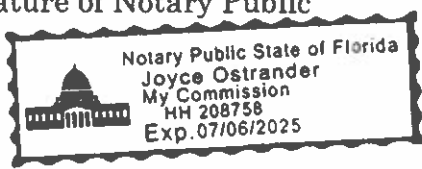
State of Florida  
County of Pinellas

SWORN TO AND SUBSCRIBED before me on this 13 day of JUNE 2023, by MAT LODER SR (applicant), who is personally known to me or who produced \_\_\_\_\_ as identification that he/she did execute the foregoing Affidavit.

My Commission Expires: 07/06/2025

[Signature]  
Signature of Notary Public

ABT # \_\_\_\_\_  
BDMS # \_\_\_\_\_



**AGENDA ITEM NO. 6C**

**PUBLIC HEARINGS**

**ABT 21-2023**

**QUASI-JUDICIAL PROCEEDING**

**409 GULF BOULEVARD**

**SAVOR THE MOMENT CATERING**

**CITY OF INDIAN ROCKS BEACH  
CITY COMMISSION AGENDA MEMORANDUM**

**FOR MEETING OF:** July 11, 2023

**AGENDA ITEM:** 6C

**SUBMITTED BY:** Lorin A. Kornijtschuk, Interim City Clerk

**APPROVED BY:** Brently Gregg Mims, City Manager

**SUBJECT: ABT CASE NO. 21-2023 — 409 GULF BOULEVARD**

**Big Claw Catering, LLC**

d/b/a Savor the Moment Catering

Considering a 4COP SFS Alcoholic Beverage Use *Designation (Beer, wine, liquor. By the drink or in sealed containers for consumption on or off premises where sold)* for Big Claw Catering, LLC., d/b/a Savor the Moment Catering, located at 409 Gulf Boulevard Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 8, Lots 5 & 6 Less RD R/W on W & Lots 7 thru 10 & Lot 11 & 12 Less RD R/W on S & Lots 13 thru 20.

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**BACKGROUND:**

Alcoholic Beverage Use Designations are governed by Chapter 6, Alcoholic Beverages.

All alcoholic beverage licenses are under the control of the State of Florida, Division of Alcohol Beverages and Tobacco. However, municipalities have the right to enact ordinances regulating the hours of business and location of place of business and prescribing sanitary regulations thereof, of any license under the State Beverage Law within the county or corporate limits of such municipality. [F.S. 562.45(2)(a)]

On June 15, 2023, Matthew Loder Sr. submitted for a Considering a 4COP SFS Alcoholic Beverage Use *Designation (Beer, wine, liquor. By the drink or in sealed containers for consumption on or off premises where sold)* for Big Claw Catering, LLC., d/b/a Savor the Moment Catering, located at 409 Gulf Boulevard Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 8, Lots 5 & 6 Less RD R/W on W & Lots 7 thru 10 & Lot 11 & 12 Less RD R/W on S & Lots 13 thru 20.

Code Section 6-32 Alcoholic Beverage Use Designations are approved for a specific property location and a specific application. Any change in ownership of the establishment will require filing a new application and approval by the City Commission.

**ANALYSIS:**

Savor the Moment Catering is located at 409 Gulf Boulevard. The surrounding zoning is B-Business to the north, south and east with CT-Commercial Tourist on the west side of Gulf Boulevard.

After a review of the application by the Planning Consultant, it was determined that the Alcoholic Beverage Application for Savor the Moment Catering is in compliance with Chapter 6, Alcoholic Beverages, Chapter 110, Zoning, and parking provided for this site.

The Pinellas County Sheriff's Office reviewed its files for Matthew Loder Sr. and determined there are no responsive public records. No criminal record checks were conducted for the Florida Department of Law Enforcement, other states, or the FBI.

Section 6-33, Authority of City Commission to designate locations, empowers the City Commission to designate the location and classification and to place reasonable restrictions which are deemed appropriate such as repeated or intermittent nuisance activity and/or unlawful noise levels originating from the establishment of the parking area may result in the revocation of the alcoholic beverage designation.

**PUBLIC NOTIFICATION:** A public meeting notice was mailed by first-class mail to the property owners within 150 feet in any direction of the subject property and posted on the property on June 26, 2023, per Code Section 2-149.

A legal notice was published in the June 28, 2023-edition, of the St. Pete Times Section of the Tampa Bay Times, for a public hearing that has been scheduled on July 11, 2023, for ABT Case No. 21-2023.

**MOTION:**

I move to **APPROVE/DENY** a request for an Alcoholic Beverage Use Designation 4COP SFS (*Beer, wine, liquor. By the drink or in sealed containers for consumption on or off premises where sold*) for Big Claw Catering, LLC., d/b/a Savor the Moment Catering, located at 409 Gulf Boulevard Indian Rocks Beach, Florida, and legally described as Indian Beach Re-Revised, Block 8, Lots 5 & 6 Less RD R/W on W & Lots 7 thru 10 & Lot 11 & 12 Less RD R/W on S & Lots 13 thru 20 with the following stipulation: ***Repeated or intermittent nuisance activity and/or unlawful noise levels originating from the establishment of the parking area may result in the revocation of the alcoholic beverage designation.***

/lak



CITY OF INDIAN ROCKS BEACH  
ALCOHOLIC BEVERAGE DESIGNATION APPLICATION



DATE: 6/13/23

APPLICANT'S NAME: Matthew Loder Sr.

ADDRESS: 7755 133rd St N

PHONE NO.: 727-291-1600

CELL PHONE: 727-412-5458

E-MAIL: AP@bigclawmanagement.com

DATE OF BIRTH: 07/07/64

DRIVER'S LICENSE NO.: L360-556-64-247-0

ESTABLISHMENT NAME: Savor the Moment Catering

ADDRESS: 409 Gulf Blvd.

PHONE NO.: 727-291-1600

WEBSITE: \_\_\_\_\_

LEGAL DESCRIPTION: Catering (Big Claw Catering LLC)

PARCEL ID#: 12-30-14-42858-008-0050

BEVERAGE DESIGNATION REQUESTED: 4COP SFS,

**AFFIDAVIT**

I, Matthew Loder, hereby swear and affirm that the above information is true and correct.

[Signature]  
Affiant

State of Florida  
County of Pinellas

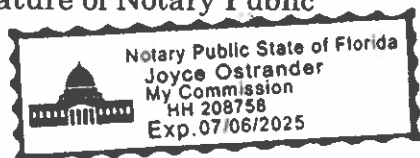
SWORN TO AND SUBSCRIBED before me on this 13 day of JUNE 2023, by MAT LODER SR

(applicant), who is personally known to me or who produced \_\_\_\_\_ as identification that he/she did execute the foregoing Affidavit.

My Commission Expires: 07/06/2025

[Signature]  
Signature of Notary Public

ABT # \_\_\_\_\_  
BDMS # \_\_\_\_\_



**AGENDA ITEM NO. 6D**

**PUBLIC HEARINGS**

**BOA CASE NO. 2023-03**

**2011 1<sup>st</sup> Street**

**INDIAN ROCKS CITY COMMISSION STAFF REPORT**

**MEETING OF:** July 11, 2023      **AGENDA Item: 6D**

**ORIGINATED BY:**                     Hetty C. Harmon, AICP, City Planner

**AUTHORIZED BY:**                   Brently Gregg Mims, City Manager

**STAFF RECOMMENDATION:** Based on the variance review criteria of Section 2-152, staff recommended denial of the request.

**BOARD OF ADJUSTMENTS AND APPEALS:** The board of Adjustments and Appeals recommended denial to the City Commission by a vote of 4-0.

**SUBJECT:    BOA CASE NO. 2023-03 –2011 1<sup>st</sup> Street**

Variance request from Sec. 110-344 (4), of the Code of Ordinance, to allow for a pool to encroach 16 feet into the 25 feet front yard setback resulting in a total front yard setback of 9 feet to allow for a new pool for property located at 2011 1st Street, Indian Rocks Beach, Florida, and legally described as Lot 1, Block 54, Indian Beach Re-Revised, as recorded in Plat Book 5, Page 67, of the Public Records of Pinellas County, Florida.  
 Parcel # 01-30-14-42030-054-0010

**OWNER**    **OCF BEACH LLC**  
**LOCATION of PROPERTY:**                                 2011 1<sup>st</sup> Street  
**ZONING:**    RM-1 Medium Density Residential

<b>Direction</b>	<b>Existing Use</b>	<b>Zoning Category</b>
North	Residential	RM-1
East	Residential	RM-1
South	Residential	RM-1
West	Residential	RM-2

**BACKGROUND:**

The applicant is requesting a variance for pool to encroach 16 ft into the 25 ft front yard setback for a two family residence.

This house’s address is 2011 1<sup>st</sup> Street but the house actually faces 21<sup>st</sup> Avenue. The required front yard setback of 25 feet is on the 1<sup>st</sup> Street side. They are requesting to locate the pool in the front yard setback along 1<sup>st</sup> Street even though it appears as the side yard of the dwelling.

This property is registered with the City as a vacation rental.



**Sec. 2-152. - Variances.**

(a) *Generally; criteria for granting variances from the terms of subpart B.*

(1) The board of adjustments and appeals shall make recommendations on and the city commission shall decide variance applications will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of subpart B will result in unnecessary and undue hardship. In order to recommend or decide any variance from the terms of subpart B, the board or the city commission shall consider each of the following.

a. Special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district.

*The existing residence was built in 1972 and maintains the 25 foot front setback on 1<sup>st</sup> Street even though house faces 21<sup>st</sup> Avenue.*

b. The special conditions and circumstances do not result from the actions of the applicant.

*The applicant did not create any special conditions or circumstances.*

c. Granting the variance will not confer on the applicant any special privilege that is denied by subpart B to other lands, structures or buildings in the same zoning district.

*Granting the variance would confer special privileges to the applicant.*

d. Literal interpretation of the provisions of subpart B would deprive other properties in the same zoning district under the terms of subpart B and would work unnecessary and undue hardship upon the applicant.

*The approval of this variance request would not deprive other owners of use and enjoyment of their properties.*

e. The variance granted is the minimum variance that will make possible the reasonable use of the land, structure or building; and

*This is the minimum variance to allow the owner to construct the pool as proposed.*

f. The granting of the variance will be in harmony with the general intent and purpose of subpart B, and such variance will not be injurious to the area involved or be otherwise detrimental to the public welfare.

*Granting the variance will not be in harmony with the general intent and purpose of subpart B.*

**NOTICE:** A public notice was mailed by first class mail to property owners within 150 feet in any direction of the subject property and posted on subject property on June 26, 2023, (Sec. 2-149 of the Code of Ordinances.)

**LEGAL NOTICE:** A legal notice was published in the June 28, 2023-Edition, of the St. Pete Times Section of the Tampa Bay Times. For a public hearing that has been scheduled for July 11, 2023, for BOA Case No. 2023-03.

**CORRESPONDENCE:** Two letters of objection were submitted and a letter of objection signed by numerous surrounding property owners.

**STAFF RECOMMENDATION:** Based on the variance review criteria of Section 2-152, staff recommends denial of the request.

**MOTION:**

I move to recommend to the City Commission **APPROVAL/DENIAL** of BOA CASE NO. 2023-03 –2011 1st Street. Variance request from Sec. 110-344 (4), of the Code of Ordinance, to allow for a pool to encroach 16 feet into the 25 feet front yard setback resulting in a total front yard setback of 9 feet to allow for a new pool for property located at 2011 1st Street, Indian Rocks Beach, Florida, and legally described as Lot 1, Block 54, Indian Beach Re-Revised, as recorded in Plat Book 5, Page 67, of the Public Records of Pinellas County, Florida.

**MINUTES — MARCH 21, 2023  
CITY OF INDIAN ROCKS BEACH  
BOARD OF ADJUSTMENTS AND APPEALS**

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The Regular Meeting of the Indian Rocks Beach Board of Adjustments and Appeals was held on **TUESDAY, MARCH 21, 2023**, at 6:00 p.m., in the City Commission Chambers, 1507 Bay Palm Boulevard, Indian Rocks Beach, Florida.

1. **CALL TO ORDER.** Chair DeVore called the meeting to order at 6:00 p.m.
2. **ROLL CALL:**

**PRESENT:** Chair Stewart DeVore, Vice-Chair David Watt, Board Member Michael A. Campbell, and Board Member Jim Labadie.

**OTHERS PRESENT:** City Attorney Randy Mora, B.C.S. and Planning Consultant Hetty C. Harmon, AICP.

**ABSENT:** Board Member Rick Alvarez and 1<sup>st</sup> Alternate Board Member Karen O'Donnell,

**VACANT POSITION:** 2<sup>nd</sup> Alternate Board Member.

3. **APPROVAL OF MINUTES: February 21, 2023**

***MOTION MADE BY MEMBER LABADIE, SECONDED BY VICE CHAIR WATT, TO APPROVE THE FEBRUARY 21, 2023 BOARD OF ADJUSTMENTS AND APPEALS MINUTES AS SUBMITTED. UNANIMOUS APPROVAL BY ACCLAMATION.***

4. **BOA CASE NO. 2023-03 — 2011-1ST STREET**

<b>Owner/Applicant:</b>	<b>OCF Beach LLC</b>
<b>Subject Location:</b>	<b>2011-1st Street, Indian Rocks Beach, Florida</b>
<b>Legal Description:</b>	<b>Lot 16, Block 54, Indian Beach Re-Revised, as recorded in Plat Book 5,</b>

Page 67, of the Public Records of Pinellas County, Florida.

Parcel #:

Parcel #01-30-14-42030-054-0010.

Variance Request:

Variance request from Sec. 110-344 (4), of the Code of Ordinance, to allow for a pool to encroach 16 feet into the 25 feet front yard setback resulting in a total front yard setback of 9 feet to allow for a new pool.

*[Beginning of staff report.]*

**SUBJECT: BOA CASE NO. 2023-03 –2011-1ST STREET**

Variance request from Sec. 110-344 (4) of the Code of Ordinance to allow for a pool to encroach 16 feet into the 25 feet front yard setback resulting in a total front yard setback of 9 feet to allow for a new pool for property located at 2011-1st Street, Indian Rocks Beach, Florida, and legally described as Lot 1, Block 54, Indian Beach Re-Revised, as recorded in Plat Book 5, Page 67, of the Public Records of Pinellas County, Florida. Parcel # 01-30-14-42030-054-0010.

**OWNER:**

**OCF BEACH LLC**

**PROPERTY LOCATION:** 2011-1st Street

**ZONING:**

**RM-1 Medium-Density Residential**

Direction	Existing Use	Zoning Category
North	Residential	RM-1
East	Residential	RM-1
South	Residential	RM-1
West	Residential	RM-2

**BACKGROUND:**

The applicant is requesting a variance for pool to encroach 16 feet into the 25-foot front yard setback for two-family residence.

This house's address is 2011-1st Street but the house actually faces 21st Avenue. The required front yard setback of 25 feet is on the 1st Street side. They are requesting to locate the pool in the front yard setback along 1st Street even though it appears as the side yard of the dwelling.

This property is registered with the city as a vacation rental.

**Sec. 2-152. Variances.**

(a) *Generally; criteria for granting variances from the terms of subpart B.*

(1) The board of adjustments and appeals shall make recommendations on and the city commission shall decide variance applications will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of subpart B will result in unnecessary and undue hardship. In order to recommend or decide any variance from the terms of subpart B, the board or the city commission shall consider each of the following:

- a. Special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district. *The existing residence was built in 1972 and maintains the 25-foot front setback on 1st Street even though house faces 21st Avenue.*
- b. The special conditions and circumstances do not result from the actions of the applicant. *The applicant did not create any special conditions or circumstances.*
- c. Granting the variance will not confer on the applicant any special privilege that is denied by subpart B to other lands, structures or buildings in the same zoning district. *Granting the variance would confer special privileges to the applicant.*
- d. Literal interpretation of the provisions of subpart B would deprive other properties in the same zoning district under the terms of subpart B and would work unnecessary and undue hardship upon

the applicant. *The approval of this variance request would not deprive other owners of use and enjoyment of their properties.*

- e. The variance granted is the minimum variance that will make possible the reasonable use of the land, structure or building. *This is the minimum variance to allow the owner to construct the pool as proposed.*
- f. The granting of the variance will be in harmony with the general intent and purpose of subpart B, and such variance will not be injurious to the area involved or be otherwise detrimental to the public welfare. *Granting the variance will not be in harmony with the general intent and purpose of subpart B.*

**NOTICE:** A public notice was mailed by first class mail to property owners within 150 feet in any direction of the subject property and posted on subject property on March 6, 2023, (Sec. 2-149 of the Code of Ordinances.)

**CORRESPONDENCE:** Correspondence was received objecting to the variance.

**STAFF RECOMMENDATION:** Based on the variance review criteria of Section 2-152, staff recommends denial of the request.

*[End of staff report.]*

City Attorney Mora read Agenda Item No. 4, BOA Case No. 2023-03, 2011-1st Street, by title only.

City Attorney Mora stated the variance application before the board is a quasi-judicial matter.

City Attorney Mora asked if any member had conducted any ex-parte communications with the applicant or their agent in advance of this evening. All members responded negatively.

City Attorney Mora asked if any member had conducted any site visit for the purpose of evaluating the application before them. All members responded negatively.

City Attorney Mora duly swore in all persons planning to give testimony during the quasi-judicial proceeding.

Planning Consultant Harmon stated the applicant is requesting a variance request from Code Section 110-344(4) to encroach 16 feet into the 25-foot front yard setback to build a pool on the property located at 2011-1st Street.

Planning Consultant Harmon presented a PowerPoint Presentation depicting aerial views of the property, a survey, a site plan, the proposed pool plan, and site photos.

Planning Consultant Harmon explained the variance while presenting the PowerPoint Presentation. She stated the house is on a corner lot at 1st Street and 21st Avenue. The dwelling is a duplex with two driveways out front.

Planning Consultant Harmon explained that 1st Street is considered the front yard with a required setback of 25 feet, and 21st Avenue is considered the side yard with a required setback of 7 feet. The house does face 21st Avenue. The applicant is requesting to locate the pool in the front yard along 1st Street even though it appears as the side yard of the dwelling. The water's edge would be 9 feet from 1<sup>st</sup> Street the property line. The pool would be 25 feet from 21st Avenue but 9 feet from 1st Street.

Planning Consultant Harmon stated staff recommended denial since the pool would encroach into the front setback.

Chair DeVore questioned the power box and asked if a utility easement existed.

Planning Consultant Harmon stated she thinks that box is between the lot line and the street.

Vice Chair Watt asked as a point of clarity what is the side considered on 21st Avenue. Is 21st Avenue considered the side or the front of the house?

Planning Consultant Harmon stated 21st Avenue is actually the front of the house. It is where the front doors and driveways are. It is where people gain access to the house.

Vice Chair Watt stated that usually the setbacks on most corner lots he has been involved with are usually 25 feet from both directions.

Planning Consultant Harmon responded no — just one or the other.

Vice Chair Watt stated in this case; it is off 1st Street.

Vice Chair Watt clarified that this is a request for an encroachment of 16 feet into the required 25-foot front yard setback, leaving a front yard setback of 9 feet.

