

CITY OF INDIAN ROCKS BEACH
CITY COMMISSION MEETING
AGENDA PACKET

1507 BAY PALM BLVD. INDIAN ROCKS BEACH, FL. 33785
CITY HALL

WEDNESDAY, MARCH 25, 2026

6:00 PM



AGENDA

CITY COMMISSION MEETING

Wednesday, March 25, 2026, at 6:00 P.M.

Civic Auditorium/Commission Chambers-1507 Bay Palm Blvd., Indian Rocks Beach, FL. 33785

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

1. Recognition of Departing Commissioners:

- A. Commissioner Jude Bond
- B. Mayor-Commissioner Denise Houseberg

2. City Attorney to Administer Oath of Office to Newly Elected Commission Members:

- A. Commissioner Kellee Watt
- B. Commissioner Janet Wilson
- C. Mayor Commissioner Lan Vaughan

3. ROLL CALL

4. PRESENTATIONS:

- A. **REPORT OF** Pinellas County Sheriff's Office.
- B. **REPORT OF** Pinellas Suncoast Fire & Rescue District.
- C. **PROCLAMATION** National Public Works Week, May 17 ~ May 23, 2026.
[Public Works Director, Dean Scharmen]

5. NEIGHBOR'S 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.)

6. **REPORTS OF:**
 - A. **City Manager**
 - B. **City Commission** [3-minute time limit per City Commission Member.]

7. **WORK SESSION ITEMS:**

- A. Legislative Update [Administrative Director, Robin Gomez]

8. **CONSENT AGENDA:**

These items consist of non-controversial, or "housekeeping" items required by law. Items may be considered individually by any Commissioner making such request prior to a motion and vote on the Consent Items.

- A. **RESOLUTION NO. 2026-04.** A Resolution of the City Commission of the City of Indian Rocks Beach, accepting the official results of the March 10, 2026, Indian Rocks Beach General Municipal Election, for Mayor-Commissioner and for two city commission seats; providing for an effective date.
- B. **APPROVAL OF** February 10, 2026, Regular City Commission Meeting Minutes
- C. **APPROVAL OF** February 13, 2026, Executive Client Session Meeting Minutes
- D. **APPROVAL OF** February 26, 2026, Special City Commission Meeting Minutes
- E. **APPROVAL OF** March 2, 2026, a.m. Executive Client Session Meeting Minutes
- F. **APPROVAL OF** March 2, 2026, p.m. Executive Client Session Meeting Minutes
- G. **APPROVAL OF** March 2, 2026, Special City Commission Meeting Minutes
[Items A~ G : City Clerk, Lorin Kornijtschuk]
- H. **AUTHORIZE** the City Manager to enter into a service agreement with Citizen Serve for software to manage short-term rentals/inspections and code enforcement.
[City Manager, Ryan Henderson]
- I. **AUTHORIZE** the City Manager to award the Beach Equipment Concession to AMI Chairs, LLC. dba IRB Chairs. [City Manager, Ryan Henderson]
- J. **AUTHORIZE** the City Manager to Renew/Extend the Participant Agreement for Comprehensive Disaster Recovery Management Consulting Service as Part of Pinellas County Cooperative Agreement, to allow for the services to be performed in Order 001 by Tetra Tech Inc. [Administrative Director, Robin Gomez]

9. ITEMS FOR INDIVIDUAL CONSIDERATION:

At the time and place of any public hearing held during this meeting, all persons who desire will have an opportunity to be heard in opposition to or in favor of the ordinance, resolution, application, or other proposed item.

- A. RESOLUTION NO. 2026-03. Conduct a Public Hearing/Consider/Discussion/Action on;** A Resolution of the City of Indian Rocks Beach, Florida, relating to lot mowing or clearing, providing for approval and endorsement of all assessments as finally fixed and adjusted. 816 1ST Street, Indian Rocks Beach, FL. 33785.
Parcel No. 12-30-14-59832-002-0210 [Code Enforcement Manager Michael Kelly]
- B. ORDINANCE NO. 2026-02. First Reading. Conduct a Public Hearing/Consider/Discussion/ Action on;** An Ordinance of the City of Indian Rocks Beach Florida, establishing the Neighbor Advisory Board; providing for establishment, purpose, and membership; providing for term of membership; providing for compensation of members; providing for officers; providing for meetings; providing for powers and duties; providing for, repealer, severability, codification and effective date.
[City Manager, Ryan Henderson]
- C. RESOLUTION NO. 2026-05. Conduct a Public Hearing/Consider/Discussion/Action on;** A Resolution of the City Commission of the City of Indian Rocks Beach, Florida, appointing a member of the City Commission to serve as Vice Mayor-Commissioner; and providing for an effective date. [City Clerk Lorin Kornijtschuk]
- D. RESOLUTION NO. 2026-06. Conduct a Public Hearing/Consider/Discussion/Action on;** A Resolution of the City Commission of the City of Indian Rocks Beach, Florida, appointing a voting delegate and first and second alternate voting delegates to represent the City of Indian Rocks Beach at the Barrier island Governmental Council (Big-C) Meetings, and providing for an effective date. [City Clerk, Lorin Kornijtschuk]
- E. RESOLUTION NO. 2026-07. Conduct a Public Hearing/Consider/Discussion/Action on;** A Resolution of the City Commission of the City of Indian Rocks Beach Florida, authorizing the City Manager to enter into an agreement with Strategic Government Resources, Inc. (SGR) for Strategic Planning Services. [City Manager, Ryan Henderson]

10. FUTURE AGENDA ITEMS:

- A. Short Term Rentals discussion in April, 2026.
[Mayor-Commissioner Lan Vaughan]

11. ADJOURN

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 Disabilities 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 or lkornijtschuk@irbcity.com, no later than FIVE (5) days before the proceeding for assistance.

POSTED: March 20, 2026

Upcoming City Meetings and Events:

Regular City Commission Meeting: Tuesday, April 14, 2026, at 6:00 p.m.

Location: Indian Rocks Beach Civic Auditorium, 1507 Bay Palm Blvd. Indian Rocks Beach, FL. 33785

Strategic Planning Session : April 15 & 16, 2026, time and location to be announced and published on the City's website. Contact Administrative Assistant Mishelle Hargett with any questions. 727/595-2517 or mhargett@irbcity.com

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

FOR MEETING OF: March 25, 2026 **Agenda Item:** 1 A

SUBJECT: Recognize outgoing Commissioner Jude Bond for his dedication and service to the City of Indian Rocks Beach. March of 2022 ~ March of 2026.

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

FOR MEETING OF: March 25, 2026

Agenda Item: 1 B

SUBJECT: Recognize outgoing Mayor Commissioner Denise Houseberg for her dedication and service to the City of Indian Rocks Beach. March of 2021 ~ March of 2026

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

FOR MEETING OF: March 25, 2026 **Agenda Item: 2 A**

SUBJECT: City Attorney Matthew Maggard to Administer Oath of Office to Newly Elected Commissioner Kellee Watt.

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

FOR MEETING OF: March 25, 2026

Agenda Item: 2 B

SUBJECT: City Attorney Matthew Maggard to Administer Oath of Office to Re- Elected Commissioner Janet Wilson.

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

FOR MEETING OF: March 25, 2026

Agenda Item: 2 C

SUBJECT: City Attorney Matthew Maggard to Administer Oath of Office to Newly Elected Mayor- Commissioner Lan Vaughan.

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

FOR MEETING OF: March 25, 2026

Agenda Item: 3

ROLL CALL

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

FOR MEETING OF: March 25, 2026

Agenda Item: 4 A

SUBJECT: Report of Pinellas County Sherriff's Office

ATTACHMENT: Pinellas County Sheriff's Office February 2026 report.



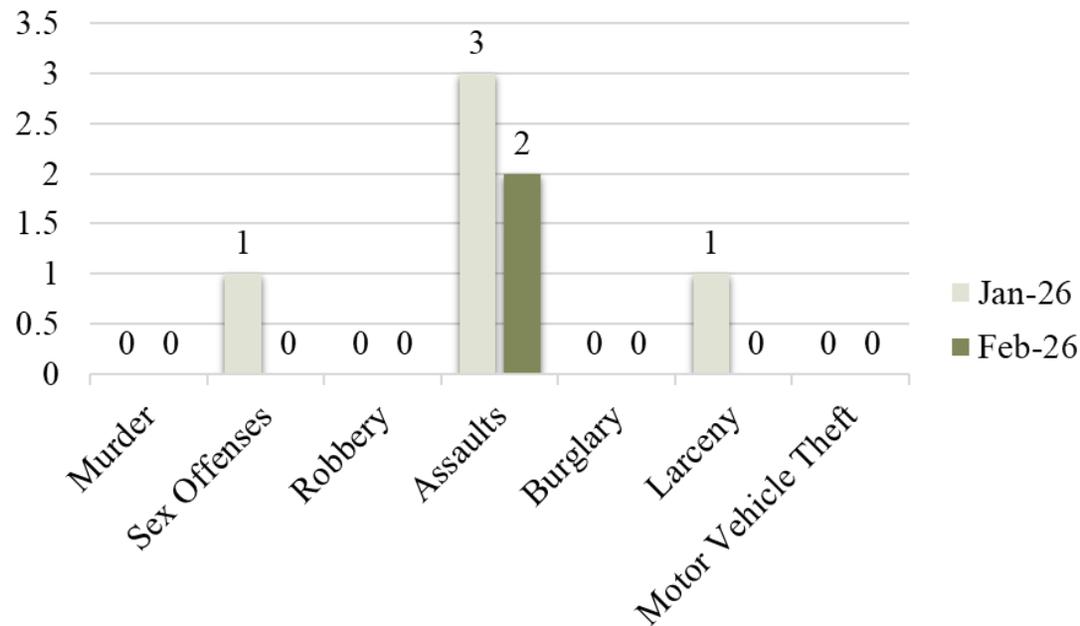
STRATEGIC PLANNING DIVISION

INDIAN ROCKS BEACH ANALYSIS

Select UCR Property & Person Crimes

February 2026

Select UCR Property & Person Crimes	January 2026	February 2026	February 2025 YTD	February 2026 YTD
Murder	0	0	0	0
Sex Offenses	1	0	0	1
Robbery	0	0	0	0
Assaults	3	2	1	5
Burglary	0	0	0	0
Larceny	1	0	1	1
Motor Vehicle Theft	0	0	0	0
GRAND TOTAL	5	2	2	7



Arrests

February 2026

There was a total of 3 people arrested in the City of Indian Rocks Beach during the month of February resulting in the following charges:

ARREST TYPE & DESCRIPTION	TOTAL
Felony	2
Grand Theft-Firearm	1
Possession Of Firearm/Ammo By Felon	1
Misdemeanor	2
Battery	1
Violation Of Injunction Protect Domestic	1
Traffic Misdemeanor	1
No Valid Driver's License	1
Grand Total	5

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

Deputy Activity

There was a total of **804** events in the City of Indian Rocks Beach during the month of February resulting in **1,003** 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 February. *CAD data is filtered by problem type.

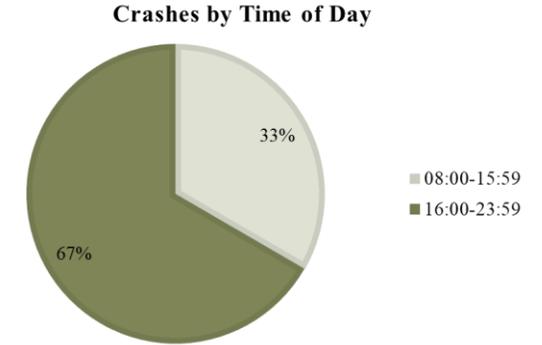
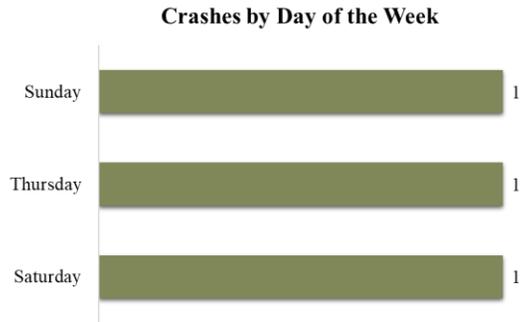
February 2026

DEPUTY ACTIVITY	TOTAL
Directed Patrol	272
Traffic Stop	262
Area Check	38
Vehicle Abandoned/Illegally Parked	36
911 Hangup Or Open Line	23
Suspicious Person	17
Contact	15
House Check	12
Assist Citizen	12
Information/Other	12
Lost/Found/Abandoned Property	10
Suspicious Vehicle	7
Noise	6
Ordinance Violation	6
Fraud/Forgery-Not In Progress	6
Accident	5
Community Contact	5
Assist Other Agency	5
Transport Prisoner	4
Building Check Business	4
Trespass	4
Transport Safe Harbor	3
Animal Call	3
Person Under Influence/Marchman Act	3
Assist Motorist	3

Crash & Citation Analysis

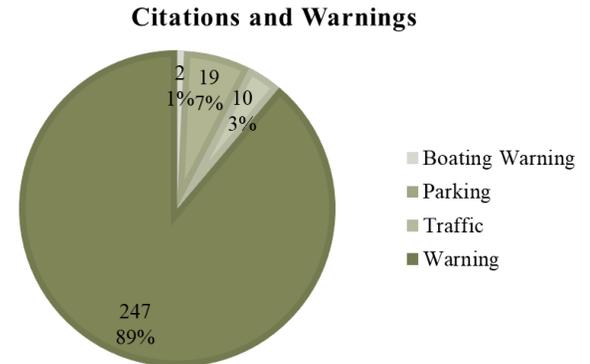
There were **3** crashes in the City of Indian Rocks Beach during February 2026. *Crash data is filtered by disposition type and may include “accident and hit and run” problem types.

CRASH LOCATIONS	TOTAL
1701 Gulf Blvd	1
Gulf Blvd/23rd Ave	1
9th Ave/Gulf Blvd	1



There were a total of **278** citations and warnings issued in the City of Indian Rocks Beach during February 2026.

TRAFFIC CITATION LOCATIONS	TOTAL
Gulf Blvd & 12th St	4
10th Ave & 1st St	1
5th Ave & Gulf Blvd	1
18th Ave & Gulf Blvd	1
Gulf Blvd & 22nd Ave	1
1st St & 22nd Ave	1
21st Ave & Gulf Blvd	1



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

FOR MEETING OF: March 25, 2026

Agenda Item: 4 B

SUBJECT: Report of Pinellas Suncoast Fire & Rescue District

**CITY OF INDIAN ROCKS BEACH
PROCLAMATION**



**NATIONAL PUBLIC WORKS WEEK
May 17th ~ May 23rd, 2026**

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities as well as to the public health, high quality of life, and well-being of the people of the City of Indian Rocks Beach; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children within the City of Indian Rocks Beach to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2026 marks the 66th Annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now; and

RESOLVED, that I, Lan Vaughan, **Mayor-Commissioner of the City of Indian Rocks Beach, Florida**, and on behalf of the City Commission, do hereby proclaim the week of May 17th ~ May 23rd, 2026 to be:

National Public Works Week

IN WITNESS WHEREOF, I, Lan Vaughan, Mayor-Commissioner, have hereunto set my hand and caused the Seal of the City of Indian Rocks Beach, Florida, to be affixed this March day of 25, 2026.

Lan Vaughan, Mayor-Commissioner

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

FOR MEETING OF: March 25, 2026 **Agenda Item: 5**

Neighbors 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.)