Planning Consultant Harmon responded affirmatively.

**Shawn Lee, OCF Beach LLC, 2011-1st Street**, the applicant, stated this duplex is his vacation home, and he does come down 25% of his time. He loves Indian Rocks Beach, and it is his second home. When he purchased the property, it was overgrown and an eyesore for the neighborhood. Since then, he has put his heart and soul into making it someplace where he would want to stay.

Mr. Lee stated he requested this variance because the city code says the narrowest portion of a corner lot was automatically the front yard. When the duplex was built, the front yard was actually the side yard. The side yard (21st Avenue) is where a person gains entry — where the front door and driveways are. There are no doors or driveways in the front of the house (1st Street).

Mr. Lee stated if the front yard (21st Avenue) were the actual front yard of the house, he would be within the 7-foot side setbacks and 25-foot front setback. That is why he is asking for the variance.

Mr. Lee stated Planning Consultant Harmon stated a pool could be built between his two driveways, but it would only be 5 feet. However, legally if he had the space, he could put the pool on 21st Avenue, and that would actually be a nuisance because it would be in the front yard. He was able to find three



other properties that have the exact same layouts. They all requested variances and were approved — 2313-1st Street, 124-13th Avenue, and 2508 Bay Boulevard.

Mr. Lee stated that on 1st Street, many of these lots were shaped with the working end, not on the legal front side. If the board looks at the street views for his corner, all the houses that face 1st Street have side entry off 21st Avenue. This is just a quirk in the way the structures are laid out.

Mr. Lee asked the board to look at the hardship granted by this lot's unique shape/layout.

Vice Chair Watt asked about the other side.

Mr. Lee responded there was nothing on that side, and they looked at it. However, there is an unimproved city alley, and there are only 14.8 feet from the property line, leaving 4.48 feet for a pool.

Chair DeVore opened the public comment portion.

**Darinka Konjanovski, 2005-1st Street**, stated she owns a duplex property directly behind Mr. Lee's that she rents year-round. However, she has received several complaints from her tenants because of the noise generated by Mr. Lee's short-term renters. She stated her tenants are woken up in the middle of the night because of the noise, and they have called the sheriff's office, and she is afraid that she would lose her long-term tenants because of the noise, etc. She stated it is already noisy, and a pool would generate more noise.

**Carol McGlaughlin, 115-21st Avenue**, stated her home is directly across 1<sup>st</sup> Street from the subject duplex. Ms. McGlaughlin read the following letter into the record:

*"We are property owners and/or full-time residents living on 1<sup>st</sup> Street. Some of us of have been here for 40-50 years. We moved to this community to enjoy the quiet peaceful atmosphere and to live in harmony with our neighbors. There is a growing trend in our community of properties that seem to be materializing on a regular basis.*

*These issues affect the permanent residents in real time. 2011-1st Street was recently converted to a short-term. It has been a long-term rental since 1972. Long-term tenants at 2005, property next door, have complained about noise issues and have even witnesses a physical altercations requiring law enforcement to intervene.*

*We are concerned with an application for a variance and the eventual installation of a pool. Additional noise issues will threaten the livability for the surrounding permanent residents.*

*The current owner bought the property knowing the orientation of the building made it impossible to add a pool.*

*The basis for the owner's appeal is the desire to maximize the value and profits of the newly acquired property. Does the new owner have a right to increase his profitability running a business at the expense of the neighbor's right to quiet comfort? A financial increase on a return of an investment does not constitute or equal a hardship.*

*If this variance is approved, it will set a precedent. It will open the floodgates for variance applicants that will encroach into all setback lines.*

*Setback lines are like fences. They make good neighbors.*

*For these reasons, we object to the approval of a variance for 2011-1st Street.*

*Melissa Page, 108-20<sup>th</sup> Avenue, #A  
Jim Poehlman, 108-20th Avenue, #B  
Darinki Darinka, 2005-1st Street  
Scott Franz, 2025-1st Street, #1  
Phil Thompson, 2005-1st Street, #1  
Milica Fosif, 2005-1st Street, #3"  
Robert Page, 1080-20th Avenue  
Fred Woody, 204-21st Avenue  
Carol McGlaughlin, 115-21st Avenue  
Diane Rath, 2117-1st Street  
Patsy Sullivan, 401 Harbor Drive North  
Sue Taylor, 1215 Bayshore Boulevard"*

Chair Devore closed the public comment portion.

Planning Consultant Harmon stated there are two hot tubs in the screen porches on the back of the duplexes that are not on the site plan, which were installed about a year ago.

Member Campbell stated the applicant said the remaining portion between his property line and the street combined with the 9 feet left of his property would give him 25 feet. He asked if that was correct and who actually owned that wide stripe of land.

Planning Consultant Harmon stated that it is city right-of-way, usually used for stormwater, sewage, utility lines, etc. She noted that it is not part of the applicant's property. She stated there is always a right-of-way for utilities, mainly in front of houses.

Member Campbell stated he understood that. But he owns the easement in front of his house, which has a utility easement.

Planning Consultant Harmon stated there is a utility easement in the unimproved alley for power poles.

Mr. Lee stated that short-term rentals are a hot button for the city. There is a different venue for that, and he will abide by whatever the city commission does. This is the first he has heard about noise issues regarding his property. He has left his number with several of his neighbors, and he does not have a problem receiving calls in the middle of the night to handle issues arising from his property.

Vice Mayor Watt stated there are unique properties in that city area. Unfortunately, people buy these properties with certain restrictions, and it is a big ask on a front/side yard that becomes the front yard of other neighbors.

Chair DeVore stated 16 feet is a big front yard variance request, and he does not see a hardship.

Member Labadie stated that granting a pool to the front yard would devalue the neighbors' property because when it comes time to sell, who would buy a property with a lot of noise going on that close to their house? He does not encourage people to do things that would hurt their neighbors.

**MOTION MADE BY MEMBER LABADIE, SECONDED BY MEMBER VICE CHAIR WATT, TO RECOMMEND TO THE CITY COMMISSION DENIAL OF BOA CASE NO. 2023-03 — 2011-1ST STREET. A VARIANCE REQUEST FROM SEC. 110-344 (4) OF THE CODE OF ORDINANCE TO ALLOW FOR A POOL TO ENCROACH 16 FEET INTO THE 25 FEET FRONT YARD SETBACK RESULTING IN A TOTAL FRONT YARD SETBACK OF 9 FEET, FOR PROPERTY LOCATED AT 2011-1ST STREET, INDIAN ROCKS BEACH, FLORIDA, AND LEGALLY DESCRIBED AS LOT 1, BLOCK 54, INDIAN BEACH RE-REVISED, AS RECORDED IN PLAT BOOK 5, PAGE 67, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA.**

**AYES: CAMPBELL, LABADIE, WATT, DEVORE**

**NAYS: NONE**

**ABSENT: ALVAREZ, O'DONNELL**

**MOTION TO RECOMMEND DENIAL TO THE CITY COMMISSION APPROVED UNANIMOUSLY.**

**5. OTHER BUSINESS.**

There will be no meeting in April.

**6. ADJOURNMENT.**

**MOTION MADE BY MEMBER LABADIE, SECONDED BY VICE MAYOR WATT, TO ADJOURN THE MEETING AT 6:38 P.M. UNANIMOUS APPROVAL BY ACCLAMATION.**

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Date Approved

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Stewart DeVore, Chair



2011 1st Street  
BOA CASE NO. 2023-03



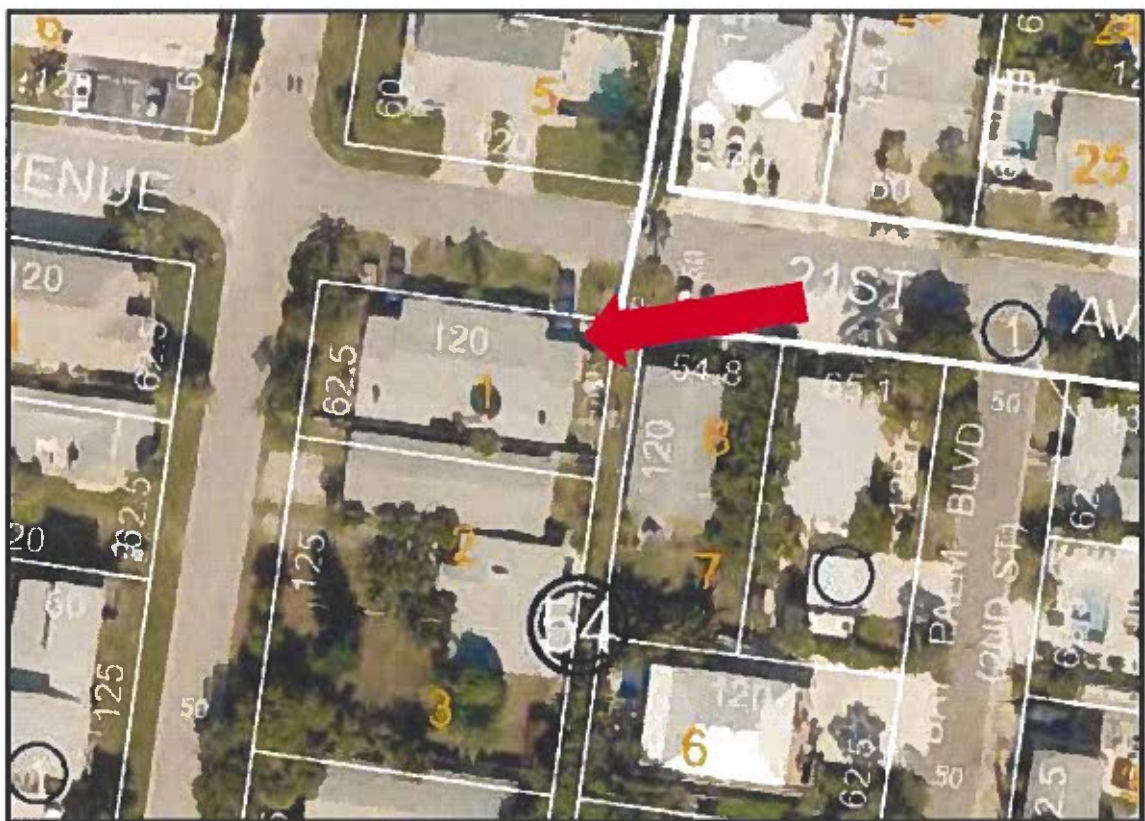
**BOA CASE NO. 2023-03 –2011 1st Street**  
**Variance request from Sec. 110-344 (4), of the Code of Ordinance,**  
**to allow for a pool to encroach 16 feet into the 25 feet front yard**  
**setback resulting in a total front yard setback of 9 feet to allow for**  
**a new pool for property located at 2011 1st Street, Indian Rocks**  
**Beach, Florida, and legally described as Lot 1, Block 54, Indian**  
**Beach Re-Revised, as recorded in Plat Book 5, Page 67, of the**  
**Public Records of Pinellas County, Florida.**



# 2011 1<sup>st</sup> Street

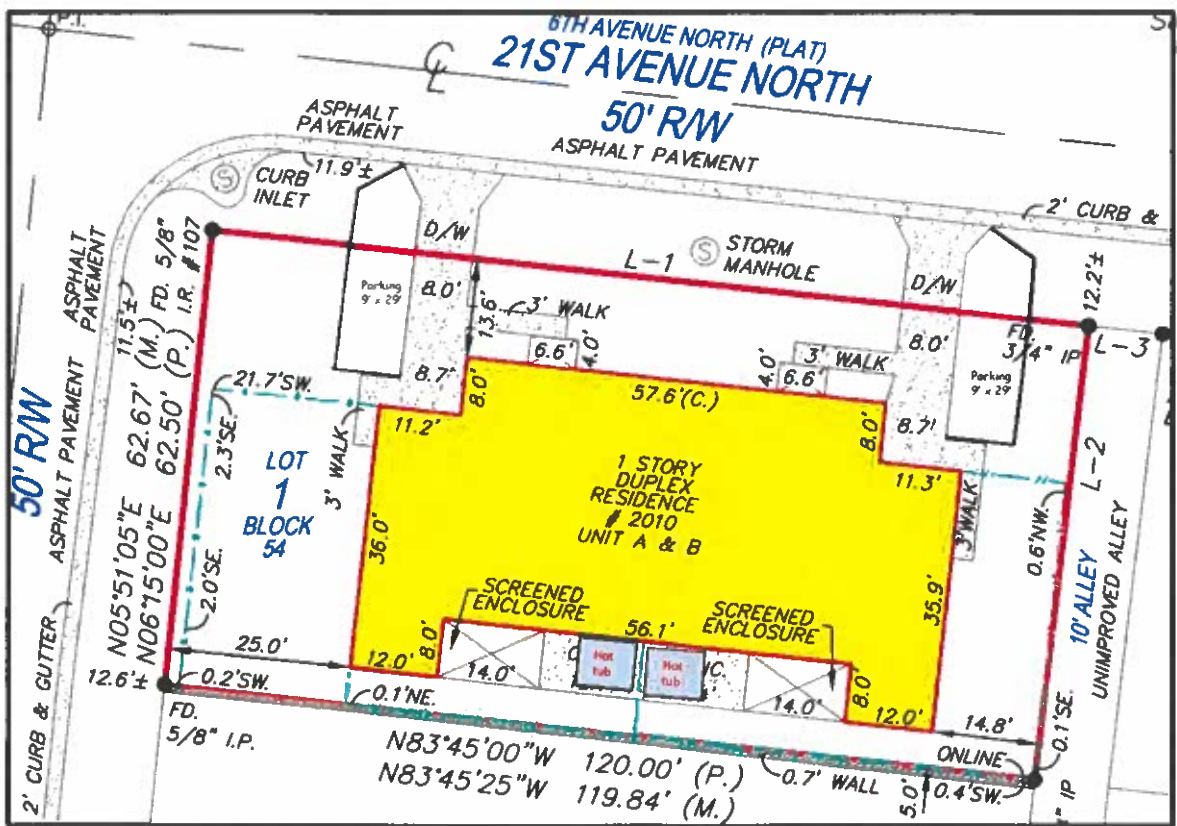


# 2011 1<sup>st</sup> Street

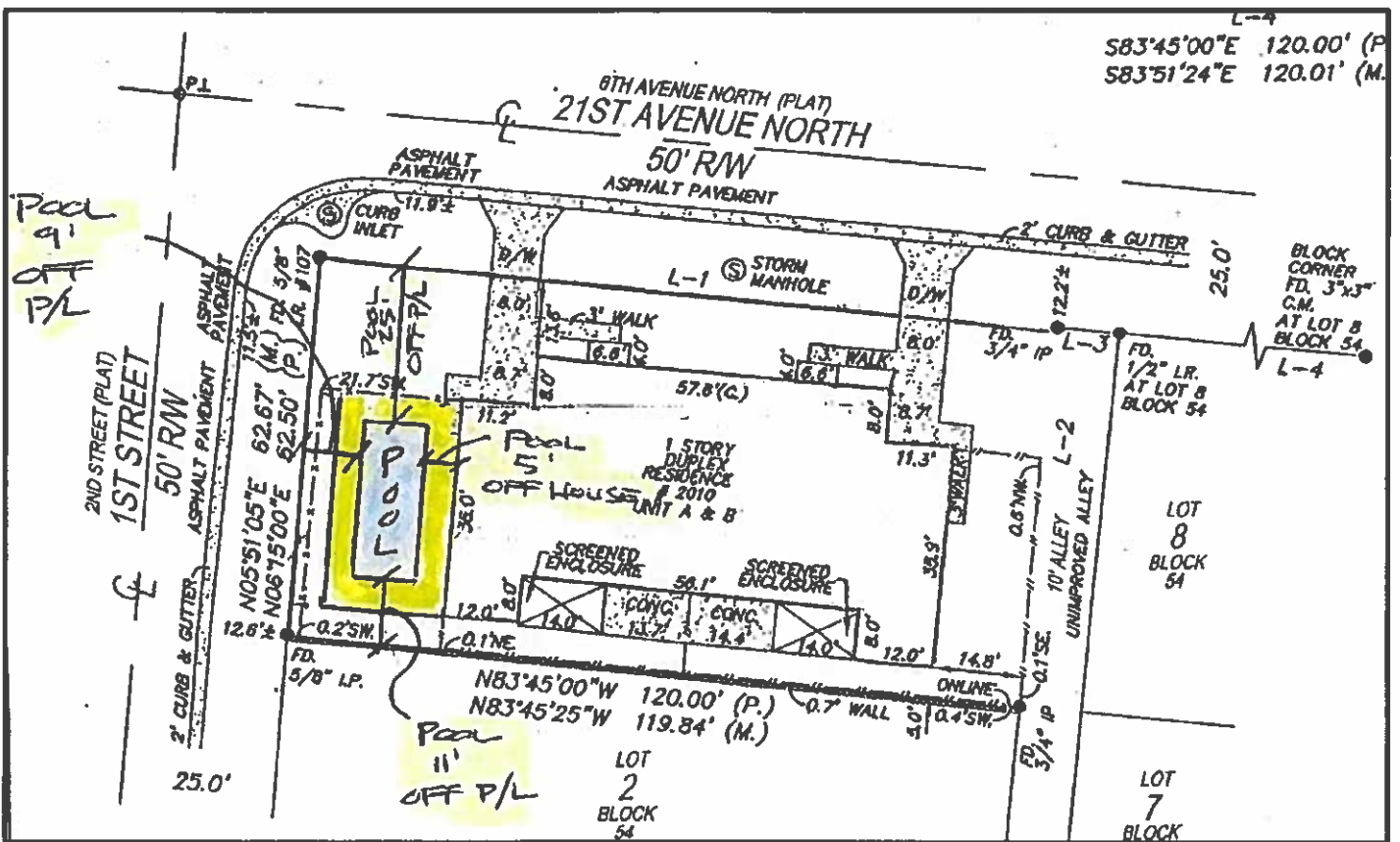




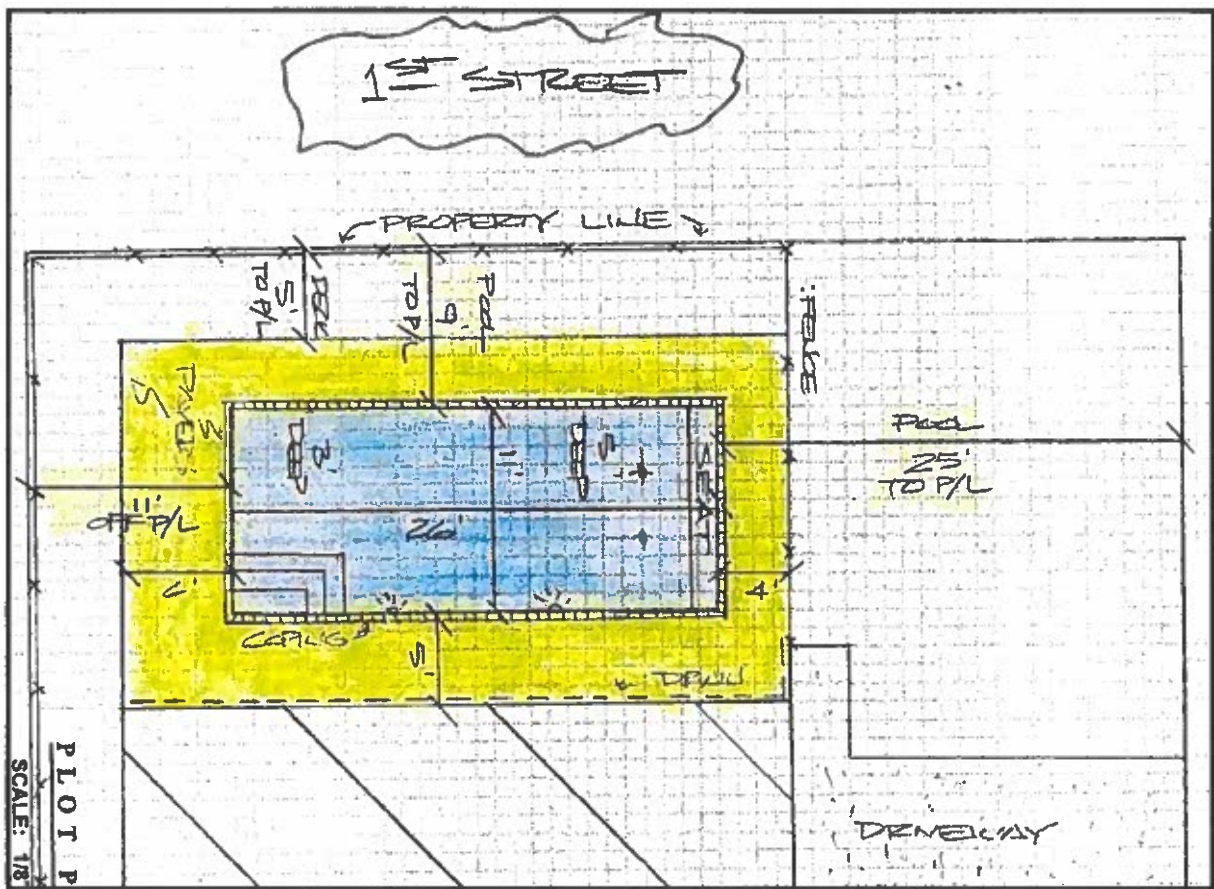
# Survey



# Proposed Pool Plan



# Proposed Pool Plan



## Looking South on 1<sup>st</sup> Street



# Front Yard



## Front Yard



## Looking North on 1<sup>st</sup> Street





# City of Indian Rocks Beach

1507 Bay Palm Boulevard, Indian Rocks Beach, Florida 33785  
[www.indian-rocks-beach.com](http://www.indian-rocks-beach.com)