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

FOR MEETING OF: March 25, 2026

Agenda Item: 6 A

Reports from City Manager

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

FOR MEETING OF: March 25, 2026

Agenda Item: 6 B

Reports from City Commission [3-minute time limit per speaker]

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

FOR MEETING OF: March 25, 2026 **Agenda Item:** 7 A

SUBMITTED BY: Robin Gomez, Administrative Director

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: Legislative Update – PowerPoint Presentation

ATTACHMENT: PowerPoint



2026 FLORIDA LEGISLATURE

Jan 13, 2026



FY 27 STATE BUDGET

- **3 Versions - a bit apart**
 - **Governor \$117.4B**
 - **Senate \$115.0B**
 - **House \$113.6B**

- **Special Sessions - Apr 24, Congress Redistricting**



Property Tax

- **Of the Eight (8) resolutions/bills introduced by the 2026 Florida Legislature to alter/amend various existing property tax processes to impact local governments by lowering general fund revenue, HJR 203 remains the most viable.**
- **Proposal to alter property taxes mainly for HOMESTEAD properties.**



Property Tax

- **Any adopted bills will subsequently require a statewide voter approval (at least 60%) at the Nov 2026 election with an effective date as early as Jan 1, 2027.**
- **Fiscal Impacts beginning Q2 of FY 27 budget; full revenue impact in FY 28.**

HJR 201: Elimination of Non-School Property Tax for Homestead-**Replaced by 203**

- EXEMPT homestead properties from all ad valorem tax, except schools
- Prohibit municipalities from reducing the total funding for law enforcement, fire, and other 1st responders beginning with the FY 28 budget



HJR 203: Gradual Elimination of Non-School Property Tax for Homesteads

**Amended to substantially revise the taxation of
homestead property by:**

- 1. Eliminating non-school *ad valorem* taxes (on
homestead property), HJR 201.**
- 2. subject to voter approval at the Nov 2026 election.**

HJR 205: Elimination of Non-School Property Tax for Homesteads for persons 65 and older

- EXEMPT all levies, except schools, for persons 65 years of age and older
- Prohibit municipalities from reducing the total funding for law enforcement beginning with the FY 28 budget

HJR 205 (Senior)

\$3,151,187

Scenario Tax

\$3,688,088

Current Law Tax

-14.56%

% Change

IRB - INDIAN ROCKS BEACH

(\$537K)

Tax Impact

HJR 207: Assessed Home Value Exemption, 25% of taxable value after other exemptions

- EXEMPT all levies, except schools, equal to 25% of the remaining assessed value after applying existing exemptions.
- Prohibit municipalities from reducing the total funding for law enforcement beginning with the FY 28 budget

HJR 207 (25%)

\$3,458,813

Scenario Tax

\$3,688,088

Current Law Tax

-6.22%

% Change

IRB - INDIAN ROCKS BEACH

(\$229K)

Tax Impact

HJR 209: Property Insurance Relief Exemption, Additional \$200k for Insurance Holders

- EXEMPT all levies, except schools, by additional \$200K for properties insured by a comprehensive multiperil property insurance policy
- Prohibit municipalities from reducing the total funding for law enforcement beginning with the FY 28 budget

HJR 209 (Insurance)

\$3,328,861

Scenario Tax

\$3,688,088

Current Law Tax

-9.74%

% Change

IRB - INDIAN ROCKS BEACH

(\$359K)

Tax Impact

HJR 211: Unlimited Cap on Porting

- Increases maximum value of the accrued Save our Homes benefit that may be transferred to a new homestead for all levies, except schools.
- Prohibit municipalities from reducing the total funding for law enforcement beginning with the FY 28 budget

HJR 211 (Port)
\$3,675,430
Scenario Tax
\$3,688,088
Current Law Tax
-0.34%
% Change

IRB - INDIAN ROCKS BEACH
(\$13K)
Tax Impact



PROPERTY TAX

- ❖ **Continue to Share our Property Tax Story . .**
- ❖ **Where \$\$\$ Come From, Where \$\$\$ Are Spent**
- ❖ **Info On City Website**
- ❖ **Speak to Civic/Community Groups**
- ❖ **City Meetings - FY 2026 Budget Wshps/Mtgs**
- ❖ **Other**



PROPERTY TAX

Property Tax/Millage - who sets the rates?

City's millage/tax

rate of **1.73** represents approximately **11%** of the total property tax bill in IRB:

TAXING AUTHORITY	MILLAGE	
1 PC General Fund	4.5423	28.63%
2 PC Health Dept	0.0713	0.45%
3 PC EMS	0.8050	5.07%
4 Pinellas Suncoast Fire	0.6700	4.22%
5 School Board - State	3.0450	19.19%
6 School Board - Local	3.2480	20.47%
7 City of Indian Rocks Beach	1.7300	10.90%
8 SWFWMD	0.1831	1.15%
9 PC Planning Council	0.0175	0.11%
10 JWB	0.8250	5.20%
11 PSTA	0.7300	4.60%
TOTAL	15.8672	100.00%

The other taxing authorities set their millage/tax rates, the City of IRB does not control, set, or otherwise direct those millage/tax rates.



\$.40

SCHOOLS



\$.38

PIN COUNTY



\$.11

IRB

\$.11

SP DIS



INDIAN ROCKS BEACH PROPERTY TAXPAYER



IRB Property Tax Bill

Ad Valorem Taxes

TAXING AUTHORITY	MILLAGE	ASSESSED	EXEMPTION	TAXABLE	TAX
GENERAL FUND	4.5423	\$390,817.00	\$50,722.00	\$340,095.00	\$1,544.81
HEALTH DEPARTMENT	0.0713	\$390,817.00	\$50,722.00	\$340,095.00	\$24.25
EMS	0.8050	\$390,817.00	\$50,722.00	\$340,095.00	\$273.78
PINELLAS SUNCOAST FIRE	0.6700	\$390,817.00	\$50,722.00	\$340,095.00	\$227.86
SCHOOL-STATE LAW	3.0450	\$390,817.00	\$25,000.00	\$365,817.00	\$1,113.91
SCHOOL-LOCAL BD.	3.2480	\$390,817.00	\$25,000.00	\$365,817.00	\$1,188.17
INDIAN ROCKS BEACH	1.7300	\$390,817.00	\$50,722.00	\$340,095.00	\$588.36
SW FLA WTR MGMT.	0.1831	\$390,817.00	\$50,722.00	\$340,095.00	\$62.27
PINELLAS COUNTY PLN.CNCL.	0.0175	\$390,817.00	\$50,722.00	\$340,095.00	\$5.95
JUVENILE WELFARE BOARD	0.8250	\$390,817.00	\$50,722.00	\$340,095.00	\$280.58
SUNCOAST TRANSIT AUTHORITY	0.7300	\$390,817.00	\$50,722.00	\$340,095.00	\$248.27
Total Ad Valorem Taxes	15.8672				\$5,558.21



HJR 201 IMPACT ON IRB PROP TAX BILL

- **Total Tax Paid** **\$5,558.21**
- **- All Tax Levies except Schools** **(\$ 3,256.13)**
- **New Tax Bill** **\$2,302.08**
- **a 58.6% decrease**
- **Impacts of reduced revenue to all taxing authorities**
 - **Revenue replacement ?**
 - **Reduced budgets = reduced services ?**



IRB IMPACTS

HOMESTEAD vs NON-HOMESTEAD

	2021	%	2022	%	2023	%	2024	%	2025	%
Assessed Value of Homestead	\$468,181,981	34%	\$524,930,733	33%	\$563,559,648	31%	\$579,492,715	29%	\$585,813,649	28.8%
Assessed Value of NON-Homestead	\$905,306,861	66%	\$1,066,477,718	67%	\$1,243,907,507	69%	\$1,431,003,974	71%	\$1,451,781,011	71.2%
TOTAL	\$1,373,488,842		\$1,591,408,451		\$1,807,467,155		\$2,010,496,689		\$2,037,594,660	

- **Number and % of NON-Homestead have grown faster than Homestead**
- **Above changes lead to a decrease in Exemption amounts/\$\$\$**
- **Proposed legislation currently only impacting Homestead**
 - **Less of a GF revenue impact to IRB**



PROPERTY TAX COLLECTIONS

City of Indian Rocks Beach

History of Ad Valorem Millage, Taxable Assessed Values and Tax Levies

Fiscal Year	Ad Valorem	Taxable	Assessed Value	Ad Valorem	Ad Valorem	Total Collections
Ending	Millage	Assessed Value *	Increase/Decrease from Prior Year	Taxes Levied	Actual Receipts	as a Percent of Taxes Levied
2021	1.8326	1,334,019	6.23%	2,444,723	2,379,957	97.4%
2022	1.8326	1,435,253	7.59%	2,630,245	2,551,610	97.0%
2023	1.8326	1,664,195	15.95%	3,049,804	2,963,060	97.2%
2024	1.7300	1,894,492	13.84%	3,277,471	3,179,075	97.0%
2025	1.7300	2,113,778	11.57%	3,656,836	3,549,380	97.1%
2026	1.7300	2,129,832	0.76%	3,684,609	3,574,070	97.0%

* In Thousands



PROPERTY TAX USES

- Property taxes are recorded in the City's **General Fund** that serves as the foundation for the **City's administration, personnel, public safety, and quality of life.**
- Help pay/fund departments and programs including:
 - **Law Enforcement - PCSO**
 - **Commission, City Manager's Office, Finance/HR**
 - **Clerk, Legal, Information Technology, Library**
 - **Public Works-beautification, streets, parks**
 - **Insurance**
 - **Capital & Infrastructure**



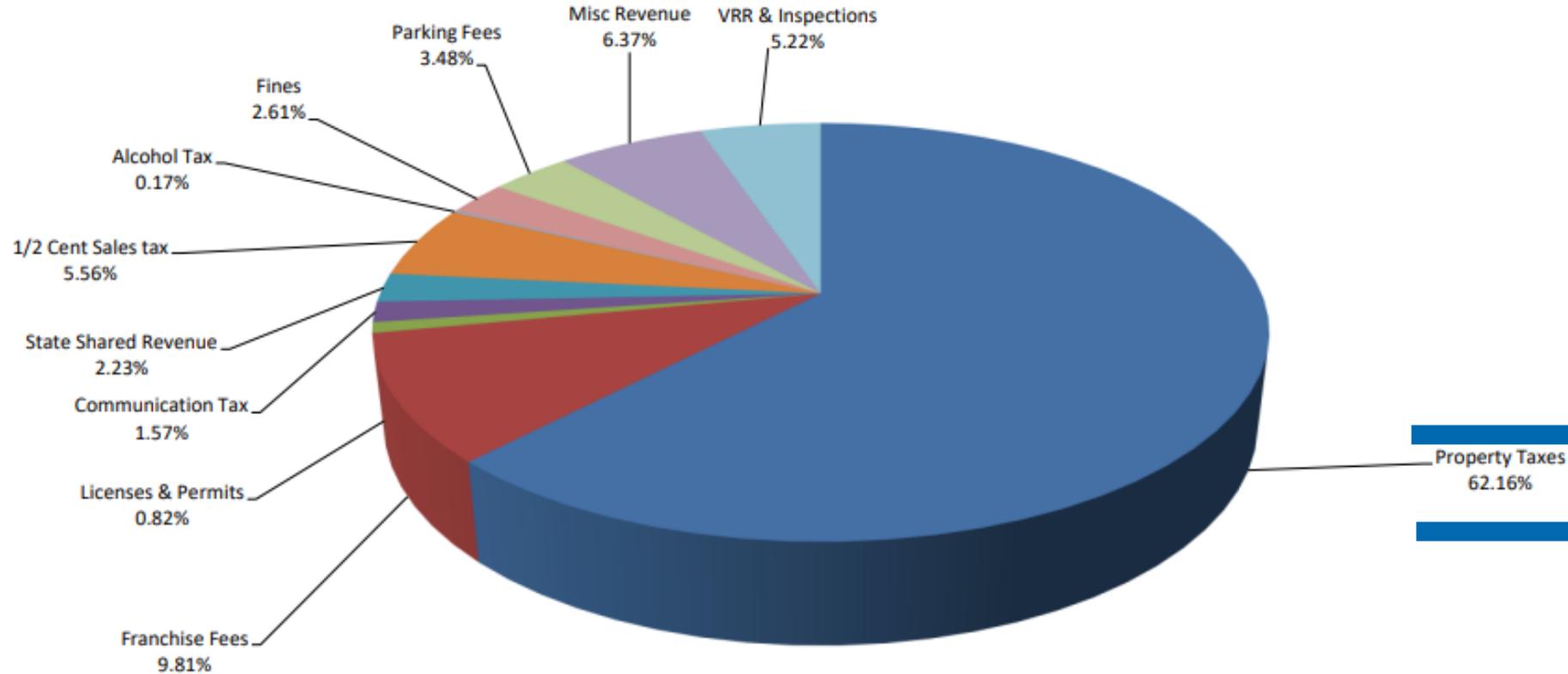
GENERAL FUND REVENUE

	2023	% of	2024	% of	2025	% of	FY 2025	% of	FINAL	% of
	ACTUAL	Total GF	ACTUAL	Total GF	BUDGET	Total GF	ACTUAL	Total GF	2026 BUDGET	Total GF
Millage Levy	1.8326		1.73		1.73		1.73		1.73	
REVENUE										
PROPERTY TAXES	\$2,947,438	58.0%	\$ 3,179,075	57.6%	\$ 3,549,380	65.9%	\$ 3,518,519.19	46%	3,574,070	62.2%
FRANCHISE FEES	\$ 567,330	11.2%	\$ 558,533	10.1%	\$ 564,000	10.5%	\$ 553,833.20	7%	564,000	9.8%
LICENSES & PERMITS	\$ 103,868	2.0%	\$ 239,783	4.3%	\$ 47,310	0.9%	\$ 57,669.50	1%	47,310	0.8%
COMMUNICATION TAX	\$ 90,350	1.8%	\$ 101,447	1.8%	\$ 90,000	1.7%	\$ 89,652.15	1%	90,000	1.6%
STATE SHARED REVENUE	\$ 133,838	2.6%	\$ 125,255	2.3%	\$ 128,340	2.4%	\$ 125,097.50	2%	128,340	2.2%
1/2 CENT SALES TAX	\$ 311,866	6.1%	\$ 300,975	5.5%	\$ 319,590	5.9%	\$ 295,902.41	4%	319,590	5.6%
ALCOHOL TAX	\$ 8,529	0.2%	\$ 8,347	0.2%	\$ 10,000	0.2%	\$ 10,883.18	0%	10,000	0.2%
FINES	\$ 122,400	2.4%	\$ 81,236	1.5%	\$ 100,000	1.9%	\$ 246,769.49	3%	150,000	2.6%
MISC REVENUE	\$ 651,266	12.8%	\$ 926,671	16.8%	\$ 480,220	8.9%	\$ 2,579,949.54	34%	480,220	8.4%
VRR & INSPECTIONS	\$ -				\$ 100,000	1.9%	\$ 169,493.50	2%	300,000	5.2%
COST ALLOCATION - SOLID WASTE FUND	\$ 148,860	2.9%	\$ -		\$ -				-	
TRANSFER FROM OTHER FUNDS - MULTIMODAL IMPACT FEE FUND			-						55,000	1.0%
TRANSFER FROM OTHER FUNDS - RECREATION IMPACT FEE FUND			-						31,000	0.5%
TOTAL REVENUE	\$5,085,745	100%	\$ 5,521,322	100%	\$ 5,388,840	100%	\$ 7,647,769.66	100%	5,749,530	100%



GENERAL FUND REVENUE

TOTAL GENERAL FUND REVENUES BY SOURCE



2026 GENERAL FUND REVENUES

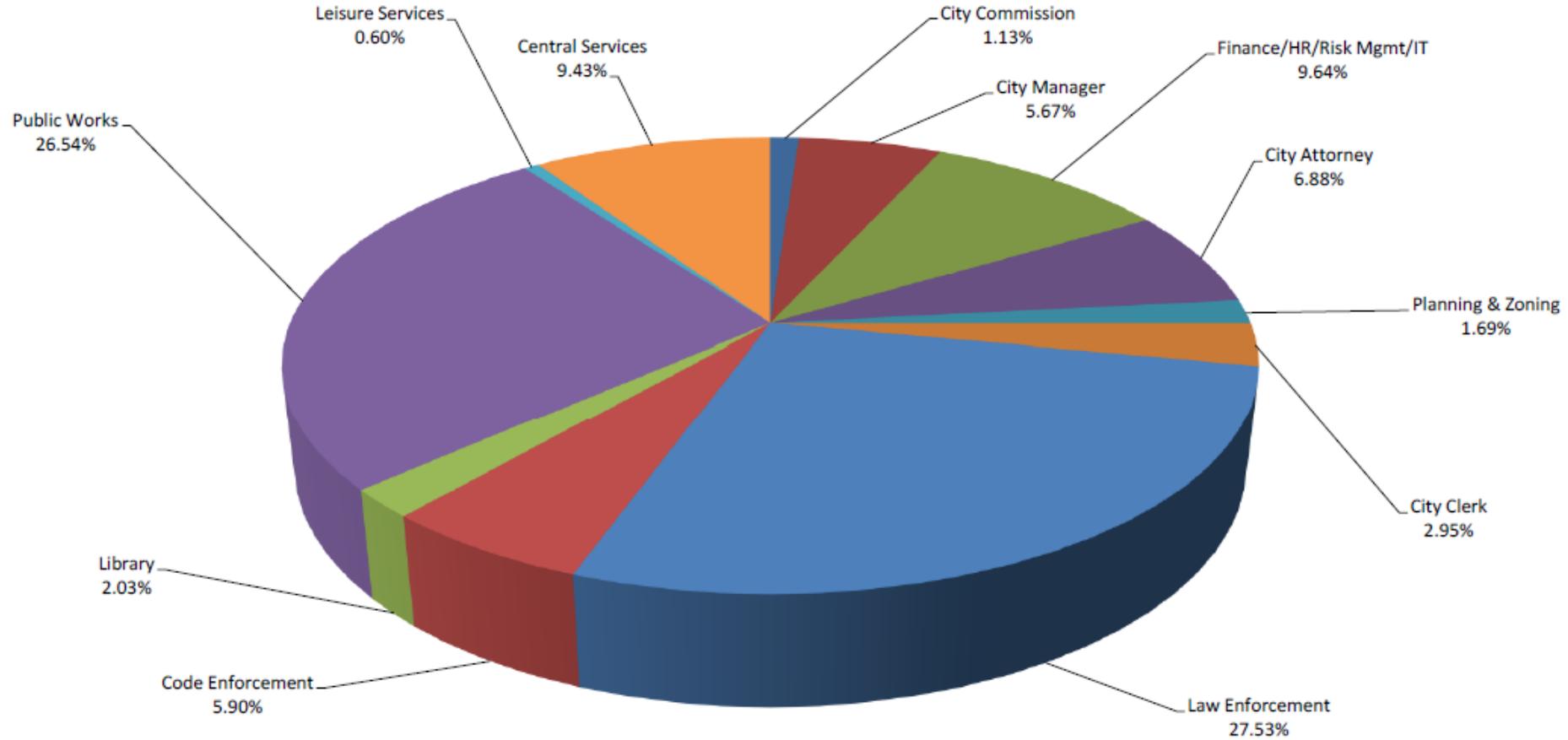


GENERAL FUND EXPENSES

	2023	% of	2024	% of	2025	% of	FY 2025	% of	FINAL	% of
	ACTUAL	Total GF	ACTUAL	Total GF	BUDGET	Total GF	ACTUAL	Total GF	2026 BUDGET	Total GF
DEPARTMENTAL EXPENDITURES										
CITY COMMISSION	53,489	1.3%	61,284	1.3%	60,800	1.1%	\$ 61,738.28	0.8%	60,800	1.1%
CITY MANAGER	330,145	7.8%	308,883	6.5%	289,650	5.4%	\$ 300,193.09	3.9%	305,120	5.7%
FINANCE	366,159	8.7%	455,259	9.7%	498,680	9.3%	\$ 499,038.42	6.6%	518,700	9.6%
CITY ATTORNEY	157,519	3.7%	185,240	3.9%	157,000	2.9%	\$ 305,011.11	4.0%	370,000	6.9%
PLANNING & ZONING	88,785	2.1%	71,878	1.5%	85,200	1.6%	\$ 398,811.55	5.2%	91,000	1.7%
CITY CLERK	188,389	4.5%	136,960	2.9%	150,180	2.8%	\$ 142,993.11	1.9%	158,920	3.0%
LAW ENFORCEMENT	1,189,395	28.1%	1,283,618	27.2%	1,377,820	25.6%	\$ 1,373,607.80	18.0%	1,480,860	27.5%
CODE ENFORCEMENT	137,564	3.3%	315,045	6.7%	300,270	5.6%	\$ 276,230.61	3.6%	317,210	5.9%
LIBRARY	114,631	2.7%	118,641	2.5%	123,660	2.3%	\$ 90,598.01	1.2%	109,460	2.0%
PUBLIC WORKS	1,166,218	27.6%	1,275,101	27.0%	1,323,300	24.6%	\$ 3,618,573.42	47.5%	1,427,870	26.5%
LEISURE SERVICES	39,472	0.9%	25,944	0.6%	36,700	0.7%	\$ 8,443.60	0.1%	32,200	0.6%
CENTRAL SERVICES	394,257	9.3%	478,021	10.1%	478,010	8.9%	\$ 535,556.35	7.0%	507,040	9.4%
TRANSFERS - TO CAPITAL IMPROVEMENT FUND					500,000	9.3%			-	
TOTAL EXPENDITURES/TRANSFERS	4,226,023	100.0%	4,715,874	100.0%	5,381,270	100.0%	\$ 7,610,795.35	100.0%	5,379,180	100.0%



GENERAL FUND EXPENSES



2026 GENERAL FUND DEPARTMENTS



LOCAL GOVERNMENT SPENDING

➤ HB 1329/SB 1566

Local Government Financial Transparency and Accountability Act

- Publish budget info in searchable format-
salaries/travel expenses**
- Publish a budget calendar**
- Budget Reduction exercise - 10%**
- Publish budget amendments online**



LOCAL GOVERNMENT SPENDING

➤ **HB 1329/SB 1566**

Local Government Financial Transparency and Accountability Act

➤ **Additional impact fee regulations**

➤ **1-1-2027 Effective Date - FY 28**

Budget

➤ **Status: Awaiting Gov Signature**



LOCAL GOVERNMENT SPENDING

➤ HB 1329/SB 1566

IRB Impacts

FUND	FY 26 EXPENSE BUDGET	10% Red
GENERAL	\$5,379,180	\$537,918
SW	\$1,785,420	\$178,542
CAPITAL	\$582,000	\$58,200
LOCAL GAS	\$60,000	\$6,000
REC IMPACT	\$31,000	\$3,100
MULTI MODAL	\$55,000	\$5,500
FUNDS TOTAL	<u>\$7,892,600</u>	<u>\$789,260</u>
Law Enforce Expense	<u>\$1,480,860</u>	
Total City budget less LE	<u>\$6,411,740</u>	



LOCAL GOVERNMENT SPENDING

➤ CITY BUDGET & ACFR:

 [Final Budget FY 2025-26](#)

 [IRB ACFR FY 2023](#)

 [Budget Calendar FY 2025-26](#)

 [IRB ACFR FY 2024](#)

DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2026 BUDGET								
SALARIES	232,444	293,095	310,560	322,300								
				<table border="1"> <tr> <td>Finance Director</td> <td>\$123,830</td> </tr> <tr> <td>Senior Accountant</td> <td>\$ 70,030</td> </tr> <tr> <td>Finance/HR Specialist</td> <td>\$ 70,030</td> </tr> <tr> <td>Revenue Officer</td> <td>\$ 58,410</td> </tr> </table>	Finance Director	\$123,830	Senior Accountant	\$ 70,030	Finance/HR Specialist	\$ 70,030	Revenue Officer	\$ 58,410
Finance Director	\$123,830											
Senior Accountant	\$ 70,030											
Finance/HR Specialist	\$ 70,030											
Revenue Officer	\$ 58,410											
FICA EXPENSE	17,200	21,453	23,760	24,660								
RETIREMENT EXPENSE	24,711	29,970	31,060	32,230								
LIFE AND HEALTH INSURANCE	57,574	73,896	82,790	89,000								
Subtotal Personnel	331,929	418,414	448,170	468,190								



LOCAL BUSINESS TAX

➤ **HB 103/SB 122**

- **Repeals Ch 205, FL Statutes**
- **Removes a city's ability to levy a local business tax**
- **Local business tax is a general fund revenue used to fund general government expenditures**



LOCAL BUSINESS TAX

➤ HB 103/SB 122

IRB Impacts - loss of below Business Tax Revenue:

2026 \$28,176.78, thru Feb 28, 2026

2025 \$31,292.00

2024 \$39,482.00

2023 \$39,196.70

Status: Failed



PARKING ON PUBLIC PROPERTY

➤ HB 323/SB 910

- City to refund/credit unused portions of paid parking**
- Wait 2 hours to issue parking citation for overtime**
- Wait 12 hours to tow for unpaid time/citations**
- Would not be able to lease city parking property to a private entity**



PARKING ON PUBLIC PROPERTY

➤ **HB 323/SB 910**

- **Minimal activity, movement on the proposed bills**

IRB Impacts: City would be unable to properly manage a parking program.

Status: Failed



CLAIMS AGAINST THE GOVERNMENT

➤ HB 145/SB 1366

Major changes to sovereign-immunity laws that limit damage recovery in tort suits against a city, on or after Oct 1, 2026:

- Increase from \$200K/person to \$500K/person**
- Increase from \$300K/incident to \$1M/incident**



CLAIMS AGAINST THE GOVERNMENT

➤ HB 145/SB 1366

Major changes to sovereign-immunity laws that limit damage recovery in tort suits against a city, on or after Oct 1, 2031:

- Increase from \$200K/person to \$600K/person**
- Increase from \$300K/incident to \$1.2M/incident**



FL LEAGUE OF CITIES

Florida Formula: Property Tax Educational Toolkit

<https://www.flcities.com/FloridaFormulaToolkit/>

**Data, messaging, visuals, and
tools in one place**

This hub provides access to shareable videos, talking points,
and detailed city-level reports.

Explore the educational resources to help you understand and
communicate the information.



SUNCOAST LEAGUE OF CITIES

2026 Legislative Focus



We A.R.E. the Suncoast League of Cities
Advocacy - Regionalism - Empowerment

We support opportunities to partner with the Florida Legislature to review and evaluate local statutes that will serve to improve the quality of life for our shared constituents within Florida cities.



Recovery, Rebuilding, Resiliency

We SUPPORT legislation to:

- enable intergovernmental coordination and planning for **storm mitigation and disaster recovery**
- ensure **rebuilt structures and systems** are less vulnerable
- empower local authority to implement **natural resource protection**

Recovery Continues in Tampa Bay Region Record Damages from 2024 Hurricanes

\$4.5 B

Hillsborough + Pinellas County damages
24,600 homes destroyed/damaged

Resilient
Infrastructure

1M
Residents
27
Member
Cities

Town of Bellair
City of Belleair Beach
City of Belleair Bluffs
City of Clearwater
City of Dade City
City of Dunedin
City of Gulfport
City of Indian Rocks Beach
Town of Kenneth City
City of Largo
Lealman Special Fire District
City of New Port Richey
City of Oldsmar
City of Pinellas Park
City of Port Richey
Town of Redington Beach
City of Madeira Beach
City of Safety Harbor
City of Seminole

Legislative Focus

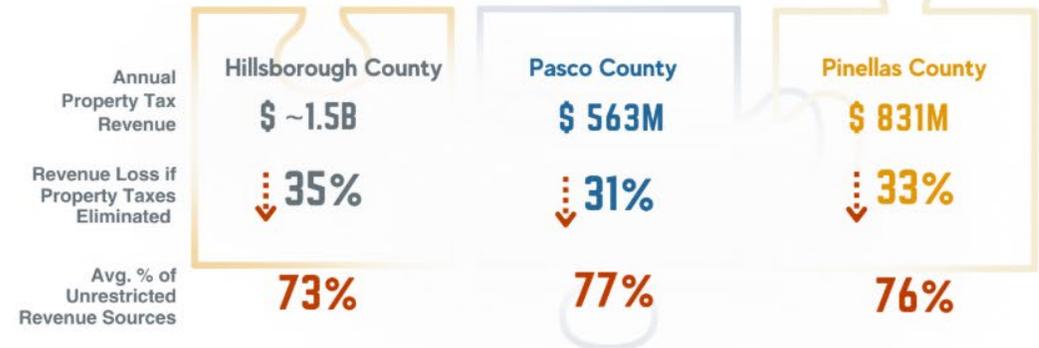
*Without property taxes, local governments would have to **raise over \$50 billion** to make up for the revenue loss..."*
Florida Policy Institute,
Esteban Leonardo Santis, PhD



Property Tax Revenue

We SUPPORT **real solutions** to affordability challenges while **maintaining existing municipal revenue** from property and ad valorem taxes, ensuring **quality vital services** are delivered to residents, families, seniors, and businesses alike.

Property taxes generate ~\$8.4B for FL municipalities



Services Funded by Property Taxes



Public Safety

- Police
- Fire
- Code enforcement



Community Amenities

- Pools
- Parks, Outdoor courts/fields
- Beach access
- Senior programs
- Marinas
- Bike/jog trails



Infrastructure

- Building permits/related expenses
- Stormwater, Wastewater infrastructure



FL ASSOCIATION OF COUNTIES

Help your community understand what's at stake. This page features ready-to-use content you can share on your social media channels. Each post highlights the real-world value of local government—what we do, and why it matters.

<https://www.fl-counties.com/keep-florida-thriving-social-posts/>

**TAX SHIFT
NOT A TAX CUT**

MYTH	VS	FACT
Eliminating property taxes means overall taxes go down.		The burden shifts: usually, working Floridians pay more, special interests and snowbirds save.

FAC FLORIDA ASSOCIATION OF COUNTIES
All About Florida

Thank you !

Robin I. Gomez, Interim Finance Director

727-595-2517 ext 103

rgomez@irbcity.com

www.indian-rocks-beach.com



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

MEETING OF: March 25, 2026

AGENDA ITEM: 8 A

ORIGINATED BY: Lorin A. Kornijtschuk, City Clerk

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: **RESOLUTION NO. 2026-04.** Declaring results of the March 10, 2026 Municipal General Election.

BACKGROUND:

An election was held on March 10, 2026. Many municipal codes require that election results be ratified or declared by the governing body via resolution once the election results are certified by the canvassing authority. Alternatively, codes may provide that election results are self-executing upon certification by the canvassing authority without resolution by the governing body. The City's Code is silent on the matter.

ANALYSIS:

Although the City Attorney's Office is not aware of any statutory authority requiring ratification outside the context of a bond referendum, there is some old case law suggesting that it is necessary. Because the City's Code does not directly address the issue, the City Clerk has prepared this resolution in an abundance of caution.

The results of the Election are reported as follows:

FOR CITY MAYOR/ COMMISSIONER

Denise Houseberg **321 Votes**

✓ **Lan Vaughan** **687 Votes** ✓

FOR CITY COMMISSIONERS (TWO OPEN SEATS)

Matthew Barrowclough **159 Votes**

Don House **124 Votes**

Michael Mirmanesh **347 Votes**

✓ **Kellee Watt** **625 Votes** ✓

✓ **Janet Wilson** **555 Votes** ✓

MOTION:

I move to **APPROVE/DENY** Resolution No. 2026-04 declaring the results of the March 10, 2026 Municipal General Election.

**CERTIFICATE OF COUNTY CANVASSING BOARD
STATE OF FLORIDA**

Pinellas County

We, the undersigned, EDWIN JAGGER, County Judge; DAVE EGGERS, County Commissioner; and JULIE MARCUS, Supervisor of Elections, constituting the Board of County Canvassers in and for said County, do hereby certify that we met on the 13th of March, A.D., 2026, and proceeded publicly to canvass the votes given for the several offices, and persons, and amendments herein specified at the **Municipal Elections** held on the 10th day of March, A.D., 2026, as shown by the returns on file in the office of the Supervisor of Elections. We do hereby certify from said returns as follows:

For City of Belleair Bluffs, Commissioner (Vote for up to Two), the whole number of votes cast was 546, of which number

Joe Barkley received 207 votes

Ana Hale received 147 votes

David Roberts received 192 votes

For City of Gulfport, Councilmember Ward 1, the whole number of votes cast was 2,738, of which number

Jennifer M. Daunch received 1,484 votes

Joe Guenther received 1,254 votes

For City of Gulfport, Councilmember Ward 3, the whole number of votes cast was 2,679, of which number

Jennifer N. Webb received 1,910 votes

Keri Nelson received 769 votes

For City of Indian Rocks Beach, Mayor-Commissioner, the whole number of votes cast was 1,008, of which number

Denise Houseberg received 321 votes

Lan Vaughan received 687 votes

For City of Indian Rocks Beach, Commissioner (Vote for up to Two), the whole number of votes cast was 1,810, of which number

Matthew Barrowclough received 159 votes

Don House received 124 votes

Michael Mirmanesh received 347 votes

Kellee Watt received 625 votes

Janet Wilson received 555 votes

**** Official Results****

For Town of Indian Shores, Council Member (Vote for up to Two), the whole number of votes cast was 477, of which number

Ellen A. Bauer received 185 votes

Michael P. Howard received 193 votes

Michael A. "Mike" Petruccelli received 99 votes

For Town of Kenneth City, Mayor, the whole number of votes cast was 520, of which number

Robert Arrison received 342 votes

Bonnie A. Noble received 178 votes

For City of Madeira Beach, Commissioner District 2, the whole number of votes cast was 530, of which number

Charles "Chuck" Dillon received 342 votes

Ray Kerr received 188 votes

For Town of Redington Shores, Commissioner District 1, the whole number of votes cast was 181, of which number

Douglas Harr received 100 votes

Shawn Hatfield received 81 votes

For City of Safety Harbor, Commissioner Seat 4, the whole number of votes cast was 2,764, of which number

David Gallagher received 932 votes

Kevin Shanks received 1,832 votes

For City of St. Pete Beach, Mayor-Commissioner, the whole number of votes cast was 2,997, of which number

Adrian Petrilu received 1,019 votes

Scott Tate received 1,978 votes

For City of St. Pete Beach, Commissioner District 3, the whole number of votes cast was 884, of which number

Al Causey received 460 votes

Betty Rzewnicki received 424 votes

For City of Tarpon Springs, Commissioner Seat 2, whole number of votes cast was 2,832, of which number

Va Celia Koumendouros received 990 votes

Craig Lunt received 553 votes

Lori Weaver received 1,289 votes

**** Official Results****

For City of Gulfport, Referendum Questions
City of Gulfport No. 1 Referendum Question

Limiting Leases of City Owned Property to Five years

The City Charter currently allows leases of City owned real property for a maximum of thirty (30) years. Shall the City Charter be amended to reduce the time period for all leases of real property owned by the City of Gulfport to a maximum of five (5) years?