Administrative  
727/595-2517  
727/596-4759 (Fax)

Library  
727/596-1822

Public Services  
727/595-6889  
727/593-5137 (Fax)

**NOTICE OF PUBLIC MEETING**  
**THE CITY OF INDIAN ROCKS BEACH — CITY COMMISSION MEETING**  
**TUESDAY, APRIL 11, 2023 @ 6:00 P.M.**  
**1507 BAY PALM BOULEVARD, INDIAN ROCKS BEACH, FLORIDA 33785**

The City Commission of the City of Indian Rocks Beach, Pinellas County, Florida, will conduct a public hearing during its regular scheduled meeting on **TUESDAY, APRIL 11, 2023**, which meeting convenes at 6:00 p.m., or as soon as thereafter, in the City Commission Chambers, 1507 Bay Palm Boulevard, Indian Rocks Beach, Florida, on **BOA CASE NO. 2023-03**.

**YOU ARE HEREBY NOTIFIED** as a property owner of land within 150 feet of the property located at **2011-1ST STREET, INDIAN ROCKS BEACH, FLORIDA**, and legally described as Lot 16, Block 54, Indian Beach Re-Revised, as recorded in Plat Book 5, Page 67, of the Public Records of Pinellas County, Florida. Parcel #01-30-14-42030-054-0010.

**Variance request from Sec. 110-344 (4), of the Code of Ordinance, to allow for a pool to encroach 16 feet into the 25 feet front yard setback resulting in a total front yard setback of 9 feet to allow for a new pool.**

**FOR FURTHER INFORMATION REGARDING THIS REQUEST, PLEASE CONTACT PLANNING CONSULTANT HETTY C. HARMON AT 863/646-4771, EXT. 211 OR E-MAIL: [hharmon@irbcity.com](mailto:hharmon@irbcity.com)**

If you desire to either support or object to the referenced variance, you may appear at the Indian Rocks Beach Board of Adjustments and Appeals Meeting on said date, or submit in writing your support or objections to Deanne B. O'Reilly, City Clerk, 1507 Bay Palm Boulevard, Indian Rocks Beach, Florida, 33785, or e-mail: [doreilly@irbcity.com](mailto:doreilly@irbcity.com). All correspondence must be received by the City Clerk no later than **TUESDAY, APRIL 11, 2023, by 2:00 P.M.** The City will make such records available during normal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m., to any interested person at his or her request and expense.

If any person desires to appeal a decision made with respect to this request, such person will need a record of the proceedings and for such purposes, they 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, per Section 286.0105, Florida Statutes. Verbatim transcripts are not furnished by the City of Indian Rocks Beach and should one be desired, arrangements (i.e. court reporter) should be made in advance by the interested party.

In accordance with Section 286.26, Florida Statutes, persons with a disability requiring reasonable accommodations in order to participate in this meeting should contact the City Clerk's Office with your request by telephone (727/595-2517) or email: [doreilly@irbcity.com](mailto:doreilly@irbcity.com) no later than seven (7) business days prior to the proceeding.

Notice was mailed by first class mail to the property owners within 150 feet in any direction of the subject property and posted on subject property on March 27, 2023. (Sec. 2-149 of the Code of Ordinances.)

/dor



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**01-30-14-42030-054-0020**  
BLK 54, LOTS 2 AND 3  
INDIAN BEACH RE-REVISED

KONJANOVSKI, DARINKA TRUST  
KONJANOVSKI, DARINKA TRE  
2005 1ST ST  
INDIAN ROCKS BEACH FL 33785-3857

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**01-30-14-42030-050-0040**  
BLK 50, LOT 4  
INDIAN BEACH RE-REVISED

IRB INVESTMENT PROPERTIES LLC  
420 16TH AVE  
INDIAN ROCKS BEACH FL 33785-2826

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**01-30-14-42030-055-0050**  
BLK 55, W 1/2 LOTS 5 & 6  
INDIAN BEACH RE-REVISED

DARVILL, PATRICIA B  
TALTY, THOMAS F  
C/O TALTY, THOMAS F  
3120 LAKE HIGHLAND LN  
BIRMINGHAM AL 35242-4712

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**01-30-14-42030-055-0080**  
BLK 55, LOT 8  
INDIAN BEACH RE-REVISED

MCGLAUGHLIN REV TRUST  
MCGLAUGHLIN, CAROL M TRE  
115 21ST AVE  
INDIAN ROCKS BEACH FL 33785-3803

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**01-30-14-42030-049-0070**  
BLK 49, LOTS 7 AND 8  
INDIAN BEACH RE-REVISED

POLIMETALES & ASSOCIATES USA CORP  
8909 SHADY TREE CT  
TAMPA FL 33634-1021

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**01-30-14-42030-050-0050**  
BLK 50, LOT 5  
INDIAN BEACH RE-REVISED

WOODY, FRED N  
204 21ST AVE  
INDIAN ROCKS BEACH FL 33785-3801

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**01-30-14-42030-054-0050**  
BLK 54, LOT 5  
INDIAN BEACH RE-REVISED

MCFARLAND, STANLEY A REV LIV TRUST  
MCFARLAND, STANLEY A TRE  
212 20TH AVE  
INDIAN ROCKS BEACH FL 33785-3840

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**06-30-15-42264-000-0270**  
LOT 27  
RE-REVISED 13TH ADD  
INDIAN BEACH

BARRETT, BRETT AARON  
BARRETT, LISA DIANE  
420 16TH AVE  
INDIAN ROCKS BEACH FL 33785-2826

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**01-30-14-42030-054-0071**  
7 AND 8  
BLK 54, E 65.15FT OF LOTS  
INDIAN BEACH RE-REVISED

OMRAN, AHMED  
1057 MADISON ST  
LARGO FL 33770-4825

**01-30-14-42030-055-0051**  
6  
BLK 55, E 1/2 OF LOTS 5 &  
INDIAN BEACH RE-REVISED

DARVILL, PATRICIA B  
TALTY, THOMAS F  
3120 LAKE HIGHLAND LN  
BIRMINGHAM AL 35242-4712

**01-30-14-42030-055-0070**  
BLK 55, LOT 7  
INDIAN BEACH RE-REVISED

DARVILL, PATRICIA B  
TALTY, THOMAS F  
C/O TALTY, THOMAS F  
3120 LAKE HIGHLAND LN  
BIRMINGHAM AL 35242-4712

**06-30-15-42264-000-0260**  
LOT 26  
RE-REVISED 13TH ADD  
INDIAN BEACH

BECK, JASON  
BECK, DEBORAH A  
115 WESTVIEW AVE  
BLACK MTN NC 28711-3821

**01-30-14-42030-054-0070**  
7 AND 8  
BLK 54, W 54.85FT OF LOTS  
INDIAN BEACH RE-REVISED

MILLER, KENNETH R  
203 21ST AVE  
INDIAN ROCKS BEACH FL 33785-3804

**01-30-14-42030-049-0060**  
BLK 49, LOT 6  
INDIAN BEACH RE-REVISED

BRT BEACH PROPERTIES LLC  
11325 QUIET FOREST DR  
TAMPA FL 33635-6238

**01-30-14-42030-054-0040**  
BLK 54, LOT 4  
INDIAN BEACH RE-REVISED

WILK, THOMAS J & STASIA FAMILY REV LIV TRUST  
WILK, THOMAS J TRE  
451 HARBOR DR S  
INDIAN ROCKS BEACH FL 33785-3118

**01-30-14-42030-054-0060**  
BLK 54, LOT 6  
INDIAN BEACH RE-REVISED

KACZMARSKI, ALEX J JR  
KACZMARSKI, EVELYN JOAN  
2004 2ND ST  
INDIAN ROCKS BEACH FL 33785-3869

**06-30-15-42264-000-0250**  
LOT 25  
RE-REVISED 13TH ADD  
INDIAN BEACH

THREE SISTERS DEVELOPMENT CO LLC  
446 COUNTRY CLUB RD  
BELLEAIR FL 33756-1005

## O'Reilly, Deanne

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**From:** Fred Woody <fnwoody@gmail.com>  
**Sent:** Wednesday, March 15, 2023 6:23 PM  
**To:** O'Reilly, Deanne  
**Subject:** Variance request 2011 21st Avenue

This is written to express my opposition to the variance requested by the owner of 2011 21st Avenue. My residence is directly across 21st Avenue from the subject property. I have been a full time resident since 2017. The reason for my objection is as follows. There have been occasions where I have observed as many as ten(10) overnight guests staying in each of the two units. If my information is accurate, each of these units contains two bedrooms.

Even if there are only six(6) guests per unit, that leaves the potential of twelve(12) guests utilizing the proposed pool at any one time. Obviously, the level of noise that would produce is quite concerning, and at a minimum, disruptive to the peace and quiet of those of us who live nearby. Approval of this variance would create a far greater hardship on those of us who make our homes here just so a vacation property owner can raise his rental rates in my opinion.

I ask that you please vote no on this request. Thank you, and if you would, pass along my comments as you see appropriate.

Fred Woody  
204 21st Avenue  
IRB



**OBJECTION TO SETBACK VARIANCE REQUESTED BY 2011 1ST. ST. IRB, FL**

We are property owners and/or full time residents living on 1<sup>st</sup>. Street. Some of us of have been here for 40-50 years. We moved to this community to enjoy the quiet peaceful atmosphere and to live in harmony with our neighbors. There is a growing trend in our community of properties being converted to short term rentals. This has resulted in new problems that seem to be materializing on a regular basis.

These issues affect the permanent residents in real time. 2011 1<sup>st</sup>. was recently converted to a short term rental. It has been a long term rental since 1972. Long term tenants at 2005 -next door- have complained about noise issues and have even witnessed a physical altercation requiring law enforcement to intervene.

We are concerned with an application for a variance and the eventual installation of a pool. Additional noise issues will threaten the livability for the surrounding permanent residents.

The current owner bought the property knowing that the orientation of the building made it impossible to add a pool.

The basis for the owner's appeal is the desire to maximize the value and profits of the newly acquired property. Does the new owner have a right to increase his profitability running a business at the expense of the neighbor's right to quiet comfort? A FINANCIAL INCREASE ON A RETURN OF AN INVESTMENT DOES NOT CONSTITUTE OR EQUAL A HARDSHIP.

If this variance is approved, it will set a precipitant. It will open the floodgates for variance applications that will encroach into all set back lines.

Set back lines are like fences. They make good neighbors.

For these reasons we object to the approval of a variance for 2011 1<sup>st</sup>. Street, Indian Rocks Beach, FL.

WE ARE CONCERNED NEIGHBORS OF 2011 FIRST STREET, INDIAN ROCKS BEACH, FL  
WHO ARE OPPOSED TO A VARIANCE BEING GRANTED TO THE PROPERTY LOCATED AT  
2011 ST. STREET, INDIAN ROCKS BEACH, FL

Miss Page - 108th 20th Avenue IRB, FL 33785

~~Miss Page~~ Jim Behlman - 108th 20th Ave #B, IRB 33785

Dorinka Kenjanski 2005 1st St IRB 33785

St. Franz 2005 1st St #2, IRB, 33785

Phil Thompson 2005 1st St #1, IRB, 33785

Milica Josif 2005<sup>#3</sup> 1st St. 3 33785

Miss Page - 108th 20th Avenue IRB, FL 33785

Shirley Waddy - 204 21st Street, IRB, FL 33785

Carol McLaughlin 115-21st IRB

Sue Taylor 1215 Bayshore Blvd. IRB

Diane Ratty 2117 1st St IRB

~~Diane Ratty~~ 2117 1st St IRB

Patsy Sullivan 401 Harbor N IRB

**APPLICATION FOR VARIANCE**

**CITY OF INDIAN ROCKS BEACH PLANNING AND ZONING**

Enquiries City Hall: 727.595.2517 or Hetty Harmon: 863.646.4771 x211 Email: hharmon@irbcity.com  
Address: 1507 Bay Palm Boulevard, Indian Rocks Beach, FL 33785

For Office Use Only

Application No.

Date Received

**APPLICANT**

Name:

Address:

City:

Zip Code:

Tel:

Fax:

Mobile:

Email:

**AGENT/REPRESENTATIVE**

Name:

Company:

Address:

City:

Zip Code:

Tel:

Fax:

Mobile:

Email:

**SITE DETAILS**

Address:

Parcel ID:

City:

Zip Code:

Legal Description:

Zoning:

Future Land Use:

Size:

**SITE DETAILS CONTINUED...**

Does applicant own any property contiguous to the subject property?  Yes  No

If yes, provide address and legal description:

Have previous applications been filed for this property?  Yes  No

If yes, describe:

Has a certificate of occupancy or completion been refused?  Yes  No

If yes, describe:

Does any other person have ownership or interest in the property?  Yes  No

If yes, is ownership or interest contingent or absolute:

Is there an existing contract for sale on the property?  Yes  No

If yes, list all parties on the contract:

Is contract conditional or absolute?  Conditional  Absolute

Are there options to purchase?  Yes  No

**VARIANCE REQUEST**

<b>Regulation</b>	<b>Required</b>	<b>Proposed</b>	<b>Total Requested</b>
Gulf-front setback (feet):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bay-front setback (feet):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alley setback (feet):	<input type="text"/>	<input type="text"/>	<input type="text"/>

**VARIANCE REQUEST CONTINUED...**

<b>Regulation</b>	<b>Required</b>	<b>Proposed</b>	<b>Total Requested</b>
Rear-no alley setback (feet):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rear-north/south street (feet):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street-front setback (feet):	25ft	9ft	16ft
Side-one/both setback (feet):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minimum green space (%):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Habitable stories (#):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minimum lot size (sq. ft.):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building height (feet):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Off-street parking (spaces):	<input type="text"/>	<input type="text"/>	<input type="text"/>
ISR (%):	<input type="text"/>	<input type="text"/>	<input type="text"/>
FAR (%):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dock length (feet):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dock width (feet):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signage (#):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accessory structure (sq. ft.):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accessory structure height (feet):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lot size (sq. ft.):	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other:

What is the proposed use of the property?



## **HARDSHIP**

A variance is granted on the basis of evidence being presented that justifies an undue and unnecessary hardship upon the applicant; a hardship that prevents reasonable use of the property. The following criteria, set forth in Code Section 2-152, Variances, will be used to evaluate the request for variance in order to determine if a hardship is present and if the variance will impact the overall public welfare.

Special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district:

The property has exposure on two sides however the legal "front" of this property is 2011 1st St. This is due to an old resolution that states the front yard is the narrowest part of the property. The property functions with the driveway and entrance being on the longest side which is 21st Ave. The side and rear yards are not large enough for a pool. The technicality of the 25 foot setback would not allow for construction of a pool even though there is enough land and is the most appropriate location for a pool.

Special conditions and circumstances do not result from the actions of the applicant:

The house was built with this orientation in 1972 by the original owner in compliance of the old resolution stating that the front yard is the narrowest part of the property. We recently purchased the property in 2021 and did not create this hardship.

Granting this variance will not confer on the applicant any special privilege that is denied by the chapter to other lands, structures or buildings in the same zoning district:

Swimming pools are an allowable accessory use in this zoning district. Many homes in this neighborhood and district have swimming pools.

The literal interpretation of the provisions of Subpart B, Code Sections 78 through 110, would deprive other properties in the same zoning district under the terms of Subpart B and would work unnecessary and undue hardship upon the applicant:

Corner lots share this hardship due to the old resolution and literal interpretation would deprive other corner lots the ability to put in a pool, as well as an undue hardship on the applicant. Similar applicants with corner lots have been approved. 2313 1st St (1997) and 124 13th Ave (2020) are two examples.

**HARDSHIP CONTINUED...**

The variance granted is the minimum that will make possible the reasonable use of the land, structure or building:

2313 1st was granted a 20 ft variance, we're only asking for 16ft and a front yard swimming pool. This would allow a 11' wide pool which is skinny, and 5ft between the house and pool for a walkway. Total distance from the pool to the street curb is 21.6 ft. The proposed pool is smaller than the average pool and a pool makes reasonable use of the land.

The granting of the variance will be in harmony with the general intent and purpose of Subpart B and such variance will not be injurious to the area involved or be otherwise detrimental to the public welfare:

This is the most uninjurious location to the area because that location is the most appropriate on the side of the house where it can be fenced and landscaped for privacy and safety. Pools in general are desirable amenities and desired by many homeowners, as evidenced by the numerous pools on our street. Denying variances for corner lots solely due to orientation would be injurious to many property owners.