YES 1,682 votes

NO 985 votes

City of Gulfport No. 2 Referendum Question

Leases Required to be at Fair Market Value

The City Charter presently does not provide the amount or process for a lease of City owned real property. Shall the City Charter be amended to require that all leases of City owned real property be based on Fair Market Value as determined by a licensed appraiser?

YES 1,975 votes

NO 704 votes

City of Gulfport No. 3 Referendum Question

Terms 1

The City Charter presently provides City Council members are elected for a two (2) year term. Shall the City Charter be amended to allow City Council members to be elected for a three (3) year term?

YES 1,320 votes

NO 1,396 votes

City of Gulfport No. 4 Referendum Question

Terms 2

The City Charter presently does not provide term limits. Shall the City Charter be amended to establish that the Mayor and Council Members may not serve more than three (3) consecutive terms?

YES 2,223 votes

NO 500 votes

City of Gulfport No. 5 Referendum Question

Terms 3

The City Charter presently does not provide term limits. Shall the City Charter be amended to require council members, who have served three (3) consecutive terms in their ward, to wait two (2) years prior to qualifying for a subsequent election for their prior office unless there are no qualified candidates for their prior office?

YES 1,949 votes

NO 590 votes

**** Official Results****

City of Gulfport No. 6 Referendum Question

Prohibitions

The City Charter presently provides that Council Members who are convicted of directing staff or requesting the appointment or the removal of a city employee are guilty of a criminal 2nd degree misdemeanor. Shall the City Charter be amended to remove the language regarding the potential criminal conviction of a council member of a 2nd degree misdemeanor?

YES 1,133 votes

NO 1,325 votes

City of Gulfport No. 7 Referendum Question

Vacancies

The City Charter generally provides for filling a vacancy on council. Shall the City Charter be amended to provide that the office of a city council member shall become vacant upon, death, resignation, removal from office, in any manner authorized by law, or forfeiture of office upon a majority vote of remaining city council members?

YES 1,582 votes

NO 891 votes

City of Gulfport No. 8 Referendum Question

Forfeiture of Office

The City Charter does not provide specific provisions for forfeiture of office by members of the council. Shall the City Charter be amended to provide for forfeiture of office by council members if they lack qualifications for the office; are convicted of a crime involving moral turpitude; or fail to attend three (3) consecutive regular meetings or four (4) regular meetings in a twelve (12) month period?

YES 2,165 votes

NO 354 votes

City of Gulfport No. 9 Referendum Question

Removal From Office

The City Charter does not provide a provision for removal of a council member from office. Shall the City Charter be amended to provide for council member removal from office for violations of the City Charter or adopted rules after an independent magistrate hearing upon which there is a finding of intentional, willful, flagrant, or continuous violations?

YES 2,352 votes

NO 174 votes

City of Gulfport No. 10 Referendum Question

Charter Amendment

The City Charter presently provides review every ten (10) years. Shall the City Charter be amended to provide for complete review of the City Charter by a Citizens Committee appointed by the City Council every five (5) years?

YES 1,872 votes

NO 648 votes

**** Official Results****

For Town of Kenneth City Charter Amendments
Town of Kenneth City No. 1 Charter Amendment

Amendment Changing Qualifications of the Town Manager

Shall Section 3.01 of the Town Charter be amended to require that the Town Manager shall be chosen on the basis of executive and administrative qualifications, actual experience and knowledge of accepted practices and duties of the office, and have a bachelor's degree in public administration, business or a related field; however, experience in local government administration may be considered a satisfactory substitute for a college degree?

YES 414 votes

NO 92 votes

Town of Kenneth City No. 2 Charter Amendment

Amendment Changing Residency Requirements of Town Manager

Shall Section 3.01 of the Town Charter be amended to require that the town manager need not be a resident of the town or Florida at the time of his or her appointment but shall within sixty (60) days after taking office reside within a radius of thirty (30) miles from the town, measured from the location of the Town Hall?

YES 292 votes

NO 208 votes

For City of Treasure Island, Proposed Charter Amendment
City of Treasure Island Charter Amendment

A Charter Amendment Allowing for Beach Renourishment Easements by a Majority Vote of the Commission

Solely for the purpose of beach renourishment and maintenance, shall Section 1.02 of the City Charter be amended to allow the City Commission, by majority vote, to grant an easement on city-owned property exceeding three (3) years to the United States Army Corps of Engineers or Pinellas County, as described more fully in Ordinance No. 2025-31?

YES 864 votes

NO 87 votes

We certify that pursuant to Section 102.112, Florida Statutes, the Canvassing Board has compared the number of persons who voted with the number of ballots counted and that the certification includes all valid votes cast in the election.



Edwin Jagger, County Judge



Dave Eggers, County Commissioner



Julie Marcus, Supervisor of Elections

**CITY OF INDIAN ROCKS BEACH
RESOLUTION 2026-04**

A RESOLUTION OF THE CITY COMMISSION OF INDIAN ROCKS BEACH, FLORIDA, ANNOUNCING THE RESULTS OF THE MARCH 10, 2026, GENERAL MUNICIPAL ELECTION, FOR TWO CITY COMMISSIONER SEATS, EACH TO BE SEATED FOR TWO-YEAR TERMS, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Indian Rocks Beach Resolution No. 2025-10 called for a general election on March 10, 2026, for the purpose of electing, at large, qualified candidates to fill the vacancies of Mayor-Commissioner and two Commissioner Seats for two-year terms; and

WHEREAS, said Resolution No. 2025-10 stipulated in Section 2 that the outcome of the election of Mayor-Commissioner and for two Commissioner seats shall be determined by the candidates receiving the greatest number of votes for each seat; and

WHEREAS, a Municipal Election was held on Tuesday, March 10, 2026, in the City of Indian Rocks Beach, Florida, to elect one person as the Mayor-Commissioner and two persons to the City Commission, and

WHEREAS, the Pinellas County Canvassing Board served as the canvassing board for the City of Indian Rocks Beach for the purpose of declaring Election results as provided for in Section 3.1 of the City Charter and Article V, Section 22-131 of the Indian Rocks Beach Code of Ordinances, and

WHEREAS, the Pinellas County Canvassing Board did certify the election results on March 13, 2026, and has submitted the Certificate of the Pinellas County Canvassing Board with the Election results to the City, and

WHEREAS, the City of Indian Rocks Beach shall declare the results of this Election by means of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF INDIAN ROCKS BEACH, FLORIDA, IN SESSION DULY AND REGULARLY ASSEMBLED:

Section 1. That a Municipal Election was held on the second Tuesday of March, on March 10, 2026, as prescribed by Article IV, Section 22-101 of the City of Indian Rocks Beach Code of Ordinances.

Section 2. That the Pinellas County Canvassing Board, serving as the City of Indian Rocks Beach Canvassing Board, has transmitted the results of the Election as required by law.

Section 3. That the election for City Commissioner at large shall be determined by the candidate receiving the highest number of votes for the vacant seat.

Section 4. That the results of the Election are reported as follows:

FOR CITY MAYOR/ COMMISSIONER

Denise Houseberg	321 Votes
✓ Lan Vaughan	687 Votes ✓

FOR CITY COMMISSIONERS (TWO OPEN SEATS)

Matthew Barrowclough	159 Votes
Don House	124 Votes
Michael Mirmanesh	347 Votes
✓ Kellee Watt	625 Votes ✓
✓ Janet Wilson	555 Votes ✓

Section 5. That the City Commission of the City of Indian Rocks Beach, Florida, hereby directs the City Clerk to publish the results of this election and Resolution No. 2025-01 shall be incorporated as part of the Public Records of the City of Indian Rocks Beach, Florida.

Section 6. That the official Certificate of the Pinellas County Canvassing Board is attached hereto as Exhibit “A” and incorporated herein by reference.

Section 7. This Resolution shall become effective immediately upon its passage and adoption in the manner provided by law.

PASSED AND ADOPTED this 25th day of March, 2026, by the City Commission of the City of Indian Rocks Beach, Florida.

Lan Vaughan, Mayor-Commissioner

ATTEST: _____
Lorin A. Kornijtschuk, City Clerk

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

FOR MEETING OF: March 25, 2026 **Agenda Item:** 8 B

SUBMITTED BY: Lorin A. Kornijtschuk, City Clerk

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: APPROVAL OF February 10, 2026, Regular City Commission Meeting Minutes

ATTACHMENT: February 10, 2026, Regular City Commission Meeting Minutes

MINUTES

CITY OF INDIAN ROCKS BEACH

CITY COMMISSION MEETING

Civic Auditorium

1507 Bay Palm Blvd., Indian Rocks Beach, Florida 33785

Tuesday, February 10, 2026, at 6:00 P.M.

CALL TO ORDER

Mayor-Commissioner Houseberg called the meeting to order at 6:00 P.M., followed by the Pledge of Allegiance.

ROLL CALL

Commissioner's Present

- Mayor-Commissioner Denise Houseberg
- Vice-Mayor Commissioner Janet Wilson
- Commissioner Hilary King
- Commissioner John Bigelow
- Commissioner Jude Bond

For clarity, items are listed in agenda order, although they might not be discussed in that sequence.

1. PRESENTATIONS

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

The Sheriff's Office presented January 2026 statistics for the City of Indian Rocks Beach. The Sheriff's Office recorded 799 total events, including 301 direct patrols, 206 traffic stops, 5 arrests, 2 accidents, and 217 citations/warnings issued. The report covered various patrol activities, including traffic controls, assisting citizens, and house checks.

No questions were asked by the Commission.

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

Deputy Chief presented the January 2026 statistics. The district responded to 311 total calls (65 fire-related, 246 EMS-related). Indian Rocks Beach specifically had 41 calls (10 fire, 31 EMS) with no major events. The department welcomed back Firefighter Paramedic Mary Miller from deployment in Germany and hired a new firefighter-paramedic. Three new positions were filled, bringing the department to minimum staffing levels. The department recorded 1,330 hours of fire training and completed continuing medical education for geriatric patient care. Fire Station 28 demolition began on 94th Avenue in the Oakhurst area for a renovation project.

No questions were asked by the Commission.

2. NEIGHBOR'S COMMENTS

- **Mr. Conley, 188 Haven Beach Drive:** requested funding or assistance for skate park repairs, noting deteriorating conditions that create safety hazards, and offered to lead the restoration effort.
- **Dan Mynsberg, 442 Harbor Drive North:** raised concerns about an oversized political banner at 2316 Gulf Boulevard that exceeds allowable size limits and lacks required disclosure information.
- **John Pfanstiehl, 448 Harbor Drive South:** praised the new enforcement report but expressed concern about the slow pace of short-term rental enforcement.
- **Don House, 2104 Beach Trail:** announced his candidacy for city commissioner while criticizing divisive language regarding short-term rentals.
- **Scott Shapiro, 2030 20th Avenue Parkway:** thanked the Commission for the newsletter update and called for civility and unity among neighbors, noting that the current election is the nastiest he has seen in 25 years.
- **Mr. Lieberman, 2507 Bay Boulevard:** praised the Commission for their responsiveness to constituent concerns, citing a quickly replaced pickleball court light as an example, and complimented each Commissioner for their volunteer service.
- **Bob Coplen, 447 20th Avenue:** presented detailed compliance statistics showing that 1,032 short-term rentals were operating illegally as of January 2026 and calculated over one million dollars in foregone registration fee revenue.
- **Jerry Newton, 438 Harbor Drive North:** an example of a property operating illegally for three years that received only a \$5,000 fine, and questioned whether the magistrate's fines are too lenient given the duration of violations.

• **Jeff Graham, 1900 Beach Trail:** questioned whether Indian Rocks Beach faces unique challenges compared to other Florida beach communities and suggested working together rather than taking divisive sides.

Public comment closed

3. REPORTS OF:

3.A. City Attorney

City Attorney Mr. Maggard provided no report.

3.B. City Manager

City Manager Henderson introduced a new short-term rental enforcement one-page report to be placed next to agendas at every meeting. He committed to transparency about enforcement progress. The report tracks registration fees, hearings, and cases with monthly updates. He thanked neighbors for feedback on desired information, acknowledged staff efforts in creating the tracking system, and stated his commitment to enforcing all ordinances, especially short-term rental regulations. He promised continued progress and more information to come.

3.C. City Commission

Commissioner Bond commented on Bob Coplen's charts, noting he didn't mention the end showing compliance improved from 90% non-compliant to 72% non-compliant. He stated this shows incremental progress in the overall percentage of compliant rentals, which is positive.

Commissioner Bigelow expressed relief at not running in the current election year. He stated he is not on social media and is unaware of online discussions. He wished good luck to all candidates and residents, whether happy or unhappy with the current situation.

Commissioner King appreciated all public speakers and acknowledged community angst and those hesitant to speak publicly. She praised data and information sharing at the meeting as positive and encouraged more community members to speak, stating their perspectives help drive Commission decisions.

Vice-Mayor Commissioner Wilson thanked Robin Gomez for joining a Rotary presentation on February 4th, demonstrating education and legislative advocacy using proposed tax reform bills. She received positive feedback from Rotary. She shared concerning statistics: only 9 of 40 senators and 24 of 120 representatives have local government experience. Nearly 1,800 bills

were filed during this session, with over 500 impacting municipal governments and eroding local control. She spent parts of weeks 2-3 of the legislative session in Tallahassee advocating for IRB and the Suncoast League of Cities. She testified before the Judiciary Committee on Senate Bill 840, potentially restoring local control eroded by SB 180. She met with senators, representatives, and aides on tax reform and sovereign immunity bills. She helped Representative Valdez prepare for a committee meeting on SB 1049, and an amendment was added to the bill based on regional concerns about unintended consequences. She emphasized the importance of regional advocacy representing over 1 million residents and expressed concern about the lack of movement on SB 840 and its companion bill. She urged residents to contact Senator Dieceglie and Representative Berfield to support SB 840. She noted uncertainty about serving next month and thanked the Commission for the opportunity to serve for the past two years and four months.

Mayor-Commissioner Houseberg proposed adding an agenda item for the March meeting to address short-term rental ordinance conflicts with HOA rules in commercial buildings on the west side. She discussed with condo owners who indicated that city ordinance requirements for signage and other items conflict with their HOA rules and requested exemption consideration for commercial buildings.

Mayor-Commissioner Houseberg directed the city manager and city attorney to add a work session item to the March agenda regarding an exemption for commercial buildings from certain short-term rental ordinance requirements

Ayes: Commissioner Bond, Commissioner Bigelow, Commissioner King, Vice-Mayor Commissioner Wilson, Mayor-Commissioner Houseberg

Nays: None

Vote outcome: Passed (5-0)

4. WORK SESSION ITEMS

4.A. Neighbor Advisory Board

City Manager Henderson introduced the concept of a Neighbor Advisory Board. He explained the Commission has the power to create an advisory board and requested Commission direction on the number of neighbors to serve on the board, the work/purpose of the board, and the frequency of meetings. He noted staff would typically provide a designated liaison to work with advisory boards and stated he would serve in that capacity. He advised starting with one board, given limited staff resources, and cautioned against creating too many boards initially. He confirmed the board would be advisory in nature and recommended monthly meetings with open meetings training for members.

Public Comment Opened

- **Don House, 2104 Beach Trail:** shared his positive experience serving on a 7-member advisory committee for the noise ordinance and suggested distinguishing between "neighborly" and "citizen" terminology, noting that neighbors may include non-residents like seasonal residents.
- **David Watt, 431 Harbor Drive South:** agreed with the citizen advisory board concept and suggested the board makeup might need to change depending on the topic, proposing flexibility with topic-specific boards that could start and end as needed.
- **Kelly Watt, 431 Harbor Drive South:** supported a topic-specific approach similar to the charter review committee, noting that different residents have different expertise and suggesting multiple boards could run simultaneously on different topics.
- **Lynn Rothman, Harbor House Drive:** emphasized that the distinction between resident and citizen terminology needs clarification, noting some people with second homes could attend meetings, and she supported term limits.
- **Mr. Lieberman, 2507 Bay Boulevard:** praised the collaborative approach and encouraged citizen involvement through committees, emphasizing the importance of people getting involved rather than just complaining.
- **Jeff Graham, 1900 Beach Trail:** suggested three criteria for advisory board members: sense of curiosity, good critical thinking skills, and being a good listener open to others' views, arguing that one committee with these qualities could handle multiple topics.
- **Lan Vaughan, 301 Harbor Drive:** commended the carve-out for the west side of Gulf Boulevard, supported the "neighbor" name, and suggested four categories, including hurricane recovery and prevention, beach preservation, and communication, along with a separate advisory board for businesses.

- **John Hamann, 106 Gulf Boulevard:** questioned whether the board should have actual authority rather than just an advisory role and suggested giving the board some voting power to attract quality participants who want to make a difference.
- **Scott Shapiro, 2030 20th Avenue Parkway:** expressed gratitude that the advisory board concept is being revived and recommended having alternates, diverse representation, including short-term rental owners, and emphasized that boards should never sunset.
- **Diane Daniel, 309 10th Avenue:** expressed interest in participating, possibly through ad hoc committees for specific topics, and requested consideration for part-year residents who could contribute.
- **Patty Katz, 124 13th Avenue:** supported the advisory board concept but expressed concern about negative dynamics and strong personalities contaminating the process, urging an application process that ensures diverse, open-minded members focused on community benefit.
- **RB Johnson, 1206 Beach Trail:** distinguished between standing advisory boards and ad hoc committees, noting the city previously had several boards, and suggested that focused ad hoc committees accomplish more in a shorter time than large amorphous boards covering too much.

Public Comment Closed

Vice-Mayor Commissioner Wilson emphasized diversity across beachfront, single-family homes, townhouses, and the business community, suggesting a hurricane post-mortem as the first task.

Commissioner King supported diversity and a topic-based approach with a timeline rather than a standing board, prioritizing hurricane recovery.

Commissioner Bigelow agreed on geographic and housing-type diversity, including condo association presidents.

Mayor Commissioner Houseberg suggested 7 as a good, odd number and discussed attendance flexibility.

The Commission discussed 2-year terms (Commissioner Bond preferred 1 year), monthly meetings, open meetings, training, volunteer status, and the application process. They agreed to move quickly to capitalize on current interest, with applications opening immediately and member selection at the next meeting. The Commission discussed board composition, agreeing on 7 members (5 residents, 2 business owners).

4.B. Charter Officer Performance Review Criteria

City Manager Henderson explained that the International City Management Association guidelines recommend yearly evaluation of the city manager to determine if meeting Commission needs and effectively carrying out policy. He noted this best practice also applies to

the City Clerk and City Attorney as charter officers. He stated the purpose is to establish evaluation criteria in advance, so charter officers understand how they will be evaluated yearly, typically on the anniversary of their appointment. He referenced backup materials with evaluation forms and information provided by Commissioner King on other cities' practices, which aligns with the ICMA evaluation form. He emphasized this is good governance and standard practice.

Commissioner King provided research materials from other Florida cities, including Panama City (city manager) and Winter Haven (city attorney), and noted ICMA resources. She indicated the city hasn't done formal charter officer evaluations previously.

Vice-Mayor Commissioner Wilson supported implementing established successful formats from other cities, noting they could adjust after the first year.

Commissioner Bigelow agreed, comparing it to employee evaluations in business.

Commissioner Bond expressed support.

The Commission agreed to implement evaluations on the anniversary of appointments.

5. ADDITIONS/DELETIONS: None

6. CONSENT AGENDA

The following items were presented on the Consent Agenda:

- A. APPROVAL OF January 13, 2026, Regular City Commission Meeting Minutes.
- B. APPROVAL OF January 22, 2026, Special City Commission Meeting Minutes.
- C. RECEIVE/FILE December 2025 Year-To-Date First Quarter Financials.
- D. APPROVAL OF Interlocal Agreement (ILA) - Post Storm Recovery Services
- E. AUTHORIZING City Manager to enter into a Service Agreement between the City of Indian Rocks Beach and ParkMobile, LLC for mobile on-demand parking payment services

Motion: Motion to pull the Item E Park Mobile Service agreement from the consent agenda

Moved by: Vice-Mayor Commissioner Janet Wilson

Seconded by: Commissioner King

Vote outcome: Passed Unanimously

Motion: Approve the consent agenda as presented (Items A through D)

Moved by: Vice-Mayor Commissioner Wilson

Seconded by: Commissioner Bond

Vote outcome: Passed Unanimously

6.E. AUTHORIZING City Manager to enter into a Service Agreement between the City of Indian Rocks Beach and ParkMobile, LLC for mobile on-demand parking payment services

(This item was pulled from the consent agenda for separate consideration)

City Manager Henderson introduced the ParkMobile service agreement, noting it was part of the paid parking program discussion. He recommended approval of an agreement with ParkMobile, piggybacking off an existing Pinellas County contract.

Ashley Barton, ParkMobile Market Director, presented ParkMobile's services, explaining it's part of the Arrive urban mobility company with 70+ million users in the US, operating in over 600 cities and municipalities. She detailed the app features, including zone parking, find my car function, push notifications, multi-vehicle management, and 24/7 customer support. The app offers multilingual support through Google integration for guest checkout. Payment increments can be as short as 15 minutes. Implementation typically takes 60 days.

City Attorney Maggard noted the agreement was being finalized to align with the piggyback contract terms and would require final review before execution.

Commissioner Bigelow questioned whether other companies had been considered and if competitive bidding occurred.

City Manager Henderson explained that no other providers had approached the city, and they chose not to competitively bid because piggybacking off the existing contract would provide the best rate.

Commissioner Bond noted that ParkMobile's market saturation would provide the best consumer experience. He asked about the minimum time increment (15 minutes).

City Attorney Maggard confirmed St. Petersburg competitively bid, and ParkMobile was the lowest bidder, allowing Indian Rocks Beach to piggyback on similar pricing terms.

Mayor-Commissioner Houseberg asked about multilingual capabilities (confirmed through Google integration) and implementation success rate (confirmed smooth with a 60-day typical timeline).

Motion: Authorize City Manager Henderson to enter into an agreement with Park Mobile, subject to final review by the city attorney

Moved by: Vice-Mayor Commissioner Wilson

Seconded by: Commissioner King

Vote outcome: Passed (5-0)

7. PUBLIC HEARINGS

7.A. BOA-2026-01 - QUASI-JUDICIAL PROCEEDING 452 HARBOR DRIVE, INDIAN ROCKS BEACH, FLORIDA

Variance request from Sec.110-131(1)(g) of the Code of Ordinances, of 4 feet above the required 35 foot maximum building height resulting in a building height of 39 feet for a new residential dwelling located at 452 Harbor Dr S Indian Rocks Beach, Florida, and legally described as Lot 38, Twenty-Third Addition to RE-Revised Map of Indian Beach, recorded in Plat Book 38 Page 75 of the Public Records of Pinellas County. Property ID # 06-30-15-42444-000-0380.

City Attorney Maggard introduced the case as a variance request from Section 110-131(1)(g), requesting 4 feet above the required 35-foot maximum building height, resulting in 39 feet for a new residential dwelling at 452 Harbor Drive South. He swore in individuals who would be testifying.

Planning and Zoning Consultant Hetty Harmon provided her presentation.

Public Comment Opened

Ryan Minasi, Director of Land Development and Planning, Johnson Pope (representing applicant): presented detailed justification for the variance request. He explained the property owner's goal to construct a 3,500 sq ft single-family home with an elevated garage to mitigate flood damage, minimize insurance costs, and address potential FEMA requirement changes post-Hurricane Elaine. He argued that the hardship arises from the city's use of road crown elevation rather than Base Flood Elevation (BFE) as the height reference point, which FEMA doesn't use and neighboring coastal communities don't follow. He cited that North Redington Beach, Bel Air Beach, Pinellas County, Treasure Island, and Madera Beach all measure height from BFE. He noted the city's height standard hasn't been amended since approximately 1980 (45 years ago) and is outdated compared to modern FEMA guidance. He emphasized the variance represents minimum relief necessary for safe, flood-compliant construction with standard ceiling heights. He stated 11-12 adjacent property owners support the request. He argued approval advances zoning code intent by promoting public safety and flood resilience without impacting views or

neighborhood compatibility. He noted only 20% of the sloped roof would approach the requested 4-foot variance area.

Public Comment Closed

Motion: to approve BOA case #2026-01 452 Harbor Dr. S variance requested from Section 110-131(1)(g) of the Code of Ordinances of four feet above the required 35 foot maximum building height, resulting in a building height of 39 feet for a new residential dwelling located at 452 Harbor Dr. S. Indian Rocks Beach, FL and legally described as Lot 38, Twenty-Third Addition to revised map of Indian Rocks Beach recorded in Plat Book 38, page 75 of the Public Records of Pinellas County

Moved by: Vice-Mayor Commissioner Janet Wilson

Seconded by: Commissioner Bigelow

Ayes: Commissioner Bigelow, Vice-Mayor Commissioner Wilson, Mayor Commissioner Houseberg

Nays: Commissioner Bond, Commissioner King

Vote outcome: Passed (3-2)

7.B. ORDINANCE NO. 2026-01 - SECOND/FINAL READING/PUBLIC READING

An ordinance of the City of Indian Rocks Beach, Florida, amending chapter 62 of the Code of Ordinances, amending section 62-31. – parking violation fines; creating section 62-39. – paid metered parking on beach accesses; establishing a schedule of hours for paid meter parking; establishing a process for setting the hourly rates for paid metered parking; providing exemptions; providing for applicability, repealer, severability, codification, and an effective date, on second reading.

City Manager Ryan Henderson noted that the item was approved on first reading at the last Commission meeting. A voted recommendation changed the start time of the program from 6:00 AM to 8:00 AM, which has been addressed in the second reading. Paid parking would begin at 8:00 AM. No additional presentation was provided based on the previous two presentations.

Public Comment Opened

Pete Maydec (not a resident of Indian Rocks Beach): expressed concern that the rate of \$4.50 is exorbitant and compared it to other locations further south.

Public Comment Closed

Commission Discussion: City Attorney Maggard clarified that a resolution was passed at the last meeting setting the proposed rate at \$4.50, which is not addressed in this ordinance but was previously established.

Motion: To approve ordinance #2026-01, an ordinance of the City of Indian Rocks Beach, FL, amending Chapter 62 of the Code of Ordinances, amending Section 62-31 parking violation fines, creating Section 62-39 paid meter parking on beach accesses. Establishing a schedule of hours for paid meter parking. Establishing a process for setting the hourly rates for paid meter parking. Providing exemptions, providing for applicability repealer, severability codification, and an effective date on second reading.

Moved by: Vice-Mayor Commissioner Wilson

Seconded by: Commissioner Bond

Ayes: Commissioner Jude Bond, Commissioner John Bigelow, Commissioner Hilary King, Vice Mayor Commissioner Janet Wilson, Mayor Commissioner Denise Houseberg

Nays: None

Vote outcome: Passed (5-0)

7.C. ABT CASE 27-2026 - QUASI-JUDICIAL PROCEEDING - 311 GULF BLVD #1, Dimitrios Sioutis d/b/a Kera Pizza Tavern

Requesting 4 COP/SFS Alcoholic Beverage Use Designation (Beer, Wine, Liquor. By the drink for consumption on premises or in a sealed container meeting the requirements of s. 561.20(2)(a)4, F.S., for consumption off premises) for the establishment Kera Pizza Tavern, located at 311 Gulf Boulevard Unit #1, Indian Rocks Beach, Florida, and legally described as INDIAN ROCKS BEACH BLK 9, LOTS 9,10,11.& 20 TOGETHER WITH LOTS 8 & 21 LESS THOSE PARTS LYING WITHIN IBR PLAZA LLC. SUB. PARCEL ID# 12-30-14-42858-009-0100

City Attorney Maggard read the request for a 4 COP/SFS Alcoholic Beverage Use Designation for the establishment Kera Pizza Tavern, located at 311 Gulf Boulevard Unit #1, and swore in individuals who would be testifying.

Public Comment Opened

Mr. Sioutis testified that once the local approval is completed, the application will be submitted to the state. All final inspections have been passed. He estimated the opening timeframe is approximately 45 days after receiving approval. Seating capacity is 162 seats, including outdoors. The layout will be roughly the same as the previous establishment (Slice Pizza), with the bar along the side and the same basic interior layout. He stated no intentions to sell take-out beer and wine. The business is a family pizzeria with Mediterranean food classics, with restaurant service first and alcohol as an extra offering.

Commission Discussion: Commissioners asked questions about the timeframe for opening (45 days estimated), whether the license includes beer, wine, and liquor (confirmed yes), seating capacity (162 seats), layout (same as before), and whether take-out alcohol would be sold (no intentions to do so). Discussion clarified that the 4 COP license was the same license held by the previous establishment. City Attorney confirmed that Commission approval is required before the state will issue the license.

Motion: to approve ABT Case 27-2026 Quasi-judicial proceeding, 311 Gulf Blvd. #1 Dimitrios Sioutis d/b/a Kera Pizza Tavern Requesting 4 COP/SFS Alcoholic Beverage Use Designation (Beer, Wine, Liquor. By the drink for consumption on premises or in a sealed container meeting the requirements of s. 561.20(2)(a)4, F.S., for consumption off premises) for the establishment Kera Pizza Tavern, located at 311 Gulf Boulevard Unit #1, Indian Rocks Beach, Florida, and legally described as INDIAN ROCKS BEACH BLK 9, LOTS 9,10,11.& 20 TOGETHER WITH LOTS 8 & 21 LESS THOSE PARTS LYING WITHIN IBR PLAZA LLC. SUB. PARCEL ID# 12-30-14-42858-009-0100 with the following stipulation: Repeated or intermittent nuisance activity and or unlawful noise levels originating from the establishment or the parking area may result in the revocation of the alcoholic beverage designation.

Moved by: Commissioner Bond

Seconded by: Vice-Mayor Commissioner Wilson

Ayes: Commissioner Bond, Commissioner Bigelow, Commissioner King, Vice-Mayor
Commissioner Wilson, Mayor Commissioner Houseberg

Nays: None

Vote outcome: Passed (5-0)

8. OTHER BUSINESS: None

9. ADJOURNMENT

Motion: motion to adjourn the meeting.

Moved by: Commissioner Bond

Seconded by: Vice-Mayor Commissioner Wilson

Vote outcome: Passed Unanimously

Date Approved: _____

Lan Vaughan, Mayor-Commissioner

Attest: _____
Lorin A. Kornijtschuk, City Clerk

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

FOR MEETING OF: March 25, 2026 **Agenda Item:** 8 C

SUBMITTED BY: Lorin A. Kornijtschuk, City Clerk

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: APPROVAL OF February 13, 2026, Executive Client Session Meeting Minutes

ATTACHMENT: February 13, 2026, Executive Client Session Meeting Minutes

MINUTES

**CITY OF INDIAN ROCKS BEACH
CITY COMMISSION CLOSED EXECUTIVE SESSION**

Civic Auditorium

1507 Bay Palm Blvd., Indian Rocks Beach, Florida 33785

Friday, February 13, 2026, at 2:00 P.M.

CALL TO ORDER

Mayor-Commissioner Houseberg called the meeting to order at 2:00 P.M., followed by the Pledge of Allegiance.

ROLL CALL

Commissioner's Present

- Mayor-Commissioner Denise Houseberg
 - Vice-Mayor Commissioner Janet Wilson
 - Commissioner Hilary King
 - Commissioner John Bigelow
 - Commissioner Jude Bond
-

Public Meeting Closed at 2:08 p.m.

The closed session was attended by Mayor-Commissioner Houseberg, Vice-Mayor Commissioner Wilson, Commissioner Bigelow, Commissioner Bond, Commissioner King, City Attorney Matthew Maggard, City Manager Ryan Henderson, and Attorney Carlos Kelly, as well as a certified court reporter.

The session constituted a Closed Executive Session concerning pending litigation to which the City is presently a party before a court. Those cases are as follows:

1. 715 Gulf, LLC v City of Indian Rocks Beach, M.D. Fla. Case No. 2023cv02087; and
2. AP 6, LLC v. City of Indian Rocks Beach, M.D. Fla. Case No. 8:2023cv01986; and
3. Florida Dreamscape Vacation Rentals, LLC v. City of Indian Rocks Beach, M.D. Fla. Case No. 8:2023cv02131; and

4. Harbor Vista Ventures, LLC v. City of Indian Rocks Beach, M.D. Fla. Case No. 8:2023cv02137; and
5. IRB Connect, LLC v. City of Indian Rocks Beach, M.D. Fla. Case No. 8:2023cv02030; and
6. Peak Ventures, LLC v. City of Indian Rocks Beach, M.D. Fla. Case No. 8:2023cv02223; and
7. Shearer v. City of Indian Rocks Beach, M.D. Fla. Case No. 8:2023cv02089; and
8. AP 6, LLC v. City of Indian Rocks Beach, Court for Pinellas County Circuit Court Case No.: 522025CA004779XXCICI; and
9. Modco of Kentucky, Inc. v. Dan Carpenter, Finance Director, City of Indian Rocks Beach; and City of Indian Rocks Beach, M.D. Fla. Case No. 24-000545-CI.