I (we) believe the Board of Adjustment and Appeals and the City Commission should grant this application because:

There isn't room to put a pool in the legal side or rear yards. It is not possible to reorient the property to front 21st Ave so that the proposed location could be our side yard. This variance is only needed because of the old resolution deeming the narrowest portion our front yard, otherwise we could meet all setbacks as a side yard. Our house functions as facing 21st Ave and a pool on 1st fits the character and setbacks of other pool homes

facing 21st. This is an issue facing other corner lot owners. Prior granted variances did not cause a nuisance or create an undesirable situation.

**CERTIFICATION**

Date: 2/2/23

I hereby certify that I have read and understand the contents of this application, and that this application together with supplemental data and information, is a true representation of the facts related to the request; that this application is filed with my approval, as owner, evidenced by my signature appearing below.

It is hereby acknowledged that the filing of this application does not constitute automatic approval of the request. Further, if the request is approved, I will obtain all necessary permits and comply with all applicable orders, codes, conditions and regulations pertaining to the use of the property.

I hereby grant authorization to any city official to inspect, as reasonable times, the site of the request.

Before me this date personally appeared:

Name: Shahan Lee

Signature: [Handwritten Signature]

Personally known/Form of Identification FLDL

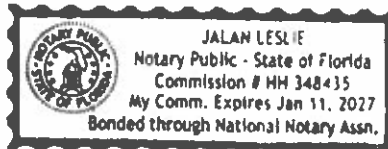
Who, being first duly sworn, deposes and attests that the above is a true and correct certification.

Sworn to and subscribed before me this: Day: 2 Month: February, 20 23

Notary Public State of Florida at Large: [Handwritten Signature] 02/02/23

Notary Public Commission Expiration: 01/11/27

State of Florida  
County: Pinellas  
Lake

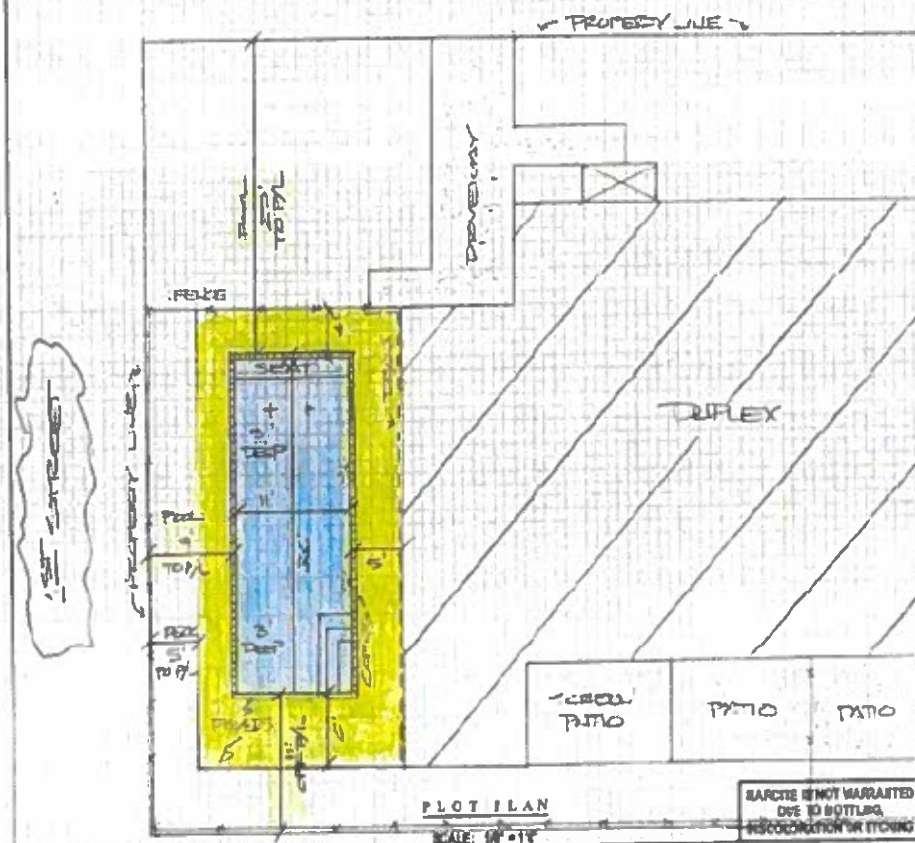


APPLICATIONS FILED BY CORPORATIONS MUST BEAR THE SEAL OF THE CORPORATION OVER THE SIGNATURE OF AN OFFICER AUTHORIZED TO ACT ON BEHALF OF THE CORPORATION.

21<sup>ST</sup> AVENUE NORTH

↑  
DEPTH

POOL SIZE 11' x 26' SPOCS  
 POOL DEPTH 2' TO 5' CAPACITY GALLONS  
 TILE COLOR SEE PROPOSAL  
 DECKING: FLOOR & TOP  
 DECKING: TOP ONLY  
 PATER PUMP  
 POOL CLEANER  
 ELECTRICAL SYSTEM TYPE OF CIRCUIT (S)  
 POOL LIGHT  
 ELECTRICAL HOOKUP  
 SWIM-OUT SEAT AT STEPS  
 THERAPY JETS DRAIN-AWAY  
 RETURN INLETS SKIMMER  
 MANUAL CLEANING EQUIPMENT YES TEST KIT YES  
 HEATER FOR POOL SIZE  
 THERAPY SPA SIZE  
 SPA JETS NET PUMP SPA LIGHT  
 HEATER FOR SPA SIZE  
 RAISED SPA BEAM BEAM WIDTH  
 TOP OF BEAM BACK OF BEAM  
 SCREEN ENCLOSURE



PLOT PLAN  
 SCALE: 1/4" = 1'-0"

WARRANTY IS NOT GUARANTEED  
 DUE TO CHANGING  
 RECOMMENDATION OR ITCHING

**Kelly Pools**  
COMMERCIAL RESIDENTIAL SPECIALIST

727-693-9130  
 P.O. Box 101 • Indian Rocks Beach, FL 33786

NAME GILVAN LEE  
 ADDRESS 2011 12<sup>TH</sup> STREET  
 CRYSTAL ROCKS PCH ZIP CODE 33776  
 HOME PHONE 352-475-8776 OTHER PHONE

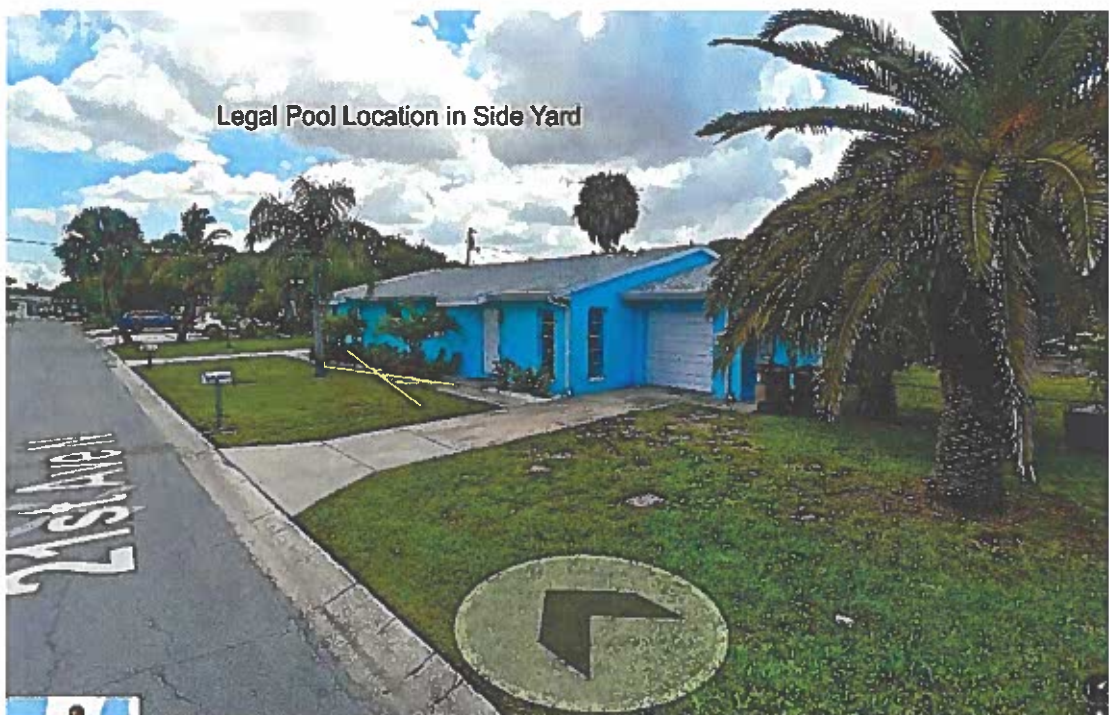
LOT BLOCK SUB



2011 1st Street Indian Rocks Beach FL  
**Front Yard**



**Side Yard**  
**Legal Location according to Code**



## Proposed Location in "Front Yard"



## **2313 1st St**

- **BOA Case 96-02 July 17, 1996**
- **Identical Duplex a few block down on same street**
- **Variance granted for 15x25' pool (ours is 11x25')**





## City of Indian Rocks Beach

1507 Bay Palm Boulevard • Indian Rocks Beach, Florida 33785 • FAX 813/595-4627

Administrative Offices  
813/595-2517

Public Works Department  
813/595-6989

Building Department  
813/517-0404

July 18, 1996  
CERTIFIED MAIL, RETURN  
RECEIPT REQUESTED NO. Z 000 154 271

Carl Lillis  
2313-1st Street North  
Indian Rocks Beach, Florida 33785

RE: BOA CASE NUMBER 96-02; RESOLUTION NO. 96-74

Dear Mr. Lillis:

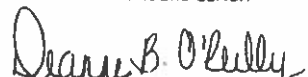
This is to officially notify you that the City Commission at their July 17, 1996, meeting granted your variance request for the construction of an in-ground swimming pool measuring 15 feet by 25 feet to be built in the front yard for the property located at 2313 First Street, Indian Rocks Beach, Florida, and legally described as Lot 1, Block 44, Indian Beach Re-revised with the following conditions:

1. That the pool be located seven feet from the southerly property line and the fence will be parallel to the front of the residence, (24th Avenue);
2. That landscaping be placed in the trees/rock buffer strip between the right-of-way and the fence;
3. That the fence and the landscaping be built at the same time as the swimming pool; and
4. That a building permit for this construction be obtained within one (1) year of approval of the Variance Request by the City Commission.

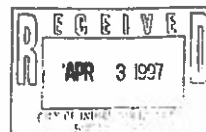
Please contact the Building Department for issuance of the appropriate permits.

Sincerely,

CITY OF INDIAN ROCKS BEACH

  
Deanne Bulino O'Reilly, CMC, City Clerk

CC: City Commission  
City Manager  
Building Department Property File  
BOA Case No. 96-02 File







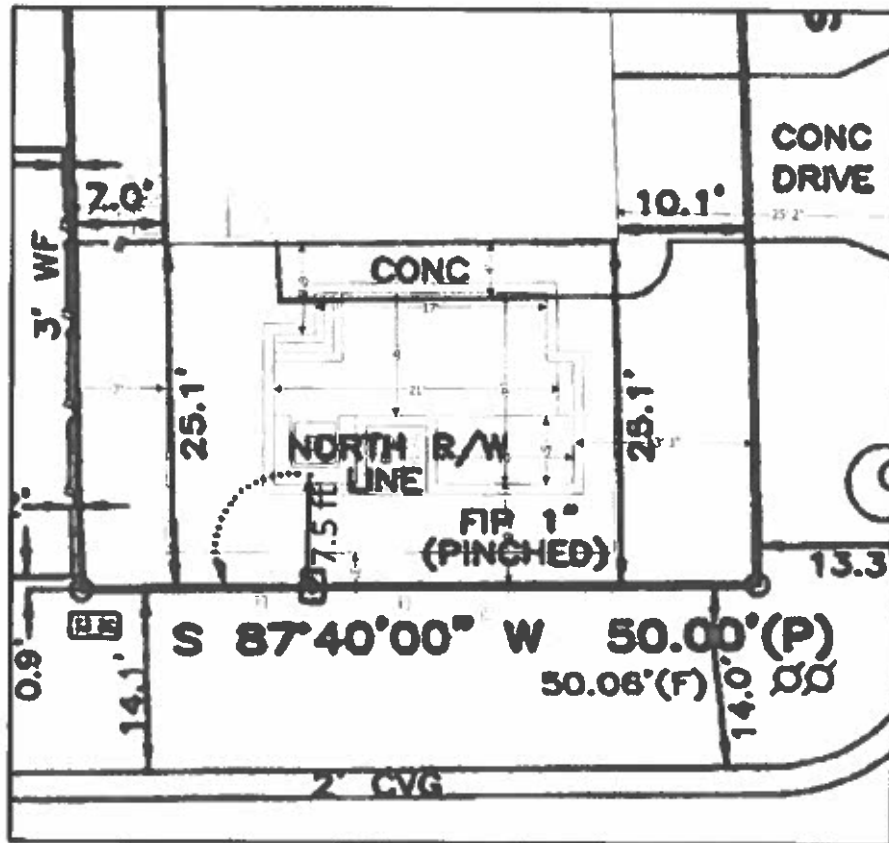
## **124 13th Ave**

- **BOA Case 2020-04**
- **Similar configuration - “Front Yard” was actually side yard and side yard had front door and driveway**

# 124 13<sup>th</sup> Avenue



### Proposed New Construction

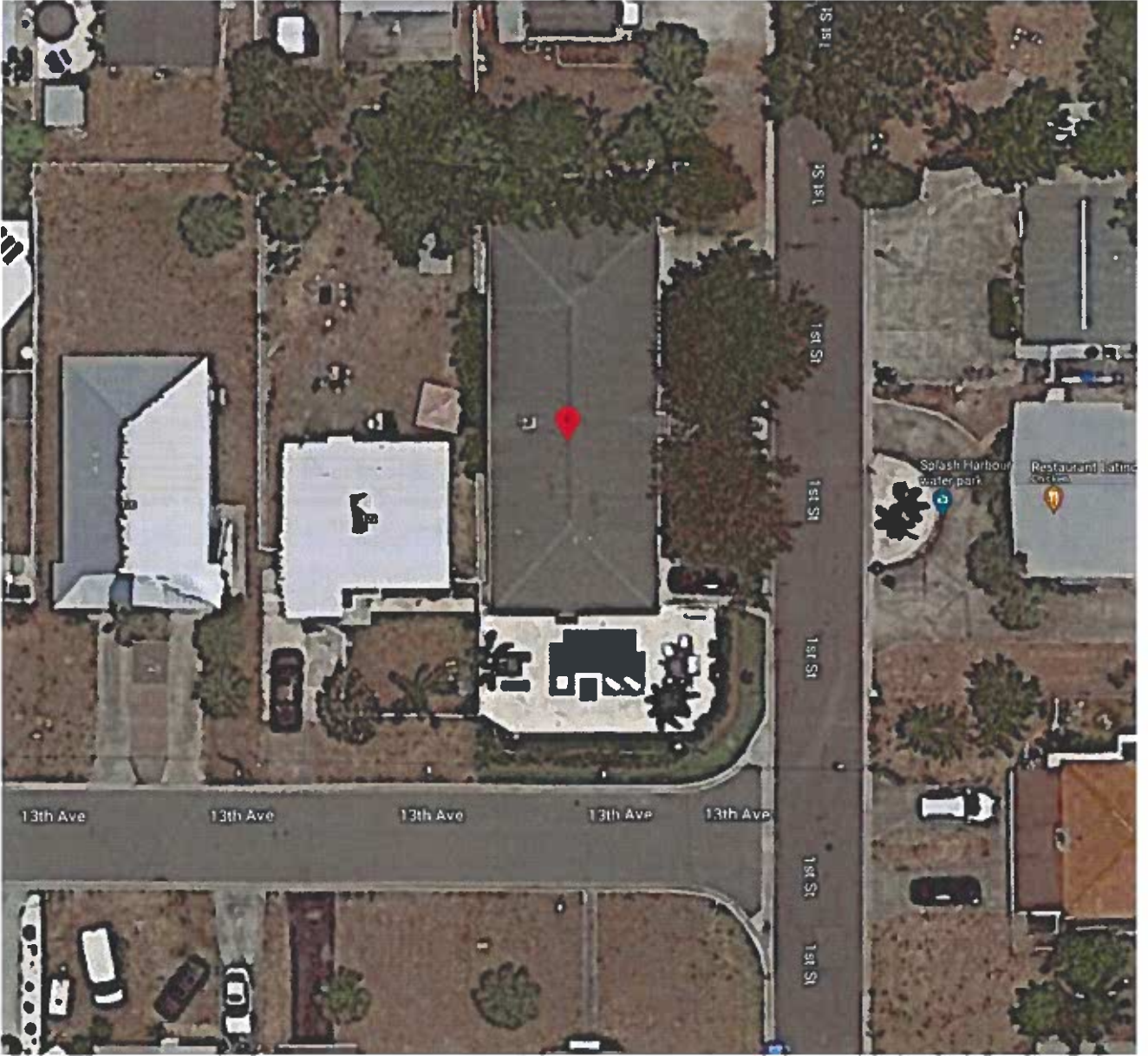




Side Yard







View 180° See more photos

Front Yard 2508 Bay Blvd



Side Yard





**AGENDA ITEM NO. 7A**

**OTHER LEGISLATIVE MATTERS**

**None**

**AGENDA ITEM NO. 8A**

**WORK SESSION ITEMS**

**None**


**AGENDA ITEM NO. 9A.**

**OTHER BUSINESS**

**City Clerk Vacancy**

## INDIAN ROCKS BEACH CITY COMMISSION AGENDA MEMORANDUM

**MEETING OF:** July 11, 2023 Agenda Item: 9A

**ORIGINATED BY:** Brently Gregg Mims, City Manager 

**SUBJECT:** Applications received for City of Indian Rocks Beach City Clerk Position, recommendations and other materials

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**BACKGROUND:** On June 7, 2023, the IRB City Commission unanimously voted to appoint Lorin Kornijtschuk as Interim City Clerk, update the City Clerk Job Description, post the position beginning on June 9, 2023, with a closing date of June 30, 2023. The position announcement was posted on the City's website and other professional websites.

**ANALYSIS:** Five individuals submitted applications for the City Clerk position. In effort to assist the Commission and as my role as the day-to-day supervisor of the City Clerk, the following ranking of the applicants are provided below. The rankings are based on review of the cover letters, resumes, work experience and applications compared to the posted job description. The applicants are listed in order of ranking:

- Lorin Kornijtschuk
- Ilene Muhlberg
- Suzanne Gibson
- Allen Lee Downs
- Kristin Cook

Attached to this Agenda Memorandum you will find applicant cover letters, resumes, applications, City Clerk job description, powers and duties of the City Manager, City Clerk vacancy requirements, City Clerk duties.

**RECOMMENDATION:** After discussion and additional input the Commission will provide direction on the path forward in filing the position of City Clerk.



**KRISTIN COOK**

I would like to be considered for the position of City Clerk. I am confident that I have the skills and qualifications that you are looking for, and I am eager to put my experience to work for the City of Indian Rocks Beach.