The Commission formally reconvened the public meeting at 3:44 p.m., upon the conclusion of the executive session, for the limited purpose of formal adjournment.

Mayor Commissioner Houseberg determined that no members of the public attended the re-opening of the public meeting.

Motion to adjourn was made by Vice-Mayor Commissioner Wilson and seconded by Commissioner King to adjourn at 3:50 p.m.

Unanimous approval by acclamation.

Date Approved

Lan Vaughan, Mayor-Commissioner

Attest: _____
Lorin A. Kornijtschuk, City Clerk

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

FOR MEETING OF: March 25, 2026

Agenda Item: 8 D

SUBMITTED BY: Lorin A. Kornijtschuk, City Clerk

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: APPROVAL OF February 26, 2026, Special City Commission Meeting Minutes

ATTACHMENT: February 26, 2026, Special City Commission Meeting Minutes

MINUTES
CITY OF INDIAN ROCKS BEACH
SPECIAL CITY COMMISSION MEETING

Civic Auditorium

1507 Bay Palm Blvd. Indian Rocks Beach, FL. 33785

Thursday, February 26, 2026 at 10:30 a.m.

CALL TO ORDER

Mayor-Commissioner Houseberg called the meeting to order at 10:30 a.m., followed by the Pledge of Allegiance and a moment of silence.

ROLL CALL

Attendance:

- Commissioner Jude Bond - Present
- Commissioner John Bigelow - Present
- Commissioner Hillary King - Present
- Vice Mayor-Commissioner Janet Wilson - Present
- Mayor- Commissioner Denise Houseberg - Present

1. DISCUSSION OF scheduling an Executive Client Session to discuss pending litigation

City Attorney Maggard explained that the city is required to attend a third mediation in the AP 6 LLC versus Indian Rocks Beach federal court case ordered by the Judge of the Middle District of Florida. The mediation is scheduled for Monday, March 2nd, at 9:30 AM. He proposed having each commissioner attend in individual rooms with the mediator, City Manager, and outside counsel Carlos Kelly, conferring with each individually. He requested scheduling two executive sessions on the mediation day: one at 11:30 AM and another at 2:15 PM, during which they would break from mediation, call a public meeting to announce the executive session, meet privately with a court reporter, then return to close the meeting and resume mediation.

Commission Discussion

Commissioner Bigelow raised concerns about Mayor Commissioner Houseberg receiving a \$1,000 campaign contribution from Donald Flagg, son of Diane Flagg, who is part of the plaintiff AP 6 LLC. He requested that the mayor recuse herself from the mediation and be removed from Monday's proceedings, citing it as a conflict of interest. The City Attorney stated based on a preliminary review of Florida Statute §112.3143, which governs voting conflicts for municipal officers, a lawful campaign contribution from a relative of a party to pending litigation

does not create a financial interest or special private gain contemplated by the statute. The attorney stated he needed more time to fully research the recusal issue.

Commissioner King suggested tabling the discussion until the attorney could complete his research. Vice Mayor Wilson expressed concerns about proceeding with mediation given the circumstances. The attorney explained the mediation timing was chosen based on various factors, including trial preparation costs and scheduling complexities, denying any improper intent. He noted the court's deadline for completing mediation is April 1st, and that a case management conference was held the previous day, where the judge emphasized wanting the parties to settle.

After extensive discussion, the consensus was to keep the mediation scheduled for Monday but hold a meeting on Monday at 9:00 AM if needed to address the recusal issue after the attorney completes his research. A public meeting was also scheduled for 6:00 PM on Monday to report on the outcome of the mediation.

2. NEIGHBOR COMMENT

Kellee Watt, 431 Harbor Drive South: Stated that Diane Flagg's familial relationship with plaintiff Donald Flagg creates at minimum an appearance of conflict of interest, for Mayor-Commissioner Houseberg, and noted that mediation is not required until April 1st, making Monday's session unnecessary.

Bob Coplen, 447 20th Avenue: Stated that the appearance of conflict is as damaging as an actual conflict, warned commissioners they are being set up, and suggested having lawyers conduct mediation on March 12 without commissioners present so settlement matters could come before the new commission after the election.

Kelly Cicerick, 448 Harbor Drive South: Provided details on the Flagg family's business connections, concluding there is a clear appearance of conflict and recommending Mayor Commissioner Houseberg recuse herself from mediation.

John Van Steele, 448 Harbor Drive South: Noted that Flagg is the mayor's largest campaign contributor and that the situation, while not illegal, reflects poorly in appearance.

Eddie Bie, 497 20th Avenue: Questioned commissioners' participation in mediation, called the timing suspicious, and recommended postponing until after the election.

Beth McMullen, 481 Harbor Drive South: Stated that mediation is not required before the March 10th election and that proceeding beforehand creates an unnecessary appearance of impropriety and potential election interference.

John Hamman, 106 Gulf Boulevard: Agreed that delay is appropriate and urged the mayor to recuse herself from all further matters related to the case.

Joan Mulling, 461 20th Avenue: Urged Mayor Commissioner Houseberg to recuse herself.

Motion by: Commissioner Bigelow, to have Mayor-Commissioner Houseberg removed from Monday's mediation.

Seconded by: Commissioner King

Vote outcome: Motion tabled pending legal research by City Attorney. Motion remains on the table for potential vote at a meeting to be held on Monday at 9:00 AM before the scheduled mediation, if necessary.

City Attorney Maggard reviewed the following:

The City Attorney will provide a written legal opinion on the recusal/conflict of interest issue before Monday. A special meeting is scheduled for Monday, March 2, 2026, at 9:00 AM if needed to address the recusal issue before the mediation.

The mediation remains scheduled for Monday, March 2, 2026, at 9:30 AM with executive sessions at 11:30 AM and 2:15 PM.

A public meeting is scheduled for Monday at 6:00 PM to report on the mediation outcome, regardless of whether an agreement is reached.

The court's deadline for completing mediation is April 1, 2026. This is the third court-ordered mediation in the AP 6 LLC v.

3. ADJOURNMENT

Motion by: Vice-Mayor Commissioner Wilson

Seconded by: Commissioner King

Vote: Carried Unanimously

Meeting adjourned at 11:18 A.M.

Date Approved

Lan Vaughan, Mayor-Commissioner

Attest: _____
Lorin A. Kornijtschuk, City Clerk

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

FOR MEETING OF: March 25, 2026 **Agenda Item:** 8 E

SUBMITTED BY: Lorin A. Kornijtschuk, City Clerk

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: APPROVAL OF March 2, 2026, a.m. Executive Client Session Meeting Minutes

ATTACHMENT: March 2, 2026, a.m. Executive Client Session Meeting Minutes

MINUTES

CITY OF INDIAN ROCKS BEACH

CITY COMMISSION CLOSED EXECUTIVE SESSION

Civic Auditorium

1507 Bay Palm Blvd., Indian Rocks Beach, Florida 33785

Monday , March 2, 2026- A.M.

CALL TO ORDER

Mayor-Commissioner Houseberg called the meeting to order at 11:42 A.M., followed by the Pledge of Allegiance.

ROLL CALL

Commissioner's Present

- Mayor-Commissioner Denise Houseberg
 - Vice-Mayor Commissioner Janet Wilson
 - Commissioner Hilary King
 - Commissioner John Bigelow
 - Commissioner Jude Bond
-

Public Meeting Closed at 11:45 A.M.

The closed session was attended by Mayor-Commissioner Houseberg, Vice-Mayor Commissioner Wilson, Commissioner Bigelow, Commissioner Bond, Commissioner King, City Attorney Matthew Maggard, City Manager Ryan Henderson, and Attorney Carlos Kelly, as well as a certified court reporter.

The session constituted a Closed Executive Session concerning pending litigation to which the City is presently a party before a court. Those cases are as follows:

1. AP 6, LLC v. City of Indian Rocks Beach, M.D. Fla. Case No. 8:2023cv01986; and
2. AP 6, LLC v. City of Indian Rocks Beach, Court for Pinellas County Circuit Court Case No.: 522025CA004779XXCICI; and

The Commission formally reconvened the public meeting at 12:43 p.m., upon the conclusion of the executive session, for the limited purpose of formal adjournment.

Mayor Commissioner Houseberg determined that no members of the public attended the re-opening of the public meeting.

Motion to adjourn was made by Vice-Mayor Commissioner Wilson and seconded by Commissioner King to adjourn at 12:44 p.m.

Unanimous approval by acclamation.

Date Approved

Lan Vaughan, Mayor-Commissioner

Attest: _____
Lorin A. Kornijtschuk, City Clerk

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

FOR MEETING OF: March 25, 2026 **Agenda Item:** 8 F

SUBMITTED BY: Lorin A. Kornijtschuk, City Clerk

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: APPROVAL OF March 2, 2026, p.m. Executive Client Session Meeting Minutes

ATTACHMENT: March 2, 2026, p.m. Executive Client Session Meeting Minutes

MINUTES

CITY OF INDIAN ROCKS BEACH

CITY COMMISSION CLOSED EXECUTIVE SESSION

Civic Auditorium

1507 Bay Palm Blvd., Indian Rocks Beach, Florida 33785

Monday , March 2, 2026- P.M.

CALL TO ORDER

Mayor-Commissioner Houseberg called the meeting to order at 2:19 P.M., followed by the Pledge of Allegiance.

ROLL CALL

Commissioner's Present

- Mayor-Commissioner Denise Houseberg
 - Vice-Mayor Commissioner Janet Wilson
 - Commissioner Hilary King
 - Commissioner John Bigelow
 - Commissioner Jude Bond
-

Public Meeting Closed at 2:20 P.M.

The closed session was attended by Mayor-Commissioner Houseberg, Vice-Mayor Commissioner Wilson, Commissioner Bigelow, Commissioner Bond, Commissioner King, City Attorney Matthew Maggard, City Manager Ryan Henderson, and Attorney Carlos Kelly, as well as a certified court reporter.

The session constituted a Closed Executive Session concerning pending litigation to which the City is presently a party before a court. Those cases are as follows:

1. AP 6, LLC v. City of Indian Rocks Beach, M.D. Fla. Case No. 8:2023cv01986; and
2. AP 6, LLC v. City of Indian Rocks Beach, Court for Pinellas County Circuit Court Case No.: 522025CA004779XXCICI; and

The Commission formally reconvened the public meeting at 2:34 p.m., upon the conclusion of the executive session, for the limited purpose of formal adjournment.

Mayor Commissioner Houseberg determined that no members of the public attended the re-opening of the public meeting.

Motion to adjourn was made by Vice-Mayor Commissioner Wilson and seconded by Commissioner King to adjourn at 2:35 p.m.

Unanimous approval by acclamation.

Date Approved

Lan Vaughan, Mayor-Commissioner

Attest: _____
Lorin A. Kornijtschuk, City Clerk

MINUTES
CITY OF INDIAN ROCKS BEACH
SPECIAL CITY COMMISSION MEETING

Civic Auditorium

1507 Bay Palm Blvd. Indian Rocks Beach, FL. 33785

Monday, March 2, 2026 at 6:00 p.m.

CALL TO ORDER

Mayor-Commissioner Houseberg called the meeting to order at 6:04 p.m., followed by the Pledge of Allegiance and a moment of silence.

ROLL CALL

Attendance:

- Commissioner Jude Bond - Present
 - Commissioner John Bigelow - Present
 - Commissioner Hillary King - Present
 - Vice Mayor-Commissioner Janet Wilson - Present
 - Mayor- Commissioner Denise Houseberg - Present
-

1. ACTION: Consideration of Settlement Agreement if a proposed settlement is reached in Mediation of AP 6, LLC v. City of Indian Rocks Beach, M.D. Fla. Case No. 8:2023cv01986

City Attorney Maggard presented the proposed settlement agreement reached during mediation and thanked the Commission for their time during the lengthy process, which began at 9:30 a.m. He acknowledged mediator Joe Varner from Holland and Knight. City Attorney Maggard explained that there are two cases with AP6 — a federal case with inverse condemnation, First Amendment violation, and equal protection claims, and a state court Bert Harris Private Property Rights Protection Act claim. He noted that not all case details could be discussed publicly in order to protect the city's position if litigation continues.

The proposed settlement includes:

- Within 7 days of execution, plaintiff will file voluntary dismissals of the federal and Bert Harris claims.

- Plaintiff will comply with the current short-term rental ordinance, including registration, inspection, and licensing.
- For this property only, occupancy is set at 12 adults plus 2 minors under age 12 (total 14); advertising must specify the 2 additional occupants must be age 12 or under.
- The city retains the ability to suspend the vacation rental registration through the special magistrate but relinquishes the right to permanently revoke it. Suspensions may be imposed consecutively in perpetuity.
- The revocation restriction applies only while current AP6 members own the property and entity; it terminates upon sale or transfer of ownership.
- The city retains the right to modify the short-term rental ordinance for any other property citywide.
- Occupancy rights transfer with the land; the revocation restriction does not.
- Each party pays its own attorney's fees.
- A prevailing party provision applies to enforcement actions.

NEIGHBOR COMMENTS

Beth McMullen, 481 Harbor Dr. S. requested that any settlement including occupancy above 10 incorporate a Flagler County-style provision establishing a structured, time-limited grandfather period for economic recoupment, with a required administrative process before any lawsuit can be filed.

Ron Hubbard, 406 12th Ave. stated that there is not a meaningful difference from the previously rejected settlement and wants a clear explanation of what makes this case unique, what prevents future similar cases, and why the vote is being rushed before an election.

Dave Watt, 431 Harbor Dr. S. stated that a bad settlement could invite copycat lawsuits and urged the Commission to ensure any agreement is contingent on reopening the STR ordinance to add Flagler County language addressing Bert Harris claims.

Diane Daniel, 309 10th Ave. asked for a side-by-side comparison clearly showing what changed from the prior settlement proposal.

Bob Coplen, 447 20th Ave. thanked the Commission for its work and expressed hope the city returns to being a residential beach community rather than an investor's paradise.

Kellee Watt, 431 Harbor Dr. S. stated there is no substantive difference from the prior rejected settlement and urged the Commission to reject the deal unless the Flagler County language contingency is included.

Patty Katz, 421 13th Ave. supports settling the matter and trusts that the commissioners who participated in negotiations carefully considered residents' concerns.

Kelly Ciserick, 448 Harbor Dr. S. echoed support for the Commission, expressing confidence that commissioners acted in good faith with the benefit of legal counsel.

Jeb Graham, 1900 Beach Trail, noted that in his experience, a deal where no party is fully satisfied is typically a sign of a reasonable compromise.

Motion by: Vice-Mayor Commissioner Wilson , to accept the settlement agreement.

Seconded by: Commissioner King

Roll Call

- Commissioner Bond: Yes
- Commissioner Bigelow: No
- Commissioner King: Yes
- Vice-Mayor Commissioner Wilson: Yes
- Mayor Commissioner Houseberg: Yes

Motion passed (4-1) with Commissioner Bigelow dissenting.

3. ADJOURNMENT

Motion by: Vice-Mayor Commissioner Wilson

Seconded by: Commissioner King

Vote: Carried Unanimously

Meeting adjourned at 6:36 P.M.

Date Approved

Lan Vaughan, Mayor-Commissioner

Attest: _____
Lorin A. Kornijtschuk, City Clerk

**INDIAN ROCKS BEACH CITY COMMISSION
AGENDA MEMORANDUM**

MEETING OF: March 25, 2026

AGENDA ITEM: 8 H

ORIGINATED BY: Robin I. Gomez, Administrative Director

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: Authorize City Manager to Enter into a Service Agreement with Citizenseve for Software to Manage Short Term Rentals/Inspections and Code Enforcement

STAFF

RECOMMENDATION: Staff Recommends Approval of the Agreement

BACKGROUND:

On May 9, 2023, the City Commission adopted Ordinance 2023-02, establishing a comprehensive regulation on vacation rentals within specified zoning districts to further enhance the protection and preservation of the health, safety, and welfare of all people residing in and visiting the city. The ordinance incorporated various details and requirements from defining/clarifying overnight rentals to initial application and renewals to required inspections and to applicable fees and enforcement.

City staff established processes to identify, notify, and record all vacation rental properties and applications using a combination of Excel spreadsheets, the City's existing and aging building department management system (BDMS) software, and Granicus software along with various internet sites to further identify rental properties. This somewhat fragmented and manual processing stifles document control, particularly inspections and impending renewal notifications that will greatly be enhanced through a comprehensive, dedicated rental registration solution software.