As you can see from my resume, my previous positions have been largely administrative. I was the Deputy City Clerk for the City of Holmes Beach, Although I was only there for a short period of time, I feel I gained valuable experience in that role. I was a member of both the FACC/IIMC and have attended conferences earning points towards my CMC designation. I functioned as City Clerk in her absence and have attended Commission meetings acting as Clerk.

Prior to that I was the Senior Administrative Assistant to the City Clerk in Dunedin. Many of my roles in that position were that of a Deputy Clerk. I attended City Commission meetings with the Clerk. The City of Dunedin has 30 Boards and Committees. I was responsible for posting their Public Notices, as well as Minutes to the City of Dunedin Website. I was responsible for the Government Calendar on the City of Dunedin website. I was responsible for the Clerk's portion of the City's website.

I am a hard-working and dedicated individual who always puts the needs of the organization first. I have a strong attention to detail, and I can manage multiple tasks simultaneously. I am also a team player who is always willing to lend a helping hand. I feel that I have a unique background due to working for municipalities in City Clerk offices, as well as working for the Monroe County Clerk, where I was the Administrative Assistant to the Finance Director. My most recent position was Financial Specialist for the City of Treasure Island.

I would like to thank you for your time and consideration, and I look forward to speaking with you soon.

Sincerely,

Kristin Cook

Kristin L. Cook 480 Helen St. Dunedin, FL 34698 (305) 942-3799 [kristincook55@gmail.com](mailto:kristincook55@gmail.com)

## Career Profile

Ten years of Municipal and Federal Government experience. Core competencies include: Senior Executive Administrative Management, Finance and Budgeting, Project Tracking, Agenda Management, Website Design and Management, Public Records Management, Proofreading and Editing, Customer Service, Florida Notary.

## Education

The Ohio State University. Florida Association of City Clerks, International Institute of Municipal Clerks.

City of Treasure Island, Financial Specialist 10/22 – 05/23

Processes all invoice payments, P-cards, and WEX fuel for the City of Treasure Island. Maintains files, accepts payments in person, by mail, and through our online portal. Receipt, recording and reconciliations of daily reports, accounts payable/receivable, scanning, mail, lien searches, prepares daily bank deposit, and weekly cash deposit. Enter all invoices and PO's into Tyler system, creates Journal Entries from General Ledger report. Process bi-weekly AP check run/EFT's, mails checks. Front desk (customer service) duties. Answers and directs calls. Records retention and management.

City of Holmes Beach, Deputy City Clerk 05/21 – 10/21

Direct support to the City Clerk. Functioning as City Clerk in her absence. Administrative office support. Prepares City Commission agendas and agenda packets. Attended Commission meetings and acted as Clerk in her absence. Responsible for Planning Commission agendas and meetings, as well as Special Magistrate hearings. Responsible for transcribing meeting minutes. Greet and direct visitors to City Hall. Maintain government calendar, ordered supplies. Responsible for General Government invoices, contracts, opening and distributing mail, processed payments by phone, and in person, for Police and Code Enforcement fines.

City of Dunedin, Senior Administrative Assistant 7/2019 - 05/21

Administrative assistant to the City Clerk. Performs administrative and support functions to the City Clerk. Schedules appointments maintains Clerk's calendar as well as City Hall calendar. Responsible for maintaining Clerk's portion of City website. Maintains rosters and agendas and ZOOM meetings for 30 Boards and Committees. Proofreading and editing of City Commission minutes. Attends commission meetings. Maintains Clerks budget, processes invoices and P-cards in MUNIS, supply ordering. Respond to inquiries for public record requests. Provides coverage at City Hall when needed. Utilized Granicus for Agenda and Website management, as well as Board and Committees management.

Pinellas County Tax Collector, Customer Service Specialist

11/2018 - 07/2019

Greets and assists customers at the front desk. Responds to inquiries from the public. Greeted approximately 850 customers per day.

Monroe County Clerk of Court, Deputy Clerk

12/2013 - 05/2018

Various clerical duties within the Clerk of Courts office. Administrative Assistant to Finance Director. Reconciliation of Bank Recs, prepared daily deposits, reconciled daily batches for Key West/Marathon/Plantation Key. Assisted auditors with yearly audit. Assisted with CAFR report. Prepared and entered Journal Reports. Other duties assigned by Finance Director. Receptionist duties: answering phones and directing calls, copying, scanning, faxing, sorting and distributing mail, data entry, composing correspondence, maintaining files and logs. Payroll duties as assigned. Prepared bank deposits. Daily Bank Records and special projects as assigned by Finance Director and Clerk of Court. Felony/Misdemeanor court clerk. Prepared files for court, acted as second chair clerk during proceedings. Maintained dockets, scanned court documents, answered phone calls and emails regarding court. Assigned cases. Prepared cases State Attorney's. Responded to requests for information from public, as well as State/Local/Federal Agencies. Prepared appeals for higher courts. Researched and prepared all records requests.

Department of Defense, Secretary

8/2011 - 2/2012

Served as initial point of contact for Commissary. Supported recruiting process by scheduling interviews, initiating background checks. Prepared employee schedules and completed weekly payroll duties. Bookkeeping and records management. Prepared orientation packages for new hires. Assisted with completion of materials. Assisted employees with training. Maintained schedules and employee files. Responded to requests for information from public as well as employees. Maintained website. NAS Key West.

The City of Indian Rocks Beach is an equal opportunity employer and will not discriminate on the basis of race, color, sex, religion, national origin, marital status or disability.

In order to be considered for employment, you must complete and sign this application. Incomplete and/or unsigned applications will not be considered. All information on this application is subject to verification.

Assistance in completing this application is available upon request.

**PERSONAL DATA**

Please Print

Date	<u>6.28.23</u>
Name	<u>KRISTIN COOK</u>
Other names or nicknames used	_____
Address	<u>480 HELIX ST. DUNEDIN, FL 34698</u>
E-Mail Address	<u>KRISTINCOOK55@gmail</u>
Phone Number	<u>(305) 9423199</u>

Are you legally eligible to work in the United States?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you related to anyone employed with the City of Indian Rocks Beach?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, please complete the following:	<u>N/A</u>	
	Name of Employee	
	Position held	Relationship

Have you ever been convicted of any crime or pled nolo contendere (no contest) to a crime, regardless of adjudication?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, explain:	_____ _____ _____	
Answering "yes" may not necessarily disqualify you from consideration from employment. A number of factors, such as the nature of the offense, your age at the time, etc. will be considered.		

**EMPLOYMENT DESIRED**

Position you are applying for CITY CLERK  
 Salary desired: \$ 10,000 (NEGOTIABLE) Date available to start IMMEDIATELY  
 How did you hear about position IRB WEBSITE  
 Can you perform essential functions of the position for which you are applying, with or without reasonable accommodation? Yes  No

Type of employment applying for: Full Time  Part Time  Temporary

For part-time employment, list days & hours available:

Mon	Tue	Wed	Thur	Fri	Sat
to	to	to	to	to	to

Temporary Dates Available  
 From \_\_\_\_\_ To \_\_\_\_\_

**EDUCATIONAL**

High School: Did you graduate from high school? Yes  No   
 If no, do you possess a G.E.D.? Yes  No

**Last High School Attended:**

Name	Location
LINDEN MCKINLEY HS	COLUMBUS, OH

**College or University:**

Name	Location	Dates Attended	Degree Awarded	Major
THE OHIO STATE UNIV	COLUMBUS, OH	1989-1994	NA	ENGLISH

**Vocational, Trade, Training:**

Type of Training	Conducted By	Date Completed

**Additional Education Information:**  
FACC / IIMC CREDITS EARNED TOWARDS CMC DESIGNATION.  
I HAVE ATTENDED ONE SUMMER CONFERENCE.

**Professional Memberships:**  
FLORIDA NOTARY

EMPLOYMENT (Attach additional sheets if necessary)

Current/Last Employer: CITY OF TREASURE ISLAND  
Address 120 108<sup>th</sup> ST. TREASURE ISLAND, FL 33706  
Phone (727) 547 4575 Immediate Supervisor Name MIKE MUNKER  
Dates of Employment 10/22 - 05/23 Starting Pay 18<sup>30</sup> hr. Ending Pay 18<sup>30</sup> hr.  
Position(s) Held FINANCE SPECIALIST  
Duties VARIOUS DUTIES WITHIN THE FINANCE DEPT. ALSO PROVIDED ASSISTANCE TO CITY CLERK WITH MINUTES AND AN ELECTION.  
Reason for Leaving RESIGNED - STAFFING ISSUE.

Employer: CITY OF HOLMES BEACH  
Address 5801 MARINA DR. HOLMES BEACH, FL 34217  
Phone (941) 708 5800 Immediate Supervisor Name STACEY JOHNSTON  
Dates of Employment 05/21 - 10/21 Starting Pay 50K Ending Pay 50K  
Position(s) Held DEPUTY CITY CLERK  
Duties ADVANCED ADMINISTRATIVE AND CLERICAL WORK. EXECUTIVE ASSISTANT TO THE CLERK, MAYOR, CITY COMMISSION.  
Reason for Leaving COMMUTE, UNABLE TO RELOCATE.

Employer: CITY OF DUNEDIN  
Address 737 LOUDEN AVE. DUNEDIN, FL 34698  
Phone (727) 298 3039 Immediate Supervisor Name REBECCA SCHLICHTER  
Dates of Employment 07/19 - 05/21 Starting Pay 16<sup>30</sup>/hr. Ending Pay 18<sup>15</sup>/hr.  
Position(s) Held SENIOR ADMINISTRATIVE ASSISTANT TO THE CITY CLERK.  
Duties ADVANCED ADMINISTRATIVE AND CLERICAL WORK. FUNCTIONED AS DEPUTY CLERK. AGENDA MGMT UTILIZING GRANICUS. ELECTIONS.  
Reason for Leaving I ACCEPTED THE DEPUTY CLERK POSITION IN HB. BETTER EDUCATIONAL OPPORTUNITY.

Employer: PINELLAS COUNTY - TAX COLLECTOR  
Address 3025 STARBUCK RD. LARGO, FL 33773  
Phone (727) 464 7777 Immediate Supervisor Name HUMAN RESOURCES  
Dates of Employment 11/18 - 07/19 Starting Pay 13<sup>30</sup> HR Ending Pay 13<sup>30</sup> HR  
Position(s) Held CUSTOMER SERVICE SPECIALIST  
Duties FRONT DESK DUTIES. DIRECTED CUSTOMERS. APPROXIMATELY 850 CUSTOMERS PER DAY.  
Reason for Leaving BETTER OPPORTUNITY TO WORK FOR THE CLERK IN DUNEDIN.

Have you left any gaps of time which are not accounted for? Yes  No   
 If yes, please explain: 10/22 - 10/23 UNEMPLOYED. I LOOKED FOR A JOB FOR ONE YEAR.

Are you currently employed? Yes  No   
 If yes, may we contact your employer? Yes  No   
 If no, state reason: \_\_\_\_\_

If you are applying for a position which involves driving of any type, check the types of vehicles you are qualified through experience or otherwise, to operate:

Passenger Car  Light Truck  Heavy Truck or Tractor  Other \_\_\_\_\_  
 Do you own an automobile? Yes  No   
 Do you have auto insurance? Yes  No   
 Has it ever been canceled or renewal refused? Yes  No   
 Have you been involved in an at fault accident in the past three years? Yes  No   
 Has your driver's license ever been suspended or revoked? Yes  No   
 Do you have any Safety Awards for "no accident" driving? Yes  No

*A Motor Vehicle Background check will be conducted on all employees of the City who operate a City vehicle at any time or who use their own vehicle for conducting City business and/or where they receive mileage or use reimbursement from the City.*

**References:**

List three references, not relatives, who are available for contact

Name	Address	Phone Number
GABRIEL COLON	GABRIEL.COLON07@hotmail	954.701.2168
GILLIAN MORGENTHALER	GILLIANVANMORGENTHALER@EMAIL	914.837.2753
KAYLEE FERNANDEZ	KFERNANDEZ@MONROE-CLERK.COM	305.292.3545

**SHOULD YOU WISH TO APPLY FOR VETERAN'S PREFERENCE, PLEASE REQUEST AN ADDENDUM TO THIS APPLICATION.**



## APPLICANT'S STATEMENT

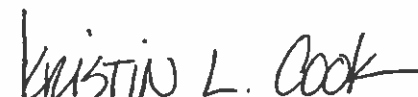
### PLEASE READ CAREFULLY

By applying for this position and signing this application, I voluntarily authorize and grant full consent to the City of Indian Rocks Beach or its agents to conduct a thorough investigation into my current or prior employment and any other area of my background including criminal background (regardless of adjudication) which the City believes relevant to my employment. I do further fully consent to the release and disclosure to the City or its agent from any persons, companies, corporations or government agency any information sought concerning my background and do further release from liability the City or its agents for actions taken in connection with this investigation, as well as any persons, companies, corporations or government agencies disclosing such information.

I acknowledge that any false information provided by me to the City or by others at my direction, either on this application or otherwise, shall constitute grounds for immediate discharge, regardless of when the false information is discovered by the City. Additionally, I understand that my continued employment is contingent on successfully passing any background investigation and any information discovered about me during the investigation which is deemed by the City to be unsatisfactory shall constitute grounds for immediate discharge, also regardless of when discovered.

Finally, I understand that the City may require a medical or other examination at the time an employment offer is extended and may condition an offer of employment on the successful completion of that examination. Employees and applicants are also subject to drug and alcohol testing at the discretion of the City. Polygraph examinations may also be required by the City where permissible by law.

  
\_\_\_\_\_  
Signature of Applicant

  
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Date

Date

**ALLEN LEE DOWNS**

Allen Downs

Fleet Manager

699 Pinellas Point Dr S ST Petersburg, FL 33705

813-758-9888

[Downs.allen99@yahoo.com](mailto:Downs.allen99@yahoo.com)

06/27/2023

Dear Hiring Manager,

I am writing to apply for the City Clerk position that was recently advertised on your website. I am confident that I have the skills and qualifications that you are looking for, and I am eager to put my experience to work for your organization.

My experience is an excellent fit for the list of requirements in this job:

- Knowledge of City codes, ordinances and procedure
- Bachelor Degree of Applied Science in Business
- Knowledge of elections and meetings
- Ability to assess needs and prioritize them
- Ability to use all Microsoft operations and functions
- Ability to establish and maintain effective working relationships with city official
- Knowledge of advanced office methods, record keeping procedures, and related methods
- Knowledge of the organization, functions, and activities of municipal government

I am a highly motivated individual who is always looking for new challenges and opportunities to learn. I would appreciate the opportunity to discuss this position with you in further detail, and I look forward to hearing from you soon.

Sincerely,

Allen Downs Fleet Manager

813-758-9888

[Downs.allen99@yahoo.com](mailto:Downs.allen99@yahoo.com)

**Allen Lee Downs**  
ST. Petersburg, FL 33716  
813-758-9888  
[Downs.allen99@yahoo.com](mailto:Downs.allen99@yahoo.com)

**OBJECTIVE:**

Performance driven professional, possessing skills in multi-tasking, planning and communication. Pursuing a unique and challenging career. An exceptional understanding of office philosophies combined with experience and hard work allows me to be an asset in your company.

**TECHNICAL SKILLS:**

- Proficient in all Microsoft Applications Word, Outlook, Access
- Typing 60 words per minute
- Excellent skills in data entry, email, and organizing office materials

**CAREER EXPERIENCE**

City of Gulfport  
Fleet Manager  
2021-Present

Gulfport, FL

- Reviews, evaluates, and monitors budget allocation, employee assignments, objectives, and performance of subordinate managers and supervisors. Recommends changes to Director and makes reassignments of resources for the improvement of fleet services and management.
- Coordinates, facilitates, and directs all fleet business services, fueling, management, and resource allocations with department executives, and executives in other departments.
- Monitors, oversees, and monitors progress of service delivery elements through procedures and strategies to accomplish timely and effective utilization of available services.
- Evaluates and analyzes monthly management reports, service reports, and operations to make budgetary recommendations and to make strategic decisions.

Dobbs Equipment  
Service Supervisor  
2020-2021

Lutz, FL

- Motivate, influence, and monitor the performance of our Service staff
- Provide excellent customer service to achieve a high level of customer satisfaction
- Listen to the customer and manage their expectations
- Be a liaison between customers and technicians
- Schedule all maintenance for service and repairs
- Assign projects to and oversee work schedule of the service technicians
- Increase service revenues while controlling expenses
- Provide accurate cost and time estimates for service, repairs, and parts

Rush Truck Center  
Aftermarket Sales Representative  
2019-2020

Tampa, FL

- Developing and implementing new strategies to grow revenue in the Parts and Service departments
- Prospecting for new clients and reporting on business opportunities
- Establishing new accounts from target account list
- Assisting in developing and promoting new product lines
- Serving as “point of contact” for customer complaints – taking ownership of customers’ issues by coordinating the dealerships and manufacturer’s resources for resolution.

Nextran Truck Center  
Product Support Representative  
2015-2017

Tampa, FL

- Developing and implementing new strategies to grow revenue in the Parts and Service departments
- Prospecting for new clients and reporting on business opportunities
- Establishing new accounts from target account list. Assisting in developing and promoting new product lines
- Serving as “point of contact” for customer complaints – taking ownership of customers’ issues by coordinating the dealerships and manufacturer’s resources for resolution.

K Neal International  
Service Advisor  
2012-2014

Hyattsville, MD

- Serves as advisor to customers on the care of their vehicles and the value of maintaining their vehicles in accordance with manufacturer's specifications.
- Communicates with customer to confirm delivery, schedule as well as OEM warranty procedures and approval process.
- Maintains high customer satisfaction standards by understanding customer needs and requests and strives to meet or exceed all customer expectation.
- Supervises team of mechanics

Parker Free Construction  
Carpenter  
2004-2012

Walkersville, MD

- Installing wooden structures such as roofing frames, rafters, partitions, joists, and stud work
- Designing and installing cabinets, shelving, fitted furniture, drywall, and insulation
- Adding fixtures and fittings such as door handles, locks, hinges, and closures
- Selecting lumber by size and strength to suit each job, sourcing wood to suit the customer's budget and style
- Calculating the number of fasteners required for each job
- Liaising with clients, suppliers, and other construction professionals
- Reading blueprints and designs to work to specifications prepared by other construction professionals, architects and building code recommendations

## **EDUCATION**

Associate of Arts  
Business Administration  
Frederick Community College

State College of Florida  
International Business and Trade  
Bachelor of Science

# State College of Florida

Manatee - Sarasota

This Certifies That

**Allen Bowns**

Being recommended by the Faculty and having completed the requirements for Graduation as prescribed by the State of Florida and by the District Board of Trustees is hereby granted the degree of

**Bachelor of Applied Science  
International Business and Trade**

Given this sixth day of May, two thousand and twenty-two.

*J Knight*

Chair, Board of Trustees



*Carl H. Probert*

President

STATE OF MARYLAND  
**FREDERICK COMMUNITY COLLEGE**

THE BOARD OF TRUSTEES, UPON THE RECOMMENDATION OF THE FACULTY,

HEREBY GRANTS TO

**Allen Downs**

THIS DIPLOMA, IN TESTIMONY THAT A PRESCRIBED TWO-YEAR COURSE OF STUDY  
HAS BEEN COMPLETED AND THAT THE RECIPIENT HAS BEEN AWARDED THE

DEGREE OF

**Associate of Arts  
Business Administration**

WITH ALL THE RIGHTS AND PRIVILEGES THEREUNTO APPERTAINING, IN  
CONFIRMATION OF WHICH OUR SIGNATURES AND THE SEAL OF THE BOARD OF  
TRUSTEES ARE HEREUNTO AFFIXED.

Dated at Frederick, Maryland, December, Two Thousand and Six.



Chair of the Board of Trustees



President of the College



# CITY OF INDIAN ROCKS BEACH



## APPLICATION FOR EMPLOYMENT

The City of Indian Rocks Beach is an equal opportunity employer and will not discriminate on the basis of race, color, sex, religion, national origin, marital status or disability.

In order to be considered for employment, you must complete and sign this application. Incomplete and/or unsigned applications will not be considered. All information on this application is subject to verification.

Assistance in completing this application is available upon request.

PERSONAL DATA

Please Print

Date	<u>6-27-2023</u>
Name	<u>Allen Downs</u>
Other names or nicknames used	_____
Address	<u>699 Pinellas Point Dr S St Petersburg, FL 33705</u>
E-Mail Address	<u>downs.allen99a@yahoo.com</u>
Phone Number	<u>813-758-9888</u>

Are you legally eligible to work in the United States?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you related to anyone employed with the City of Indian Rocks Beach?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, please complete the following:	_____	
	Name of Employee	
_____	_____	_____
Position held		Relationship

Have you ever been convicted of any crime or pled nolo contendere (no contest) to a crime, regardless of adjudication?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, explain:	<u>I got a DUI in Frederick, MD in 2007. I received probation before judgement. Cases are closed.</u>	
Answering "yes" may not necessarily disqualify you from consideration from employment. A number of factors, such as the nature of the offense, your age at the time, etc. will be considered.		

**EMPLOYMENT DESIRED**

Position you are applying for City Clerk  
 Salary desired: \$ Negotiable Date available to start July 17, 2023  
 How did you hear about position \_\_\_\_\_  
 Can you perform essential functions of the position for which you are applying, with or without reasonable accommodation? Yes  No

Type of employment applying for: Full Time  Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

For part-time employment, list days & hours available:

Mon to	Tue to	Wed to	Thur to	Fri to	Sat to
_____	_____	_____	_____	_____	_____

Temporary Dates Available  
 From \_\_\_\_\_ To \_\_\_\_\_

**EDUCATIONAL**

High School: Did you graduate from high school? Yes  No \_\_\_\_\_  
 If no, do you possess a G.E.D.? Yes \_\_\_\_\_ No \_\_\_\_\_

**Last High School Attended:**

Name	Location
<u>Flexible Evening High</u>	<u>Frederick, MD</u>

**College or University:**

Name	Location	Dates Attended	Degree Awarded	Major
<u>State College of Florida</u>	<u>Manatee</u>	<u>05-2022</u>	<u>BS in International Business and Trade</u>	
<u>Frederick Community College</u>		<u>12-2006</u>	<u>AA Degree Business Administration</u>	

**Vocational, Trade, Training:**

Type of Training	Conducted By	Date Completed

**Additional Education Information:**  
Willing to obtain the Municipal Clerk Certification  
 \_\_\_\_\_  
 \_\_\_\_\_

**Professional Memberships:**  
 \_\_\_\_\_  
 \_\_\_\_\_

EMPLOYMENT (Attach additional sheets if necessary)

Current/Last Employer: City of Gulfport  
Address 2401 53rd St S.  
Phone 727-893-1000 Immediate Supervisor Name Tom Nicholls  
Dates of Employment 11-2021 to present Starting Pay 60,000 Ending Pay 67,000  
Position(s) Held \_\_\_\_\_  
Duties see resume

Reason for Leaving seeking a position to use my degree

Employer: Dobbs Equipment  
Address 4618 Scarborough Dr Lutz, FL 33559  
Phone 813-995-0841 Immediate Supervisor Name Dustin Aaron  
Dates of Employment 11-2020 to 8-2021 Starting Pay 65,000 Ending Pay 65,000  
Position(s) Held Field service Supervisor plus bonus plus bonus  
Duties see resume

Reason for Leaving resigned

Employer: Rush Truck Center  
Address 8111 E Adama Dr Tampa, FL  
Phone 813-559-2300 Immediate Supervisor Name Carmen Harris  
Dates of Employment 04-2019 to 05-2020 Starting Pay 60,000 Ending Pay 60,000  
Position(s) Held Aftermarket Fleet Sales Rep plus bonus plus bonus  
Duties see resume

Reason for Leaving laid off, due to downsizing of company

Employer: Nextran Truck Center  
Address 7810 E Adama Dr.  
Phone 813-626-7141 Immediate Supervisor Name Ryan or Johnny Bennett  
Dates of Employment 03-2015 to 12-2017 Starting Pay 45,000 Ending Pay 88,000  
Position(s) Held Product support Representative plus bonus  
Duties see resume

Reason for Leaving had to take care of sick family member

EMPLOYMENT (Attach additional sheets if necessary)

Current/Last Employer: K Neal International  
Address 5000 Tuxedo Rd Hyattsville, MD 20781  
Phone 301-772-5000 Immediate Supervisor Name Steve Delee  
Dates of Employment 02-2012 to 02-2014 Starting Pay 38,000 Ending Pay 45,000  
Position(s) Held Service Advisor  
Duties see resume

Reason for Leaving moved to Florida

Employer: Barker Free Construction  
Address 8421 Grossnickle CT  
Phone 301-788-0227 Immediate Supervisor Name Rick Eyer  
Dates of Employment 01-2004 to 01-2012 Starting Pay 26.00 Ending Pay 28.00 hr  
Position(s) Held Carpenter  
Duties see resume

Reason for Leaving owner got sick and could not carry on the business

Employer: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Immediate Supervisor Name \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Starting Pay \_\_\_\_\_ Ending Pay \_\_\_\_\_  
Position(s) Held \_\_\_\_\_  
Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Immediate Supervisor Name \_\_\_\_\_  
Dates of Employment \_\_\_\_\_ Starting Pay \_\_\_\_\_ Ending Pay \_\_\_\_\_  
Position(s) Held \_\_\_\_\_  
Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Have you left any gaps of time which are not accounted for? Yes  No   
 If yes, please explain: \_\_\_\_\_

Are you currently employed? Yes  No   
 If yes, may we contact your employer? Yes  No   
 If no, state reason: I do a great job, no reason not to call, if I am a chosen candidate

If you are applying for a position which involves driving of any type, check the types of vehicles you are qualified through experience or otherwise, to operate:

Passenger Car  Light Truck  Heavy Truck or Tractor  Other \_\_\_\_\_  
 Do you own an automobile? Yes  No   
 Do you have auto insurance? Yes  No   
 Has it ever been canceled or renewal refused? Yes  No   
 Have you been involved in an at fault accident in the past three years? Yes  No   
 Has your driver's license ever been suspended or revoked? Yes  No   
 Do you have any Safety Awards for "no accident" driving? Yes  No   
no points, if need to drive, have class B

*A Motor Vehicle Background check will be conducted on all employees of the City who operate a City vehicle at any time or who use their own vehicle for conducting City business and/or where they receive mileage or use reimbursement from the City.*

**References:**

List **three** references, not relatives, who are available for contact

Name	Address	Phone Number
Marcin Hofman	St Petersburg, FL	727-420-3561
Chris Adams	St Petersburg, FL	727-902-2004
Earl Burns	Lutz, FL	504-330-2784

Can call previous supervisors as well  
SHOULD YOU WISH TO APPLY FOR VETERAN'S PREFERENCE,  
PLEASE REQUEST AN ADDENDUM TO THIS APPLICATION.

## APPLICANT'S STATEMENT

### PLEASE READ CAREFULLY

By applying for this position and signing this application, I voluntarily authorize and grant full consent to the City of Indian Rocks Beach or its agents to conduct a thorough investigation into my current or prior employment and any other area of my background including criminal background (regardless of adjudication) which the City believes relevant to my employment. I do further fully consent to the release and disclosure to the City or its agent from any persons, companies, corporations or government agency any information sought concerning my background and do further release from liability the City or its agents for actions taken in connection with this investigation, as well as any persons, companies, corporations or government agencies disclosing such information.

I acknowledge that any false information provided by me to the City or by others at my direction, either on this application or otherwise, shall constitute grounds for immediate discharge, regardless of when the false information is discovered by the City. Additionally, I understand that my continued employment is contingent on successfully passing any background investigation and any information discovered about me during the investigation which is deemed by the City to be unsatisfactory shall constitute grounds for immediate discharge, also regardless of when discovered.

Finally, I understand that the City may require a medical or other examination at the time an employment offer is extended and may condition an offer of employment on the successful completion of that examination. Employees and applicants are also subject to drug and alcohol testing at the discretion of the City. Polygraph examinations may also be required by the City where permissible by law.

Allen Downs

Signature of Applicant

Allen Downs

Printed Name

06-27-2023

Date

Submit

Print

**SUZANNE GIBSON**



Mr. Brently Gregg Mims,

City Manager, Indian Rocks Beach, Florida

Mr. Mims,

I have completed the application and submitted my resume for the City Clerk position available at Indian Rocks Beach, Florida. I have had a great career in Automotive Retail but want to do something different with my career now. As a resident of Indian Rocks Beach, I care about the community and feel I would be a great asset for the city.

My background is in accounting which makes me highly detail oriented, organized, and administratively strong. As a controller, I have prepared complex agendas and other packages for boards. While with PARC, I presented the financial statement packages to the board and answered all their questions.

Please review the attached resume and application. I look forward to hearing from you and can be reached at (407) 453-3191.

Thank you,

*Suzanne Gibson*

Suzanne Gibson

# SUZANNE GIBSON, MBA

Indian Rocks Beach, FL 33785 | 407-453-3191 | SuzanneGibsonMBA@yahoo.com  
<https://www.linkedin.com/in/suzanne-gibson-4a30b31bb>

## Corporate Controller | Sr. Accounting Lead

Well-rounded finance professional with experience leading a wide array of accounting activities. Able to direct local and remote teams and manage monthly/quarterly/annual close, M&A consolidations, payroll preparation, financial reporting, and audits in a multi-location environment. Strong ability to initiate internal controls and cost saving measures. Hands-on resource capable of interfacing effectively with senior leadership, vendors, and staff at all levels.

**GAAP** ▪ **General Ledger (GL)** ▪ **Balance Sheets** ▪ **Reconciliation** ▪ **Journal Entries** ▪ **Audits** ▪ **Multi-State Tax Team Leader** ▪ **Budgeting, Forecasting, & Reporting** ▪ **Mergers & Acquisitions (M&A)** ▪ **Training**

### Computer Skills

Advanced Excel, ADP Payroll, QuickBooks, Accumatic, DealerTrack, CDK, Netchex, Cloud X, Concur

### Industry Exposure

Multi-Unit Retail, Automotive Dealership – OEM & Used Vehicles, Parts, Finance, and Service, Tax Preparation Services (CPA firm), Not-for Profits, Tourism, Real Estate

### Additional Keywords

Financial Planning & Analysis (FP&A), Sarbanes Oxley (SOX), IRS Guidelines, Finance and Insurance (F&I), Billing, Accounts Payable (A/P), Accounts Receivable (A/R), Cost Accounting, Inventory Control

## SELECT ACHIEVEMENTS

### As Controller, Napleton Enterprises

- Utilized existing accounting system to automate bank reconciliations; new system saved 10 hours per location monthly at 17 stores, saving company \$100K+ in labor costs in 1<sup>st</sup> year alone.
- Converted trail balance and credit accounts contributing to successful M&A; vetted and training on-site controller, office manager, AP/AR, and payroll staff at new location, creating a variety of policies and procedures.

### As Controller, Orlando Infiniti

- Developed formulas in Excel to extract data for monthly calculation of sales commissions; simplified process eliminated need for manual calculations entirely, speeding month-end close for maximum efficiency.

## PROFESSIONAL EXPERIENCE

### Murphy Auto Group

#### Lead Controller | Accounting Officer

2021-Present

Manage multi-site team, providing day-to-day guidance and updating accounting processes to maximize corporate efficiencies. Communicate with banking institutions to resolve discrepancies and verify accuracy. Collaborate with tax professionals to prepare various filings and conduct audits. Interface with HR to identify new hires, interviewing prospective candidates to fill various roles. Coordinate with finance, presenting data to executive leadership. Assess procedures, developing strategies to improve departmental performance.

- Optimized resource planning, reviewing staffing and systems to streamline accounting activities; aligned organizational growth targets with budgetary goals, yielding significant cost-saving efficiencies.
- Oversaw successful completion of annual audit process for 5 locations, interacting with CPA firm to meet IRS deadlines; reviewed data accuracy, establishing new procedures to maintain regulatory compliance.
- Identified and piloted various Cloud software products, selecting best solutions to yield savings and boost performance; addition of modern systems substantially reduced monthly time-to-close.
- Integrated new payroll system (Netchex) with minimal disruption to the organization; hired and trained administrator, developing clear-cut documentation to simplify complex multi-divisional processes.
- Redesigned standard operating reports, ensuring reporting and financial statements balanced; identified trends and included an annual budget, increasing visibility for greater accuracy in forecasting/planning.

**AutoNation  
Controller**

2013-2021

Generated financial statements for multiple entities, leading forecasting for 5 business units. Prepared and reviewed state sales tax returns. Implemented control processes to ensure SOX regulatory compliance. Recommended a variety of accounting policies related to manufacturer's promotional program in role of brand champion. Forecasted changes in pay plans to align with company compensation goals. Guided managers regarding best ways to decrease costs while increasing profitability without sacrificing service. Mentored office staff member for promotion to controller.

- Earned Controller 'Champion of the Quarter' multiple times; achieved measurable reductions in outstanding receivables, training staff to consistently obtain necessary data to speed collections.
- Partnered with Shared Service Center to ensure vendors were paid on time and accounting entries were posted correctly; improvements in procedural system increased efficiencies significantly.
- Supported region to implement program change that resulted in significant process improvements, positively impacting accuracy of financial statements for over 100 locations.
- Successfully spun off a business entity and aided in relocation efforts; ensured compliance with all state laws regarding operation to prevent legal liability.
- Cooperated with State during comprehensive sales tax audit that produced a low assessment for 2 stores.

**Orlando Infiniti  
Controller**

2012-2013

Prepared end-of-year records for CPA firm audit and tax returns, including creation of Excel pivot tables for expense accounts. Recruited and trained new associates for grand opening. Produced timely and accurate financial statements for four different manufacturers. Implemented program to increase effectiveness of an existing office manager. Generated and/or reviewed payroll tax returns, vendor 1099's, W-2's, and sales tax returns.

- Moved pay plan calculations from a manual system to an electronic one, simultaneously improving both efficiency and accuracy.
- Conducted reconciliations and provided information to the corporate office in a timely manner as a trusted and reliable accounting resource.
- Created an environment of cooperation among all departments while safeguarding the company's assets and ensured compliance with all mortgage and lender covenants and agreements.

**Napleton Enterprises  
Controller**

2005-2012

Managed accounting operations at 3 separate locations. Prepared timely and accurate financial statements. Improved expense management by re-negotiating contracts and ensuring compliance with existing contracts. Prepared or reviewed tax returns. Aided with training of controllers as needed.

- Partnered with department heads to monitor and reduce unnecessary expenses; analyzed expense accounts, sharing data with leadership to illustrate best strategies for overhead reductions.
- Implemented cost-effective change in bank reconciliations procedures for 17 dealerships; transformed manual process using existing dealerships software, saving hundreds of millions in expenses during tenure.

**ADDITIONAL EXPERIENCE**

**PARC, Non-Profit Controller (2021)**

Supervised 6 accounting associates. Reviewed Trial Balance and reconciled all accounts. Prepared annual budget. Completed audit for HUD and Juvenile Welfare Board. Presented financial statements to Board.

**Florida Land and Sea Adventures, Inc. Accountant (2004-2008)**

Set up chart of accounts for new business on QuickBooks, maintaining inventory counts and reconciling bank/credit card accounts. Prepared 1099's and 1120S filings. Compiled sales tax and payroll tax returns.

**EDUCATION & TRAINING**

**Master of Business Administration (MBA)**, Palm Beach Atlantic University, West Palm Beach, FL

**Bachelor of Science, Business Administration and Accounting (BS)**, Orlando College, Orlando, FL

**Training:** SAP ERP Essential Training (LinkedIn Learning), QuickBooks, ADP payroll, Advanced Excel, CDK

*Additional career details available upon request.*

# CITY OF INDIAN ROCKS BEACH



## APPLICATION FOR EMPLOYMENT

The City of Indian Rocks Beach is an equal opportunity employer and will not discriminate on the basis of race, color, sex, religion, national origin, marital status or disability.

In order to be considered for employment, you must complete and sign this application. Incomplete and/or unsigned applications will not be considered. All information on this application is subject to verification.

Assistance in completing this application is available upon request.

**PERSONAL DATA**

**Please Print**

Date <u>6/30/20</u>	
Name <u>Suzanne Gibson</u>	
Other names or nicknames used _____	
Address <u>1206 Bay Shore Blvd, Indian Rocks Beach, FL 33785</u>	
E-Mail Address <u>suzannegibsonmba@yahoo.com</u>	Phone Number <u>407-453-3191</u>

Are you legally eligible to work in the United States?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you related to anyone employed with the City of Indian Rocks Beach?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, please complete the following:		
_____	Name of Employee	
_____	_____	_____
Position held		Relationship

Have you ever been convicted of any crime or pled nolo contendere (no contest) to a crime, regardless of adjudication?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, explain: _____		
_____		
_____		
Answering "yes" may not necessarily disqualify you from consideration from employment. A number of factors, such as the nature of the offense, your age at the time, etc. will be considered.		

## EMPLOYMENT DESIRED

Position you are applying for City Clerk  
 Salary desired: \$ Open Date available to start immediately  
 How did you hear about position website  
 Can you perform essential functions of the position for which you are applying, with or without reasonable accommodation? Yes  No

Type of employment applying for: Full Time  Part Time  Temporary

For **part-time** employment, list days & hours available:

Temporary Dates Available	
From _____	To _____

Mon \_\_\_\_\_ to \_\_\_\_\_  
 Tue \_\_\_\_\_ to \_\_\_\_\_  
 Wed \_\_\_\_\_ to \_\_\_\_\_  
 Thur \_\_\_\_\_ to \_\_\_\_\_  
 Fri \_\_\_\_\_ to \_\_\_\_\_  
 Sat \_\_\_\_\_ to \_\_\_\_\_

## EDUCATIONAL

High School: Did you graduate from high school? Yes  No   
 If no, do you possess a G.E.D.? Yes  No

**Last High School Attended:**

Name	Location
Fort Pierce Westwood	Fort Pierce, FL

**College or University:**

Name	Location	Dates Attended	Degree Awarded	Major
Palm Beach Atlantic University	Orlando, FL	2010	MBA	Accounting
Orlando College	Orlando, FL	1994	BS	Accounting/Business Administration

**Vocational, Trade, Training:**

Type of Training	Conducted By	Date Completed

**Additional Education Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Professional Memberships:**

\_\_\_\_\_

\_\_\_\_\_

EMPLOYMENT (Attach additional sheets if necessary)

Current/Last Employer: Murphy Auto Group

Address 3707 W. Carmen Street, Tampa, FL 33707

Phone 813-333-2339

Immediate Supervisor Name Karl Horst

Dates of Employment 9-7-21 to present

Starting Pay 175000

Ending Pay 250000

Position(s) Held VP Accounting

Duties All clerical and accounting functions

Reason for Leaving Presently employed, looking for a position closer to home and with less responsibility

Employer: PARC

Address 3190 Tyrone Blvd, N. St. Petersburg, FL 33710

Phone 7273459111

Immediate Supervisor Name Mark Cavanaugh

Dates of Employment 2-15-2021 to 9-3-2021

Starting Pay 80000

Ending Pay 80000

Position(s) Held Controller

Duties Preparation of financial statements and packages to the board

Reason for Leaving I left for what I thought would be a better opportunity.