ANALYSIS:

Citizenseve comprehensive rental registration software allows short term rental property owners and property management individuals/companies to utilize a more efficient and effortless online process through a dedicated Citizenseve portal and email. Applicants can apply, submit all documents, pay, and renew on the portal allowing for an automated workflow designed specifically to very effectively manage a rental registration program. Software uses and capabilities that both automate and streamline all data for quicker processing and analytics:

- **Online Rental Registration applications** – directly enter information, upload documents, pay fees in portal – applications routed to specific staff – automated workflow
- **Review and Approval** – employee uses customizable checklist to review/approve application or send deficiency to applicant, automatically make registration certificates available to print, download, etc.,
- **Integration** – Integrate parcel data onto a map for rental registration and pending inspections' display on a public portal

- **Renewals** – automatic generation of renewal reminders and notices via email; allow for changes and all information on-line submittal – automated workflow

Over-all a dedicated software solution such as **Citizenserve** will enhance the entire rental registration process allowing for more effective compliance that will improve efficiency, effectiveness, and revenue that will cover the below 1-time (set-up) and annual software license/user fees (via the enhanced compliance). Software will also allow staff to manage code enforcement through an automated process of opening cases, scheduling inspections, recording violations, and other processes. City staff will also have access to all data in the field (via phone, tablet, or laptop).

- Currently proposed software costs:

6 users \$2,400/user **\$14,400.00** (annual user/license fee)

One-time costs (just in year 1):

Project Management, training, implementation	\$9,000.00
Data Migration of 2 spreadsheets	\$5,000.00
Integration and Services	<u>\$2,500.00</u>
	\$16,500.00

Funding requires a year-end budget amendment of \$30,900, to expense to Code Enforcement, Other Contractual Services, 001-524-200-034-000, \$3,500 currently available in this line-item:

\$7,500 available in current Code Enforcement department budget with remaining

\$19,900 expenses from Regular Salaries Finance:

Travel & Per Diem, 001-524-200-040-000	\$2,000
Repair and Maintenance, 001-524-200-046-000	\$ 500
Printing and Binding, 001-524-200-047-000	\$3,000
Operating Supplies, 001-524-200-052-000	\$1,000
Training Education and Dues	\$1,000
Regular Salaries Finance	\$19,900

MOTION:

I move to approve/deny authorizing the City Manager to Enter into a Service Agreement with Citizen Serve for Software to Manage Short Term Rentals/Inspections and Code Enforcement.

ATTACHMENTS:

1. Citizenserve Order Form and Service Agreement



Order Form - 03/16/2026

Account Name: Indian Rocks Beach, FL

Contact Information:

Michael Kelley
1507 Bay Palm Blvd
Indian Rocks Beach, FL 33785
mkelley@irbcity.com

Billing Information:

Michael Kelley
1507 Bay Palm Blvd
Indian Rocks Beach, FL 33785
mkelley@irbcity.com

Contract Term:

Billing Cycle: Annual
Billing Schedule: Upon Contract Signing
Service Term Starts: 04/01/2026
Service Term Ends: 03/31/2027

Components to be Implemented

Code Enforcement
Rental Registrations

Fees:

Table with 3 columns: Fee Description, Rate, and Total. Includes rows for 6 User Subscriptions, Project Management, Data Migrations, and Integrations and Services. Totals: Total 1st Year Fees \$30,900.00, Each Additional Year Fees \$14,400.00.

I authorize Online Solutions, LLC to invoice as per the above information.

Online Solutions, LLC "Citizenserve":

Customer:

Authorized Signature

Authorized Signature

Print or Type Name of Signatory

Print or Type Name of Signatory

Execution Date

Execution Date

Address: 1101 E. Warner Road, Suite 160
Tempe, AZ 85284

Address: 1507 Bay Palm Blvd
Indian Rocks Beach, FL 33785



SERVICE AGREEMENT

THIS SERVICE AGREEMENT (the "Agreement") between Online Solutions LLC. ("Citizenserve") with its principal place of business 1101 East Warner, Suite 160, Tempe, Arizona 85284 and the Indian Rocks Beach, FL ("Customer") with its principal place of business at 1507 Bay Palm Blvd, Indian Rocks Beach, FL 33785 is made effective as of 04/01/2026 ("Effective Date").

1. ONLINE SOLUTIONS DELIVERY OF SERVICES

Citizenserve grants Customer a non-exclusive, non-transferable, limited subscription to access and use the Citizenserve software-as-a-service (SaaS) platform (the "Service") as described in the Citizenserve Order Form and Statement of Work (SOW), incorporated herein by reference. The subscription term begins on the date specified in the Order Form. On this date Citizenserve's responsibilities begin regarding providing support services, infrastructure, backing up data, security, and performing setup and configuration. Implementation and go-live timelines depend on Customer's availability, responsiveness, and priorities. Both parties will collaborate in good faith, as outlined in the SOW, to achieve a successful migration from legacy systems and meet Customer's objectives.

2. OWNERSHIP

Customer acknowledges that it receives only a limited subscription to use the Service and associated documentation, with no ownership or title to the Software or Service, which remains with Citizenserve. Customer may use the Software and Service solely for its operations and may not lease, rent, or provide access to third parties without Citizenserve's prior written consent. All Customer data remains owned by Customer.

3. DATA MIGRATION

For implementations requiring the migration of legacy data, Citizenserve staff will perform the data migration by module/function. The Customer's team members will review and test the migrated data and provide written feedback on any errors or required changes; updates will be made to the migration script as needed. It is critical that the Customer's team put in the time and effort to thoroughly review the data migration and identify any issues before go live so that corrections can be made to the migration script. The data migration import can be modified and run as many times as needed prior to go live to ensure the accuracy of imported data during this phase. Once the data migration script has been run in production for go live, no additional changes can be made to the migrated data.

4. SERVICE LEVELS AND SUPPORT

Citizenserve will use commercially reasonable efforts to maintain the Service and Authorized website(s) availability and performance, consistent with industry standards for SaaS platforms serving local governments. Support will be provided during normal business hours (Monday–Friday, 8:00 AM–5:00 PM MST) via the Citizenserve Support Center, with response times of one hour for standard requests and 15 minutes for urgent requests.

Disclaimer: The Service is provided "as is." Citizenserve does not warrant that the Service will be uninterrupted or error-free but will address issues promptly in accordance with the SOW

5. ADDITION OF NEW USERS

New users added by Customer before the renewal date will be prorated to the term of the subscription at the current subscription rate. Setup costs may be applied for each new user.

Customer must notify Citizenserve of any user additions that result in a user count that is higher than Customer's subscription. If Customer adds new users and goes over the number of users specified in their subscription, Citizenserve will invoice Customer for any users above this user count. Setup costs may be applied for each new user.

6. TERMINATION

Either party may terminate this Agreement for material breach with sixty (60) days' written notice, provided the breaching party fails to cure the breach within that period. If Customer terminates without cause after the subscription term begins, Customer shall pay the remaining balance of the current term, due immediately. Citizenseve may suspend or terminate the Service for non-payment as specified in the Order Form. Upon termination, Citizenseve will provide Customer with an electronic copy of Customer's data upon request, within thirty (30) days. Sections concerning Ownership, Confidentiality, Liability, Taxes, and Miscellaneous shall survive termination.

7. CONFIDENTIALITY

Each party agrees to protect the other's confidential information, including proprietary materials, trade secrets, and non-public data, acquired under this Agreement. Confidential information shall not be disclosed except as required by law (e.g., public records requests under applicable state law) or as necessary to perform under this Agreement. Citizenseve will ensure its contractors maintain confidentiality of Customer's data. Customer acknowledges that the Service contains Citizenseve's trade secrets and will take reasonable measures to prevent unauthorized access.

8. DATA PRIVACY AND USAGE

8.1 CUSTOMER DATA OWNERSHIP

Customer retains ownership of all data uploaded, inputted, or generated through the Service ("Customer Data"). Citizenseve will not use Customer Data except as necessary to provide the Service or as permitted under this Agreement.

8.2 AI AND SERVICE IMPROVEMENT

Customer grants Citizenseve a non-exclusive, worldwide, royalty-free license to use anonymized or aggregated Customer Data for developing and improving artificial intelligence (AI) models, machine learning algorithms, and Service enhancements, such as predictive analytics and automation. Citizenseve will anonymize or aggregate Customer Data to the extent practicable to minimize the risk of identification of individuals or entities, in compliance with applicable laws, including the General Data Protection Regulation (GDPR), California Consumer Privacy Act (CCPA), and state public records laws. Customer may opt out of AI data usage by emailing jim@citizenseve.com. Opting out may limit access to AI-driven features (e.g., predictive analytics, automated workflows).

9. TAXES

Customer is responsible for all applicable taxes, including sales, use, or value-added taxes, arising from the subscription, except for taxes based on Citizenseve's net income. Customer shall provide valid tax exemption certificates, if applicable, prior to the Effective Date. If exemption documentation is not provided, Citizenseve may invoice Customer for applicable taxes, which Customer agrees to pay promptly. Customer shall indemnify Citizenseve against liabilities arising from Customer's failure to pay or properly claim tax exemptions.

10. NO THIRD-PARTY BENEFICIARIES

This Agreement is solely for the benefit of Citizenseve and Customer and does not confer rights or benefits on any third party.

11. ACCEPTABLE USE

Customer shall use the Service solely for lawful purposes in compliance with applicable federal, state, and local laws, including public sector regulations. Citizenseve may request Customer to restrict access to the Service by any user engaging in misuse, and Customer shall comply promptly unless the misuse is corrected.

12. MISCELLANEOUS

12.1 GOVERNING LAW

This Agreement is governed by the laws of the State of Florida, without regard to conflict of law principles.

12.2 ASSIGNMENT

Neither party may assign this Agreement without the other's prior written consent, except that Customer may assign it to a successor governmental entity with notice to Citizenseve.

12.3 ENTIRE AGREEMENT

This Agreement, including the Order Form and SOW, constitutes the entire agreement between the parties and supersedes all prior agreements. Amendments must be in writing and signed by both parties.

12.4 PUBLIC RECORDS

Citizenseve acknowledges that Customer, as a governmental entity, may be subject to public records laws. Citizenseve will cooperate with Customer to comply with such laws, including providing data in a format suitable for public disclosure, if requested.

13. ACCEPTANCE

By signing below, the authorized representatives of Customer and Citizenseve agree to the terms of this Agreement, effective as of the Effective Date.

Online Solutions, LLC "Citizenseve"

Customer: "Customer"

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: Jim Garvey

Print Name: _____

Title: Manager

Title: _____

CITIZENSERVE STATEMENT OF WORK

This Statement of Work (SOW) defines the services and deliverables that Citizenserve provide Customer. All services will be conducted remotely.

Implementation Method. Citizenserve will use an agile methodology to engage in the implementation.

Completion of the Setup Checklist. The Citizenserve account manager will provide a Setup Checklist of supporting documentation that will be required to begin the setup. The supporting documentation typically includes items like copies of permit and license applications, fee structures, notices, forms, etc. Customer team will work to gather all the documentation and information included in the Setup Checklist.

Project Kickoff. The project kickoff meeting includes the key Customer and Citizenserve team members. The Citizenserve implementation manager will work with the Customer's project manager to develop the agenda and PowerPoint presentation for the kickoff meeting. Key components of the project will be discussed including roles, responsibilities, timeline, and objectives. The Citizenserve implementation manager will provide a report summarizing the meeting and assigning action items.

System Walkthroughs. A weekly meeting will be scheduled with the customer team and the implementation manager. The Citizenserve implementation manager will familiarize the Customer's team members on Citizenserve at the beginning of the walkthroughs to enable the team to make informed decisions on configurations and workflows. During the walkthrough meetings, the team will review each area of the system and make a list of changes or additions. In the days before the next meeting, the Customer team will get "hands on" with Citizenserve, trying out the new configurations, running new reports, and identifying any needed changes. The walkthroughs and the hands-on practice make up an iterative process that allows Customer to clarify or improve upon existing processes and configure Citizenserve to support those processes.

The weekly walkthroughs are held with customer staff who are familiar with the Customer's business processes and associated requirements for configurations, workflows, and reporting. It is critical that the staff who attend the meetings have the knowledge and experience required to provide accurate requirements; we therefore will not conduct the walkthroughs with a surrogate such as a consultant or contractor. If the Customer's subject matter expert staff are not available, we will postpone the walkthroughs until the staff members have availability to attend the meetings and complete assignments before the next meeting.

Data Migration. Citizenserve staff will perform the data migration by module/function. Once the setup for a module is nearly complete and the Customer has delivered to Citizenserve the data to be migrated, Citizenserve will begin creating programs to convert and import the related Customer data. This process cannot take place until all custom fields for the module that are related to a legacy system have been identified and configured in Citizenserve.

The Customer's team members will review and test the migrated data and provide written feedback on any errors or required changes; updates will be made to the migration script as needed. It is **critical** that the Customer's team put in the time and effort to thoroughly review the data migration and identify any issues before go live so that corrections can be made to the migration script. The data migration import can be modified and run as many times as needed prior to go live to ensure the accuracy of imported data during this phase. Once the data migration script has been run in production for go live, no additional changes can be made to the migrated data.

Integration. The requirements for the configurations of the integrations will be gathered during the weekly walkthroughs. The Citizenserve system architect will develop the scripts for the integration points on the Citizenserve side (development of code to export data from or accept data into Citizenserve); if an API is not available, the Customer's technical resources will be responsible for developing the code to export data to Citizenserve or accept data from Citizenserve. The Customer's team will test the data exchanged between Citizenserve and the external systems and will provide feedback on needed changes.

Training. Prior to go live, staff members will be trained online in small groups. Training will be conducted via web conferencing in small groups. The web conferences used for training can be recorded and edited for later viewing. Each training session will focus on a specific group's core job responsibilities. Most users will attend one or two training sessions that last up to four hours; additional one-on-one training sessions can be scheduled as needed.

Go Live. Final data will be provided on a Friday afternoon. Over the weekend all test data will be removed from the system and the legacy data will be converted.

Ongoing Support. The weekly walkthrough meetings will continue for 2-4 weeks after go live to identify any issues or changes needed.

After go live, users can request support for any needs or questions through the Citizenserve support center. Response time to a support request is within one hour; urgent requests receive a response within 15 minutes.

Appendix A - Citizenserve existing payment processors

PAYMENT PROCESSOR	OPTIONS AVAILABLE				
	Credit Cards	Checks	Payments on Permits & Licenses	Payments on Activities	Single payment for multiple items (permits, licenses, activities, etc.)
ACI Universal - CoBrand+ API With Postback	Yes	Yes	Yes	Yes	Yes*
Authorize.net - REST API	Yes	Yes	Yes	Yes	Yes*
Hancock Whitney Transactis BIQ SHO Version 7.0	Yes	No	Yes	No	No
Bluefin PayConex QSAPI3.8	Yes	Yes	Yes	No	No
City Hall Systems Secure Pay eCart API	Yes	Yes	Yes	No	No
Civitek WPS Paynow	Yes	Yes	Yes	Yes	No
Converge - "Key Value" Pair API dated Nov-2014	Yes	Yes	Yes	No	Only for Permits/Licenses
CyberSource Simple Order API	Yes	Yes	Yes	Yes	Yes
EGov Strategies LLC Rest API	Yes	Yes	Yes	No	No
HP ETS Money Ver 3.0	Yes	No	Yes	No	Yes*
Forte Web Services V3	Yes	Yes	Yes	Yes	Yes*
AllPaid.Com GovPayNet - Web Services API 1.8	Yes	No	Yes	No	No
Heartland Bolletta Pay	Yes	Yes	Yes	No	Only for Permits/Licenses
InvoiceCloud Web Services V2	Yes	Yes	Yes	Yes	Yes*
JetPay Magic REST API	Yes	Yes	Yes	No	No
Kubra EZ-Pay	Yes	Yes	Yes	No	No
MuniciPay - Form POST	Yes	Yes	Yes	No	No
NIC Inc - Common Checkout Page (CCP)	Yes	Yes	Yes	No	Only for Permits/Licenses
OpenEdge Host Pay ver1.0	Yes	Yes	Yes	No	Only for Permits/Licenses
HP Paybill web services v4.0	Yes	No	Yes	No	Only for Permits/Licenses
First Billing Payeezy ver1.1 - Hosted Page	Yes	Yes	Yes	No	No
Paya Payconnect - REST API	Yes	Yes	Yes	No	No
Paymentus Web Services Payment API	Yes	Yes	Yes	Yes	Yes*
Paypal PayFlow Pro API	Yes	Yes	Yes	Yes	No
Point and Pay API3.2.8	Yes	Yes	Yes	No	Only for Permits/Licenses
PlugnPay - Iframe Hosted Page Solution	Yes	No	Yes	No	Only for Permits/Licenses
Payment Services Network PSN Auto Auth API	Yes	Yes	Yes	No	No
Unibank RTI v2.0 (unibank)	Yes	Yes	Yes	No	Only for Permits/Licenses
Value Payment Systems REST API (VPS)	Yes	Yes	Yes	No	No
XPRESS BILL PAY Secure API	Yes	Yes	Yes	Yes	Yes*

*Currently this integration allows a single payment for multiple permits and licenses only, activities are not included. We can add this to the integration at no cost, however, additional time may be required to include the multiple payments on activities option.