Employer: Autonation

Address 17275 US Hwy 19N, Clearwater, FL 33771

Phone 833-382-1569

Immediate Supervisor Name Shane Oldham

Dates of Employment 4-13 to 2-21

Starting Pay 120000

Ending Pay 175000

Position(s) Held Controller

Duties Accounting and financial statement preparation

Reason for Leaving I wanted to do something more fulfilling.

Employer: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Immediate Supervisor Name \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Starting Pay \_\_\_\_\_

Ending Pay \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Have you left any gaps of time which are not accounted for? Yes  No

If yes, please explain: \_\_\_\_\_

Arc you currently employed? Yes  No

If yes, may we contact your employer? Yes  No

If no, state reason: \_\_\_\_\_

If you are applying for a position which involves driving of any type, check the types of vehicles you are qualified through experience or otherwise, to operate:

Passenger Car  Light Truck  Heavy Truck or Tractor  Other \_\_\_\_\_

Do you own an automobile? Yes  No

Do you have auto insurance? Yes  No

Has it ever been canceled or renewal refused? Yes  No

Have you been involved in an at fault accident in the past three years? Yes  No

Has your driver's license ever been suspended or revoked? Yes  No

Do you have any Safety Awards for "no accident" driving? Yes  No

I haven't been in a driving position to get awards for driving

*A Motor Vehicle Background check will be conducted on all employees of the City who operate a City vehicle at any time or who use their own vehicle for conducting City business and/or where they receive mileage or use reimbursement from the City.*

**References:**

List three references, not relatives, who are available for contact

Name	Address	Phone Number
Karl Horst	3707 W. Carmen Street, Tampa, FL 33707	910-723-1425
Joy Kohs	5959 E. SR 64, Bradenton, FL 34208	904-537-5229
Billy Dewitt	12816 128th Ave, Largo, FL 33774	813-784-2470

SHOULD YOU WISH TO APPLY FOR VETERAN'S PREFERENCE,  
PLEASE REQUEST AN ADDENDUM TO THIS APPLICATION.



## APPLICANT'S STATEMENT

### PLEASE READ CAREFULLY

By applying for this position and signing this application, I voluntarily authorize and grant full consent to the City of Indian Rocks Beach or its agents to conduct a thorough investigation into my current or prior employment and any other area of my background including criminal background (regardless of adjudication) which the City believes relevant to my employment. I do further fully consent to the release and disclosure to the City or its agent from any persons, companies, corporations or government agency any information sought concerning my background and do further release from liability the City or its agents for actions taken in connection with this investigation, as well as any persons, companies, corporations or government agencies disclosing such information.

I acknowledge that any false information provided by me to the City or by others at my direction, either on this application or otherwise, shall constitute grounds for immediate discharge, regardless of when the false information is discovered by the City. Additionally, I understand that my continued employment is contingent on successfully passing any background investigation and any information discovered about me during the investigation which is deemed by the City to be unsatisfactory shall constitute grounds for immediate discharge, also regardless of when discovered.

Finally, I understand that the City may require a medical or other examination at the time an employment offer is extended and may condition an offer of employment on the successful completion of that examination. Employees and applicants are also subject to drug and alcohol testing at the discretion of the City. Polygraph examinations may also be required by the City where permissible by law.

  
Signature of Applicant

Suzanne Gibson

Printed Name

6/30/23

Date

Submit

Print

**LORIN A.  
KORNIJTSCHUCK**

**Lorin A. Kornijtschuk**

16137 4<sup>th</sup> Street E. Redington Beach, Florida 33708  
Phone: 727.293.1475 Email: LAKLOL@AOL.COM

June 12, 2023

Honorable City of Indian Rocks Beach Commission,

It was my honor to be named interim City Clerk on June 7, 2023. I believe my qualifications make me an excellent candidate for this position.

I possess more than nine years of experience working with the City of Indian Rocks Beach and have been assigned various duties and responsibilities. I have been a member of the International Institute of Municipal Clerks (IIMC) since 2018.

I believe the City Clerk position is an essential part of the IRB Team and an important liaison to the Commission, I have a sound relationship with the City Attorney and City Manager.

If appointed to the position I look forward to continuing to work with the Commission, City Manager, City Attorney and IRB Team Members.

Honesty and reliability are my core values, and I would continue to bring the highest level of ethical conduct to the position if appointed.

Attached you will find my City of Indian Rocks Beach application and resume for your review.

Your consideration is greatly appreciated.

Sincerely,



Lorin A. Kornijtschuk

## **Lorin A. Kornijtschuk**

16137 4<sup>th</sup> Street E. Redington Beach, Florida 33708

Phone: 727.293.1475 Email: LAKLOL@AOL.COM

### **SUMMARY OF QUALIFICATIONS**

Since September of 2013, I have been dedicated to serving the residents of Indian Rocks Beach. In my current position as Office Administrator working directly with the City Manager and in my prior position as Administrative Assistant to the Public Works Department.

I am multi-faceted, adaptable, innovative, and a consistent contributor to the mission and success of the City of Indian Rocks Beach. I have had the opportunity to perform other job-related duties when needed, such as assisting the City Clerk's Office, Finance Department and Code Enforcement.

Through these years I have had the pleasure to serve the residents and have become an excellent communicator and listener.

### **HIGHLIGHTS**

- Extensive knowledge of City codes, policies and procedures.
- Understanding of the City's Records Retention Program.
- Comprehensive ability to prepare legal notices, advertisements, proclamations and RFPs.
- Proficient in the preparation of press releases and posting of public notices.
- Notary for City documents.
- Responsive to public information requests.
- Effective communicator with the county, sheriff's office, fire department, city officials, team members and residents.
- Planned and coordinated city activities, and lead liaison for city events with outside organizations.

### **PROFESSIONAL EXPERIENCE**

City of Indian Rocks Beach  
Interim City Clerk

June 2023 ~ Current

City of Indian Rocks Beach  
Office Administrator

January 2021 ~ June 2023

City of Indian Rocks Beach  
Administrative Assistant - Public Works

September 2013 ~ December 2020

### **EDUCATION**

College of DuPage - Glen Ellyn, IL  
*AAS Business Management*

2013

### **PROFESSIONAL ORGANIZATIONS**

International Institute of Municipal Clerks (IIMC) - Associate Member since 2018

A professional, nonprofit association that promotes continuing education and certification through university and college-based institutes.

The City of Indian Rocks Beach is an equal opportunity employer and will not discriminate on the basis of race, color, sex, religion, national origin, marital status or disability.

In order to be considered for employment, you must complete and sign this application. Incomplete and/or unsigned applications will not be considered. All information on this application is subject to verification.

Assistance in completing this application is available upon request.

**PERSONAL DATA**

**Please Print**

Date <u>6/12/2023</u>	
Name <u>Lorin A. Kornijtschuk</u>	
Other names or nicknames used _____	
Address <u>16137 4th Street E Redington Beach, FL 33708</u>	
E-Mail Address <u>LAKLOL@AOL.COM</u>	Phone Number <u>727-293-1475</u>

Are you legally eligible to work in the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Are you related to anyone employed with the City of Indian Rocks Beach? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please complete the following: _____	
_____	Name of Employee
_____	Relationship

Have you ever been convicted of any crime or pled nolo contendere (no contest) to a crime, regardless of adjudication? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, explain: _____
_____
_____
Answering "yes" may not necessarily disqualify you from consideration from employment. A number of factors, such as the nature of the offense, your age at the time, etc. will be considered.

**EMPLOYMENT DESIRED**

Position you are applying for City Clerk  
 Salary desired: \$ 70,000.00 Date available to start immediately  
 How did you hear about position office  
 Can you perform essential functions of the position for which you are applying, with or without reasonable accommodation? Yes  No   
 Type of employment applying for: Full Time  Part Time  Temporary   
 For part-time employment, list days & hours available:  
 Mon to \_\_\_\_\_ Tue to \_\_\_\_\_ Wed to \_\_\_\_\_ Thur to \_\_\_\_\_ Fri to \_\_\_\_\_ Sat to \_\_\_\_\_  
 Temporary Dates Available From \_\_\_\_\_ To \_\_\_\_\_

**EDUCATIONAL**

High School: Did you graduate from high school? Yes  No   
 If no, do you possess a G.E.D.? Yes  No   
**Last High School Attended:**

Name	Location
Palatine High	Palatine , IL

**College or University:**

Name	Location	Dates Attended	Degree Awarded	Major
College of Dupage	Wheaton	2013	Associates	Business

**Vocational, Trade, Training:**

Type of Training	Conducted By	Date Completed

**Additional Education Information:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Professional Memberships:**  
 International Institute of Certified Municipal Clerks  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT** (Attach additional sheets if necessary)

**Current/Last Employer:** City of Indian Rocks Beach  
**Address** 1507 Bay Palm Blvd. Indian Rocks Beach, FL. 33785  
**Phone** 727-595-2517 **Immediate Supervisor Name** Gregg Mims  
**Dates of Employment** Sept. 2013- Current **Starting Pay** 35,000 **Ending Pay** 55,000  
**Position(s) Held** Public Works Administrative Assistant, and Office Administrator/Executive Assistant  
**Duties** Advanced clerical work, correspondences for City Manager, oversee daily office operations.  
  
**Reason for Leaving** N/A

**Employer:** The Installation Department  
**Address** 1414 Taft Avenue Wheaton IL 60187  
**Phone** N/A **Immediate Supervisor Name** Self Employed  
**Dates of Employment** 2004 - 2012 **Starting Pay** \_\_\_\_\_ **Ending Pay** \_\_\_\_\_  
**Position(s) Held** Owner of a Kitchen Mechanical Design/Installation Company  
**Duties** \_\_\_\_\_  
  
**Reason for Leaving** Closed business, moved to Florida

**Employer:** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Immediate Supervisor Name** \_\_\_\_\_  
**Dates of Employment** \_\_\_\_\_ **Starting Pay** \_\_\_\_\_ **Ending Pay** \_\_\_\_\_  
**Position(s) Held** \_\_\_\_\_  
**Duties** \_\_\_\_\_  
  
**Reason for Leaving** \_\_\_\_\_

**Employer:** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Immediate Supervisor Name** \_\_\_\_\_  
**Dates of Employment** \_\_\_\_\_ **Starting Pay** \_\_\_\_\_ **Ending Pay** \_\_\_\_\_  
**Position(s) Held** \_\_\_\_\_  
**Duties** \_\_\_\_\_  
  
**Reason for Leaving** \_\_\_\_\_

Have you left any gaps of time which are not accounted for? Yes  No

If yes, please explain: \_\_\_\_\_

Are you currently employed? Yes  No

If yes, may we contact your employer? Yes  No

If no, state reason: \_\_\_\_\_

If you are applying for a position which involves driving of any type, check the types of vehicles you are qualified through experience or otherwise, to operate:

Passenger Car  Light Truck  Heavy Truck or Tractor  Other \_\_\_\_\_

Do you own an automobile? Yes  No

Do you have auto insurance? Yes  No

Has it ever been canceled or renewal refused? Yes  No

Have you been involved in an at fault accident in the past three years? Yes  No

Has your driver's license ever been suspended or revoked? Yes  No

Do you have any Safety Awards for "no accident" driving? Yes  No

*A Motor Vehicle Background check will be conducted on all employees of the City who operate a City vehicle at any time or who use their own vehicle for conducting City business and/or where they receive mileage or use reimbursement from the City.*

**References:**

List three references, not relatives, who are available for contact

Name	Address	Phone Number
Gregg Mims	Belleair Bluffs	727-410-9586
Dean Scharmen	Largo	727-580-0713
Phil Hanna	Indian Rocks Beach	727-422-4035

**SHOULD YOU WISH TO APPLY FOR VETERAN'S PREFERENCE,  
PLEASE REQUEST AN ADDENDUM TO THIS APPLICATION.**



## APPLICANT'S STATEMENT

### PLEASE READ CAREFULLY

By applying for this position and signing this application, I voluntarily authorize and grant full consent to the City of Indian Rocks Beach or its agents to conduct a thorough investigation into my current or prior employment and any other area of my background including criminal background (regardless of adjudication) which the City believes relevant to my employment. I do further fully consent to the release and disclosure to the City or its agent from any persons, companies, corporations or government agency any information sought concerning my background and do further release from liability the City or its agents for actions taken in connection with this investigation, as well as any persons, companies, corporations or government agencies disclosing such information.

I acknowledge that any false information provided by me to the City or by others at my direction, either on this application or otherwise, shall constitute grounds for immediate discharge, regardless of when the false information is discovered by the City. Additionally, I understand that my continued employment is contingent on successfully passing any background investigation and any information discovered about me during the investigation which is deemed by the City to be unsatisfactory shall constitute grounds for immediate discharge, also regardless of when discovered.

Finally, I understand that the City may require a medical or other examination at the time an employment offer is extended and may condition an offer of employment on the successful completion of that examination. Employees and applicants are also subject to drug and alcohol testing at the discretion of the City. Polygraph examinations may also be required by the City where permissible by law.

Lorin A. Kornijtschuk  
Signature of Applicant

Lorin A. Kornijtschuk  
Printed Name

6/12/2023

Date

Submit

Print

**ILENE MUHLBERG**

June 11, 2023

Elizabeth Atkinson/Finance HR Specialist  
City of Indian Rocks Beach  
1507 Bay Palm Boulevard  
Indian Rocks Beach, FL 33785  
[eatkinson@irbcity.com](mailto:eatkinson@irbcity.com)

Dear Ms. Atkinson,

I have enclosed my resume for your consideration for the position of City Clerk. I have more than 12 years of experience in the field, as a Deputy Clerk and as a Clerk for local government entities in Northern Virginia. As the Clerk of the Fairfax County School Board, I directed the administration and programs of the twelve-member elected board overseeing the operations of one of the largest school divisions in the nation. For both the Arlington County Board of Supervisors, and the larger Fairfax County School Board, I ensured that operational processes complied with legal mandates, directed the creation of agenda packets, wrote minutes for Board and Committee meetings, and maintained all official records.

I am currently the Court Administrator of the Circuit Court for Worcester County, Maryland where I oversee policy, planning, human resources, budget, facilities management, and information technology. I have enjoyed using my administrative and management abilities to strengthen the operations of the Worcester County Circuit Court, and I would like to relocate to Florida.

I know that my experience as a Clerk would benefit the City of Indian Rocks Beach immediately. I look forward to meeting with you to discuss the position.

Sincerely,



Ilene Muhlberg

## **ILENE MUHLBERG**

12 43rd Street, Unit 7 ▪ Ocean City, MD 21842 ▪ U.S. Citizen  
Phone: 703-795-2925 ▪ Email: imuhlberg@yahoo.com

---

**Dynamic, collaborative administrator helping high-level officials and directors analyze and improve business processes, create cohesive governance structures, improve efficiency, and minimize risk.**

### **PROFESSIONAL EXPERIENCE**

#### **08/2021–Present, Court Administrator, Worcester County Circuit Court, Maryland**

*The Circuit Court of Worcester County processes 2.5K cases annually in support of a resident population of more than 52K and an annual tourist population that exceeds 8M.*

Direct team of 20 personnel in performing all non-judicial court administration and support activities. Administer a \$1.5M annual operating budget. Lead development of goals, objectives, and strategic plans, defining the long-term focus of program. Develop resource utilization plans to ensure completion of projects, as scheduled and scoped. Manage development of contractor oversight plans.

Evaluate overall program effectiveness by analyzing mission accomplishments, schedules and budget, safety and health standards, regulatory compliance, technical competence, and procedural efficiency. Develop and implement policies that reflect administrative best practices and correct organizational inefficiencies. Hire, supervise, evaluate, and discipline non-judicial personnel. Prepare comprehensive reports on risks and operational weaknesses. Modify workflows and work assignments to balance workloads, increase effectiveness of operations, and optimize personnel strengths.

#### ***Selected Accomplishments & Key Results:***

- Launched electronic time and attendance system, replacing an inefficient paper-based system, and improving personnel access to payroll information.
- Authored organization's first personnel policy manual for court staff, encompassing employee orientation, separation, employment records, standards of conduct, and benefits.
- Overhauled Emergency Action Plan, establishing emergency drills as well as incident reporting processes and documentation.
- Partnered with Sheriff's Department and County Office of Information Technology (IT) to redesign security systems, obtaining grant funding and overseeing contractors in the completion of multiple projects that mitigated identified security risks.
- Appointed by Chief Justice of Supreme Court of Maryland to Court Operations Committee and Equal Justice Committee of the Maryland Judicial Council and served on the Business Practices Committee of the Mid-Atlantic Association for Court Management.

#### **09/2015–07/2021, Clerk of the Board, Fairfax County Public Schools, Virginia**

*Fairfax County Public Schools is the tenth largest school district in the U.S., serving more than 190K students across nearly 200 facilities through the efforts of more than 24K personnel.*

Appointed Clerk and Administrative Manager for school board consisting of 12 elected officials. Oversaw all administrative operations and management of \$1.8M annual budget and supervised more than 12 personnel in performing human resource management, budget execution, data collection, records management, and administrative operations. Developed, scheduled, and coordinated all logistical aspects of over 180 school board and committee meetings per year.

Identified program reporting requirements across areas of analysis that measured program success and deficiencies. Established and maintained recordkeeping practices that met strict legal standards established by the state. Reviewed flow of communications in management procedures, identifying problem areas and developing routing patterns for improved communication.

***Selected Accomplishments & Key Results:***

- Expertly navigated uncharted territory due to COVID-19, including rapidly developing virtual and partial in-person board meeting processes, identifying innovative solutions to enable continued citizen participation and public access while meeting strict regulatory standards.
- Streamlined development and approval processes for more than 700 directives, improving records management across all board activities, and standardizing appointment process for citizen advisory commissions across pool of more than 3.5K members.
- Created and launched comprehensive orientation program for eight new board members, which streamlined the onboarding process for future use.
- Meticulously managed \$1.8M annual board budget, delivering trusted financial stewardship in the administration of travel, expense, contract, and training funds.
- Updated board's strategic governance manual for the first time in eight years, aligning it with current organizational priorities and objectives. Revisions were successfully adopted following thorough committee and board approval processes.

~

**12/2009–09/2015, Deputy Clerk of the Board, Arlington County Board of Supervisors, Virginia**  
*Arlington County is the sixth largest county in Virginia, home to more than 205K constituents.*

Oversaw logistical and administrative support of more than 100 public meetings annually. Collaborated with board staff to coordinate travel arrangements for five board members. Updated and maintained official County Code following board actions. Managed \$1.1M annual department budget that encompassed travel, expense reimbursement, contracted services, and professional development and prepared statistical and narrative budget reports. Drafted meeting minutes and assisted with preparing meeting agendas. Issued legal notices and certifications of board actions.

Entrusted to serve as Acting Clerk in Clerk's absence, running board meetings and overseeing daily operations of both board members and support staff. Analyzed statutes, rules, and procedures affecting operations, including Freedom of Information Act requirements. Evaluated efficiency of program systems and procedures and introduced process improvements to correct deficiencies and increase productivity.

***Selected Accomplishments & Key Results:***

- Overhauled systems to bring two years of outdated records into compliance with state code, earning formal recognition from Clerk.
- Strategically enhanced citizen engagement opportunities by revising public hearing procedures. As a result, simplified the process for citizen participation in board meetings and increased access to historical records.
- Spearheaded redesign of board website to increase organizational transparency, expedite delivery of information to the community, and expand constituent reach.
- Preserved more than eight decades of historical records and four decades of minute books by organizing and digitizing hundreds of boxes of archived files and coordinating the complex installation of fire safe cabinets weighing several tons.
- Developed improved data management processes to ensure optimal functioning of appointment, notification, and information system for citizen appointments to boards and commissions.

~

**Earlier Relevant Experience:**

**2005–2007, Chief Financial Officer/Interim Executive Director, Washington, DC, Humane Society, Washington, DC**

Managed \$4.2M annual budget and administered \$3.5M annual contract with the District of Columbia. Served as Interim Executive Director for 12-month period, effectively managing two animal shelters that together supported 18K animals annually, launching two new facilities, and supervising eight department directors.

**Education & Certifications:**

Certified Public Manager, Texas State University, Texas

Master of Public Administration, San Diego State University, California

Bachelor of Arts, Psychology, Rutgers University, New Jersey

**Automated Systems & Software Platforms:**

Microsoft Office (Word, Excel, Access, PowerPoint, SharePoint, Teams, and Outlook); Odyssey Case Management; Grams IQ communications platform; Diligent BoardDocs; Granicus citizen engagement technologies; WordPress and Drupal web content management systems

# CITY OF INDIAN ROCKS BEACH



## APPLICATION FOR EMPLOYMENT

The City of Indian Rocks Beach is an equal opportunity employer and will not discriminate on the basis of race, color, sex, religion, national origin, marital status or disability.

In order to be considered for employment, you must complete and sign this application. Incomplete and/or unsigned applications will not be considered. All information on this application is subject to verification.

Assistance in completing this application is available upon request.

**PERSONAL DATA**

Please Print

Date <u>6/11/23</u>	
Name <u>Ilene Muhlberg</u>	
Other names or nicknames used _____	
Address <u>12 43rd Street, Unit 7, Ocean City, Maryland 21842</u>	
E-Mail Address <u>imuhlberg@yahoo.com</u>	Phone Number <u>703-795-2925</u>

Are you legally eligible to work in the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Are you related to anyone employed with the City of Indian Rocks Beach? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please complete the following: _____	
_____ Name of Employee	
_____ Position held	_____ Relationship

Have you ever been convicted of any crime or pled nolo contendere (no contest) to a crime, regardless of adjudication? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, explain: _____
_____
_____
Answering "yes" may not necessarily disqualify you from consideration from employment. A number of factors, such as the nature of the offense, your age at the time, etc. will be considered.



**EMPLOYMENT DESIRED**

Position you are applying for City Clerk  
 Salary desired: \$ 110,000 Date available to start 7/1/23  
 How did you hear about position Florida Association of City Clerks  
 Can you perform essential functions of the position for which you are applying, with or without reasonable accommodation? Yes  No   
 Type of employment applying for: Full Time  Part Time  Temporary   
 For **part-time** employment, list days & hours available: 

Temporary Dates Available
From _____ To _____

  
 Mon \_\_\_\_\_ to \_\_\_\_\_ Tue \_\_\_\_\_ to \_\_\_\_\_ Wed \_\_\_\_\_ to \_\_\_\_\_ Thur \_\_\_\_\_ to \_\_\_\_\_ Fri \_\_\_\_\_ to \_\_\_\_\_ Sat \_\_\_\_\_ to \_\_\_\_\_

**EDUCATIONAL**

High School: Did you graduate from high school? Yes  No   
 If no, do you possess a G.E.D.? Yes  No   
**Last High School Attended:**

Name	Location
East Brunswick High School	East Brunswick, New Jersey

**College or University:**

Name	Location	Dates Attended	Degree Awarded	Major
San Diego State University			MPA	
Rutgers University			BA-Psychology	
Texas State University			Certified Public Manager	

**Vocational, Trade, Training:**

Type of Training	Conducted By	Date Completed

**Additional Education Information:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Professional Memberships:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT** (Attach additional sheets if necessary)

**Current/Last Employer:** Circuit Court of Worcester County, Maryland

**Address** 1 West Market Street, Snow Hill, MD 21863

**Phone** (410) 632-0600

**Immediate Supervisor Name** Judge Brian D. Shockley

**Dates of Employment** 08/2021 - Present

**Starting Pay** 94,106

**Ending Pay** \_\_\_\_\_

**Position(s) Held** Court Administrator

**Duties** Direct team of 20 personnel in performing all non-judicial court administration and support activities. Administer a \$1.5M annual operating budget.

Develop and implement policies that reflect administrative best practices and correct organizational inefficiencies. Hire, supervise, evaluate, and discipline non-judicial personnel. Prepare comprehensive reports on risks and operational weaknesses. Modify workflows and work assignment

**Reason for Leaving** Currently employed

**Employer:** Fairfax County Public Schools

**Address** 8115 Gatehouse Road, Falls Church, Virginia 22042

**Phone** (571) 423-1075

**Immediate Supervisor Name** Karen Corbett-Sanders

**Dates of Employment** 09/2015-07/2021

**Starting Pay** 85,000

**Ending Pay** 114,000

**Position(s) Held** Clerk of the Board

**Duties** Clerk and Administrative Manager for school board consisting of 12 elected officials. Oversaw all administrative operations and management of \$1.6M annual budget and supervised more than 12 personnel in performing human resource management, budget execution

Developed, scheduled, and coordinated all logistical aspects of over 180 school board and committee meetings per year.

**Reason for Leaving** Relocated to Maryland.

**Employer:** Arlington County Board of Supervisors

**Address** 2100 Clarendon Boulevard, Arlington, Virginia 22201

**Phone** (571) 289-9696

**Immediate Supervisor Name** Hope Halleck

**Dates of Employment** 12/2009-09/2015

**Starting Pay** 64,000

**Ending Pay** 71,000

**Position(s) Held** Deputy Clerk of the Board

**Duties** Updated and maintained official County Code following board actions. Managed \$1.1M annual department budget that encompassed travel, expense reimbursement, contracted services, and professional development and prepared statistical and narrative budget report

Drafted meeting minutes and assisted with preparing meeting agendas. Issued legal notices and certifications of board actions.

**Reason for Leaving** Accepted higher level position as Clerk of the Fairfax County School Board.

**Employer:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Immediate Supervisor Name** \_\_\_\_\_

**Dates of Employment** \_\_\_\_\_

**Starting Pay** \_\_\_\_\_

**Ending Pay** \_\_\_\_\_

**Position(s) Held** \_\_\_\_\_

**Duties** \_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

Have you left any gaps of time which are not accounted for? Yes  No   
 If yes, please explain: \_\_\_\_\_

Are you currently employed? Yes  No   
 If yes, may we contact your employer? Yes  No   
 If no, state reason: Please contact me first.

If you are applying for a position which involves driving of any type, check the types of vehicles you are qualified through experience or otherwise, to operate:

Passenger Car  Light Truck  Heavy Truck or Tractor  Other \_\_\_\_\_

Do you own an automobile? Yes  No

Do you have auto insurance? Yes  No

Has it ever been canceled or renewal refused? Yes  No

Have you been involved in an at fault accident in the past three years? Yes  No

Has your driver's license ever been suspended or revoked? Yes  No

Do you have any Safety Awards for "no accident" driving? Yes  No

*A Motor Vehicle Background check will be conducted on all employees of the City who operate a City vehicle at any time or who use their own vehicle for conducting City business and/or where they receive mileage or use reimbursement from the City.*

**References:**

List **three** references, not relatives, who are available for contact

Name	Address	Phone Number
Beverly Madeja	8115 Gatehouse Road, Falls Church, Virginia 22042	(724) 766-1922
Anne Benedicto	8115 Gatehouse Road, Falls Church, Virginia 22042	(703) 932-1434
Emily Stanton	8358 Luce Court, Springfield, Virginia 22153	(865) 297-8986

SHOULD YOU WISH TO APPLY FOR VETERAN'S PREFERENCE,  
 PLEASE REQUEST AN ADDENDUM TO THIS APPLICATION.

## APPLICANT'S STATEMENT

### PLEASE READ CAREFULLY

By applying for this position and signing this application, I voluntarily authorize and grant full consent to the City of Indian Rocks Beach or its agents to conduct a thorough investigation into my current or prior employment and any other area of my background including criminal background (regardless of adjudication) which the City believes relevant to my employment. I do further fully consent to the release and disclosure to the City or its agent from any persons, companies, corporations or government agency any information sought concerning my background and do further release from liability the City or its agents for actions taken in connection with this investigation, as well as any persons, companies, corporations or government agencies disclosing such information.

I acknowledge that any false information provided by me to the City or by others at my direction, either on this application or otherwise, shall constitute grounds for immediate discharge, regardless of when the false information is discovered by the City. Additionally, I understand that my continued employment is contingent on successfully passing any background investigation and any information discovered about me during the investigation which is deemed by the City to be unsatisfactory shall constitute grounds for immediate discharge, also regardless of when discovered.

Finally, I understand that the City may require a medical or other examination at the time an employment offer is extended and may condition an offer of employment on the successful completion of that examination. Employees and applicants are also subject to drug and alcohol testing at the discretion of the City. Polygraph examinations may also be required by the City where permissible by law.

*Ilene Muhlberg*

\_\_\_\_\_  
Signature of Applicant

**Ilene Muhlberg**

\_\_\_\_\_  
Printed Name

6/11/23

\_\_\_\_\_  
Date

**Submit**

**Print**

# **CITY CLERK JOB DESCRIPTION**

**CITY OF INDIAN ROCKS BEACH**  
**POSITION OPENING**  
***CITY CLERK***

**GENERAL DESCRIPTION**

As a Charter Officer, the City Clerk is appointed by and serves at the pleasure of the City Commission. The Clerk is responsible for administrative and advanced clerical work in maintaining official records of the City and recording the actions of the City Commission, the Planning and Zoning Board, Board of Adjustment, Finance and Budget Review Committee, and other boards as assigned by the City Commission and/or the City Manager. Responsible for the administration, supervision, and coordination of all municipal elections. Work is carried out with considerable latitude for independent judgment and initiative within the framework of established policies, laws, Charter provisions and ordinances. The person in this position is solely accountable for the fulfillment of all duties and authority commensurate with assigned responsibilities.

**REPORTING RELATIONSHIPS**

**Reports to:** City Commission

**Supervised by:** City Manager

**ESSENTIAL POSITION FUNCTIONS**

1. Attends City Commission and other City board meetings and workshops. Records all proceedings, motions, votes, and actions. Responsible for the assembling and distribution of City Commission Agenda Packets.
2. Reviews completed minutes of each meeting for errors and confirmation of Commission actions prior to submission for approval. Maintains the official minutes.
3. Records all ordinances, resolutions, proclamations, contracts and deeds; administers oaths; accepts affidavits; maintains municipal deeds, leases, agreements and other records; posts public notices as required by law, attests all City contracts.
4. Prepares and/or coordinates the legal notices and advertisements for the City and ensures that the legal advertisements have met state requirements.
5. Ensures control of all public records as custodian of records; supervises City's Records Retention Program and provides certified copies of official records.
6. Prepares and/or coordinates all correspondence for the City Commission.
7. Supervises all municipal elections and coordinates the official reports of such elections.
8. Prepares ordinances, resolutions, proclamations, policies and procedures, RFPs, etc.
9. Shall serve as notary for City documents.
10. Attends applicable City board meetings.
11. Responsible for the assembling and distribution of City board and committee agenda packets.
12. Coordinate all duties prescribed by the City Charter and Code Book.
13. These essential job functions are not to be construed as a complete statement of all duties performed. Employee will be required to perform other job related duties as necessary and consistent with the position.
14. Other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- ◆ Knowledge of archives and Florida records management laws, systems and technology
- ◆ Knowledge of election and open meetings laws
- ◆ Ability to write resolutions, ordinances and proclamations
- ◆ Ability to use computer software applications including word-processing, spreadsheets and databases.
- ◆ Ability to assess needs and prioritize them
- ◆ Ability to effectively communicate in writing and orally
- ◆ Ability to deal with a variety of individuals and groups with tact and courtesy
- ◆ Ability to establish and maintain effective working relationships with city officials, other general employees, and the general public
- ◆ Ability to type 60 WPM
- ◆ Knowledge of City codes, ordinances and procedures
- ◆ Knowledge of legal requirements, rules and procedures of City Commission meetings
- ◆ Knowledge of Florida statutes and City policies and procedures
- ◆ Knowledge of the organization, functions, and activities of municipal government
- ◆ Knowledge of advance office methods, record keeping procedures, and related methods
- ◆ Knowledge of minutes and the roles of various boards and committees

## **EDUCATION AND EXPERIENCE**

Graduation from an accredited two (2) year college with an Associates Degree in Business Administration or related field, supplemented with supervisory, office management training. Three (3) years experience as a Deputy City Clerk or City Clerk. A comparable amount of training, education or experience may be considered for the minimum qualifications.

## **LICENSES, CERTIFICATIONS, OR REGISTRATIONS**

Must possess a valid Florida Driver's License or have the ability to obtain within thirty (30) days of employment. Must possess a Certified Municipal Clerk certification or ability to obtain such certification within first three (3) years of employment.

## **APPLICATION PROCESS:**

Interested parties must complete an application which can be found under the employment tab on the City's website at [www.indian-rocks-beach.com](http://www.indian-rocks-beach.com)

Please submit the completed application along with a resume and cover letter with the subject line entitled: **IRB CITY CLERK APPLICATION**

Attention: Elizabeth Atkinson/Finance HR Specialist  
City of Indian Rocks Beach  
1507 Bay Palm Blvd  
Indian Rocks Beach, FL 33785  
[eatkinson@irbcity.com](mailto:eatkinson@irbcity.com)

The starting salary will be negotiable depending upon qualifications/experience and includes an excellent benefits package. Applications will be accepted until June 30, 2023. Smoke Free/Drug Free Workplace/EOE/VP

# **SECTION 5.3**

## **Powers and Duties of the City Manager**



### Section 5.3. - Powers and duties of the city manager.

The city manager shall be the chief administrative officer of the city. He shall be responsible to the city commission for the administration of all city affairs placed in his charge by or under this Charter. He shall have the following powers and duties:

- (1) He shall appoint and, when he deems it necessary for the good of the city, may suspend or remove for just cause, any city employee or appointive administrative officer provided for under this Charter, except as otherwise provided by law, this Charter, contract or personnel rules pursuant to this Charter. He may authorize any administrative or any Charter officer who is subject to his direction and supervision to exercise those powers with respect to subordinates in that officer's department, office or agency.
- (2) He shall direct and supervise the Charter officers and the administration of all departments, offices and agencies of the city, except as otherwise provided in this Charter or by law.
- (3) He shall attend all city commission meetings and shall have the right to take part in discussions but may not vote.
- (4) He shall see that all laws, provisions of this Charter and directives of the city commissioners, subject to enforcement by him or by officers subject to his direction and supervision, are faithfully executed.
- (5) He shall recommend to the city commission for adoption such measures as he may deem necessary or expedient in the interest of the city.
- (6) He shall prepare and submit the annual budget and capital program to the city commission.
- (7) He shall make such other reports as the city commission may require concerning the operations of the city departments, officers and agencies subject to his direction and supervision.
- (8) He shall keep the city commission fully advised as to the financial condition and future need of the city and make such recommendations to the city commission concerning the financial affairs of the city as he deems necessary.
- (9) He shall see that all terms and conditions imposed in favor of the city or its inhabitants in any public utility franchise are faithfully kept and performed; and upon knowledge of any violation thereof, he shall call the same to the attention of the city attorney.
- (10) He shall be the purchasing agent of the city, by whom all purchases of supplies shall be made. In the capacity of purchasing agent he shall also conduct all sales of personal property which the city commission may authorize to be sold as having become unnecessary or unfit for the city's use. All purchases and sales shall conform to such regulations as the city commission

may from time to time prescribe and shall allow for competition. These restrictions, limitations or criteria on this authority shall be established by ordinance, including but not limited to bidding requirements.

(11) He shall perform such other duties as are specified in this Charter or may be required by the city commissioners.

(Ord. No. 2014-35, § 2, 3-10-2015)

# **SECTION 6.1**

## **City Clerk Vacancy**

Section 6.1. - City clerk, city attorney; Charter officers.

There shall be appointed a city clerk and city attorney who shall serve at the pleasure of the city commission and said officers shall be considered "Charter officers."

When a vacancy occurs, the city commission shall immediately advertise the vacancy. The vacancy should be filled as soon as the commission shall deem possible.

The city commission may contract for the services of Charter officers and set forth the terms of employment including but not limited to services to be rendered, compensation and termination of contract.

(Ord. No. 2008-19, § 2, 12-9-2008)

# **SECTION 6.2**

## **City Clerk Duties**

**Section 6.2. - City clerk.**

The city clerk shall be head of the department of records and shall coordinate these duties with the city manager. The city clerk shall:

- (1) Give notice of commission meetings to its members and the public and shall keep the record of its proceedings which shall be a public record.
- (2) Be custodian of all records, documents and papers of the city.
- (3) Attest all contracts and agreements to which the city is a party.
- (4) Be custodian of the seal of the city and is authorized to affix same to such instruments of writing as is necessary.
- (5) Supervise the city elections.
- (6) Be responsible for the supervision of all city clerk department personnel.
- (7) Administer oaths as necessary.
- (8) Be the secretary ex-officio for all meetings of the commission and such other boards as may be designated by commission and keep a true and correct record of all such proceedings.
- (9) Maintain the schedules and rules pertinent to the Charter and ordinance reviews, provided for in Article XIV pertaining to "initiative, referendum and recall" and advise the commission accordingly.
- (10) Perform such other duties as may be required by the commission as well as other duties as required by the Laws of Florida, and further the city clerk shall comply with administrative regulations.
- (11) The city clerk, with the approval of the city commission, may appoint deputy clerks who when appointed shall have such powers and authority as shall be conferred by the city commission.

**AGENDA ITEM NO. 10**  
**ADJOURNMENT.**