INDIAN ROCKS BEACH CITY COMMISSION AGENDA MEMORANDUM

MEETING OF: March 25, 2026 **AGENDA ITEM:** 8I

ORIGINATED BY: Dean A. Scharmen, Public Works Director
Robin I. Gomez, Administrative Director *Re ?*

APPROVED BY: Ryan Henderson, City Manager *RMH*

SUBJECT: Selection of a Beach Equipment Concessionaire for Beach Chairs, Umbrellas and Cabana Rentals at the Pinellas County/Indian Rocks Beach Access Park and the 4th Avenue Beach Access.

BACKGROUND:

Since 1997, the City of Indian Rocks Beach and Pinellas County have enjoyed a successful partnership in overseeing and managing the Pinellas County/Indian Rocks Beach Access Park.

The partnership includes a sharing of the parking meter revenues with the gross receipts less applicable State Sales Tax shared Sixty percent (60%) to the City of Indian Rocks Beach and Forty percent (40%) to Pinellas County.

As part of the revenue sharing, the City is responsible for the maintenance of certain portions of the Park:

Landscaping and Restrooms – (at a service level negotiated by both parties).

To additionally offset maintenance costs, staff discussed several options to create a revenue source and settled on developing a Request for Proposal for Beach Chairs, Umbrellas and Cabana Rentals at the Pinellas County/Indian Rocks Beach Access Park and the 4th Avenue Beach Access.

ANALYSIS:

City staff issued a Request for Proposal for Beach Chairs, Umbrellas and Cabana Rentals at the Pinellas County/Indian Rocks Beach Access Park on December 17, 2025, in the Tampa Bay Times pursuant to Florida Statutes and the Code of Ordinances.

The purpose of the RFP is to solicit proposals from firms to manage and coordinate the availability and rental of beach chairs, umbrellas, and cabanas at the two stated beach/sand locations. Upon review of complete proposals, the City will enter into a

multi-year agreement (approved by the City Commission) with a firm utilizing the following criteria:

- 6 to 8 years relevant local experience in similar projects
- Qualifications of project team
- Demonstrated ability to work as a team player
- Quality, quantify, and variety of equipment
- Monthly fee paid to the City

On January 16, 2026, at 2:00 P.M. in the City Hall Conference Room, Proposals were opened with the following tabulations:

<u>PROPOSER NAME</u>	<u>ADDRESS</u>	<u>PRICE</u>
AMI Chairs, LLC dba IRB Chairs	102 Marcdale Boulevard Indian Rocks Beach, FL 33785	\$1,000.00 per month
BeachEase Booking, LLC	340 51 st Street North St. peteresburg, FL 33710	\$4,000.00 per month + 5% Gross Revenue on a quarterly basis

The RFP is only for the coastal beach frontage area in front of the Pinellas County/Indian Rocks Beach Access Park – 17th Avenue to the South and 18th Avenue to the North and the 4th Avenue Beach Access.

Though BeachEase Booking, LLC, had a better proposal related to the monthly fee paid to the City, they failed to demonstrate the requisite years of relevant local experience and lack of ability to demonstrate previous work with a local government entity. It is therefore the recommendation of the City Manager to award the Beach Equipment Concession to AMI Chairs, LLC.

MOTION: I move to authorize the City Manager to award the Beach Equipment Concession to AMI Chairs, LLC, dba IRB Chairs for Beach Chairs, Umbrellas and Cabana Rentals at the Pinellas County/Indian Rocks Beach Access Park and the 4th Avenue Beach Access as presented.

DOCUMENTS ENCLOSED:

1. Bid Opening Minutes and Tabulation
2. City’s Request for Proposals document issued on December 17, 2025
3. The two (2) RFP replies:
 - a. AMI Chairs, LLC, dba IRB Chairs
 - b. BeachEase Booking LLC



Administrative
727/595-2517

Library
727/596-1822

Public Works
727/595-6889

FRIDAY, JANUARY 16, 2026
2:00 P.M.

PUBLIC WORKS DEPARTMENT
1507 BAY PALM BOULEVARD
INDIAN ROCKS BEACH, FL 33785

MINUTES

REQUEST FOR PROPOSALS:

Beach Chairs, Umbrellas and Cabana Rentals

Sealed Proposals for the *City of Indian Rocks Beach* - Beach Chairs, Umbrellas and Cabana Rentals were opened at 2:00 P.M., on Friday, January 16, 2026.

PRESENT: Dean A. Scharmen, Public Works Director
Robin I. Gomez, Interim Finance Director
Anessa Yarberry, Administrative Assistant, Public Works Department

Sealed Proposals were opened, read aloud and tabulated by Dean A. Scharmen, Public Works Director.

A copy of that tabulation is attached hereto and made a part of this report.

The bid opening concluded at 2:10 P.M.

A handwritten signature in blue ink, consisting of several overlapping loops and lines, positioned above a horizontal line.

Dean A. Scharmen
Public Works Director

Attachment (1)

cc: File

**CITY OF INDIAN ROCKS BEACH
REQUEST FOR PROPOSAL**

PROJECT: Request for Proposal - Beach Chairs, Umbrellas and Cabana Rentals

DATE: January 16, 2026

TIME: 2:00 PM

DATE(S) ADVERTISED: December 17, 2025

DEPARTMENT: Public Works

PLACE: IRB Conference Room

PUBLICATION: Tampa Bay Times

EXP A/C #: 001-539-000-034-400

PROPOSER'S NAME & ADDRESS	TOTAL PROPOSED	5% of TOTAL BID	
		Bid Bond	Certified Check
AMI CHAIRS – dba, IRB CHAIRS 102 MARCDALE BOULEVARD, INDIAN ROCKS BEACH, FL 33785	\$1,000.00 PER MONTH	N/A	N/A
BEACH EASE BOOKING 340 51 ST STREET NORTH, ST. PETERSBURG, FL 33710	\$4,000.00 PER MONTH + 5% OF GROSS RENTAL REVENUE, QUARTERLY	N/A	N/A

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



CITY OF INDIAN ROCKS BEACH

REQUEST FOR PROPOSALS

**Beach Chairs, Umbrellas and Cabana Rentals at the
Indian Rocks Beach Access Park and the 4th Avenue Beach Access**

Proposals due by January 16th, 2026 – 2:00 P.M. at

**City of Indian Rocks Beach
1507 Bay Palm Boulevard
Indian Rocks Beach, Florida 33785**

Request for Proposals
Beach Chairs, Umbrellas and Cabana Rentals at the
Indian Rocks Beach Access Park and the 4th Avenue Beach Access

PURPOSE & INTRODUCTION

The purpose of this Request for Proposals (RFP) is for the City of Indian Rocks Beach to receive responses from qualified firms capable of providing quality beach chairs, umbrellas and cabana rentals at the Indian Rocks Beach Access Park and the 4th Avenue Beach Access. The beach locations are parallel to Gulf Boulevard on the Western side, 18th Avenue to the North and 17th Avenue to the South; and West of 4th Avenue Beach Access.

The following details are the proposed scope of services for the subject RFP:

MANDATORY SITE TOUR
NO SITE TOUR WILL BE REQUIRED

PROJECT DESCRIPTION

The City is in search of a company and/or firm to provide beach chairs, umbrellas and cabana rentals at the Indian Rocks Beach Access Park and the 4th Avenue Beach Access in Indian Rocks Beach.

The Indian Rocks Beach Access Park has 3 separate beach access points and 4th Avenue has 1 beach access point. We are looking for one single operator to offer typical beach rental items (beach chairs, umbrellas, cabanas, etc.).

CALENDAR OF EVENTS

- | | |
|----------------------|---|
| A. December 17, 2025 | Request for Proposals (RFP) release date |
| B. January 16, 2026 | RFP submittal date, no later than 2:00 PM |
| C. February 10, 2026 | Award by City Commission |

QUALIFICATIONS

The responding firm shall present their Proposal as outlined in the RESPONSE FORMAT/SUBMITTAL REQUIREMENTS section of this document. Respondents must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City of Indian Rocks Beach. The City reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with the terms and conditions of the Contract. In the event the responses do not

meet the City's requirements, alternative delivery methods may be pursued. The City reserves the right, at its sole discretion, to accept or reject any or all proposals and maintains no obligation to select any proposal.

DELIVERY METHOD

The City of Indian Rocks Beach is seeking a firm to coordinate and manage Beach Chairs, Umbrellas, and Cabana rentals at the Indian Rocks Beach Access Park and the 4th Avenue Beach Access. The firm must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate affordable pricing. The firm must demonstrate experience in providing beachside furniture rentals in Florida or elsewhere.

SELECTION CRITERIA

The following criteria will be used in selecting the contractor (and listed in no specific order):

- 6 to 8 years relevant local experience in similar projects
- Qualifications of project team
- Demonstrated ability to work as a team player
- Quality, quantity and variety of equipment
- Monthly fee paid to City **

The City realizes that all companies may not bid the exact same equipment and that an "apples to apples" comparison may not always be possible. The City will do its best in its evaluation.

** The monthly fee paid to the City will carry more weight than the other criteria listed above.

SUBMITTAL PROCEDURES:

Firms shall submit three (3) original proposals. Responses must be submitted by the date and time indicated below. Proposals not submitted by that time will be refused. Proposals shall not be valid unless sealed in a single envelope or box marked: "**Beach Chairs, Umbrellas and Cabana Rentals at the Indian Rocks Beach Access Park and the 4th Avenue Beach Access**" and received by:

City of Indian Rocks Beach
Public Works Director
1507 Bay Palm Boulevard
Indian Rocks Beach, FL. 33785

Proposals will be received until January 16, 2026 at 2:00 P.M. by the Public Works Director, City of Indian Rocks Beach, FL 33785, at which time said Proposals will be opened and publicly read.

RESPONSE FORMAT/ SUBMITTAL REQUIREMENTS

The response must be organized according to the following format. Information should be concise and specific to address each request. Include a table of contents and tabs to organize the material in the following order:

1. **Letter of Interest:** To be no more than one (1) page long. The letter of interest may contain any information not shown elsewhere in the submittals.
2. **Specific project experience:** List recent projects your firm has completed in the Tampa Bay region that are specifically relevant to the proposed scope of the project.
3. **Claims / disputes / litigation:** Identify all unresolved and ongoing claims and disputes against your firm in excess of \$500,000. Include any claims against the principals of your firm or any claims your company may have against a third party. Provide a history of litigation, including the outcomes, for the past five years.
4. **Fee:** The most responsive and responsible firm offering the most competitive pricing will be considered for the contract. The fee will be a fixed monthly amount submitted to the City.

CITY RESERVATION OF RIGHTS

The City reserves the right to reject any and all proposals, or any part of any proposal, to waive any irregularities or informalities in any proposal, and to accept that proposal which is deemed to be in the best interest of the City.

DESIGNATED CONTACT

The awarded firm shall appoint a person to act as a primary contact with the City. This person or back-up shall be readily available during normal working hours by phone or in person and shall be knowledgeable of the terms of the Contract.

INSURANCE REQUIREMENTS (to be filed with the City upon award)

Include proof of insurance furnished by the firm's carrier to guarantee the firm is insured. The awarded firm must file with the City certificates of insurance prior to commencement of work evidencing the City as a certificate holder as additionally insured with the following minimum coverage.

Liability Insurance: The party submitting an RFP, if selected, shall furnish, pay for, and maintain during the life of any contract entered into with the City of Indian Rocks Beach, Florida, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, employees or subcontractors in the amount of one million dollars per incident.

Comprehensive General Liability: \$1,000,000 per person, \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Workers' Compensation: Proposer will obtain and maintain during the life of this Contract, Workers' Compensation insurance in accordance with the laws of the State of Florida, for all of Proposer's employees employed at the site of the Project. Coverage should include Employers Liability, Voluntary Compensation and U.S. Longshoremen's and Harbor Worker's Act coverage where applicable.

Employer's Liability: \$100,000 each employee, each accident, and \$100,000 each employee/\$500,000 policy limit for disease, and which meets all state and federal laws. Coverage must be applicable to employees, contractors, and subcontractors, if any.

INDEMNIFICATION

The Proposer shall defend, indemnify, save and hold the City harmless from any and all claims, suits, judgments and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from any performance under this RFP, or a subsequent purchase order or contract entered into by City and Proposer, its employees, subcontractors, or assigns, including legal fees, court costs, or other legal expenses. Proposer acknowledges that it is solely responsible for complying with the terms of this RFP or a purchase order or contract arising out of this RFP. In addition, the Proposer shall, at its expense, secure and provide to the City, prior to beginning performance under an RFP, or a subsequent purchase order, or contract, all insurance coverage as required in this RFP. Nothing herein shall be construed to extend the City of Indian Rocks Beach's liability beyond that provided in section 768.28, Florida statutes.

Subcontractors: Proposer shall require and verify all subcontractors maintain insurance, including Workers' Compensation insurance, subject to all of the requirements stated herein prior to beginning work.

ASSURANCES

The responding firm shall provide a statement of assurance that the firm is not presently in violation of any statutes or regulatory rules that might have an impact on the firm's operations. All applicable laws and regulations of the State of Florida and ordinances and regulations of the City will apply.

DEVIATIONS FROM SPECIFICATIONS

Respondents shall clearly indicate, as applicable, all areas in which the items/services he/she proposes do not fully comply with the requirements of this submittal. The decision as to whether an item fully complies with the stated requirements rests solely with the City.

NO COLLUSION

By offering a submission to this request, the responder certifies that no attempt has been made or will be made by the responder to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principal(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

TERMINATION

The resulting contract may be canceled by the City within 30 days for cause or 90 days without cause. The winning proposer may cancel the contract with a 6-month written notice to the City.

TERM OF CONTRACT

The City wishes to award an initial Five (5) year contract with the City's right to renew for One (1) – Two (2) year extension.

SUBMITTAL WITHDRAWAL

After proposals are opened, corrections or modifications to proposals are not permitted, but a respondent may be permitted to withdraw an erroneous proposal prior to the award by the City Commission, if the following is established:

- a. That the respondent acted in good faith in submitting the proposal;
- b. That in preparing the proposal there was an error of such magnitude that

- enforcement of the proposal would create severe hardship upon the respondent;
- c. That the error was not the result of gross negligence or willful inattention on the part of the respondent;
 - d. That the error was discovered and communicated to the City within twenty-four (24) hours of submittal opening, along with a request for permission to withdraw the proposal;
 - e. The respondent submits documentation and an explanation of how the error was made.

TAXES, FEES, CODES, LICENSING

The awarded firm shall be responsible for payment of all required permits, licenses, taxes, or fees associated with the project. The awarded firm shall also be responsible for compliance with all applicable codes, laws, and regulations.

SPECIAL CONSIDERATIONS

All items including: chairs, umbrellas, cabanas, etc. must be 100% mobile and never affixed to the beach. At the end of the business day, all items must be stored in an organized method in an area deemed acceptable to the City.

The proposal will include costs for beach chairs, umbrellas and cabanas to be rented at the Indian Rocks Beach Access Park and the 4th Avenue Beach Access. These items need not be stationed at each walkover access to the beach from the Park (there are 3 of them) but the City intends for the new vendor to handle the entire beach adjacent to the Park.

The City reserves the right to temporarily suspend rental activities during any/all times deemed necessary and specifically during times of City events.

All questions can be addressed to Dean A. Scharmen, Public Works Director, via email at dscharmen@irbcity.com

CERTIFICATION OF INFORMATION PROVIDED

I certify that the information and responses provided on this submittal are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Dated: _____

Contractor:

(Contractor Name)

(Signature)

By: _____
(Printed Name)

Its: _____
(Title)

Sworn to and subscribed before me

this _____ day of _____, 20 _____

(Notary Public)

(My Commission Expires)

[SEAL]

REQUEST FOR PROPOSAL
BEACH CHAIRS, UMBRELLAS AND CABANA
RENTALS

IRBCHAIRS
BEACH CHAIR RENTALS

Michael Fowler
Owner / Operator
619-379-9605
info@irbchairs.com

Table of Contents

- I. Letter of Interest**

- II. Specific Project Experience**

- III. Claims / Disputes / Litigation**

- IV. Fee**

- V. Appendix**
 - a. Signature and Notary**
 - b. Business License**
 - c. Insurance Verification**
 - d. Pricing and Advertisement**

I. Letter of Interest

I am writing to formally express my interest in responding to the Request for Proposal for the provision of beach chair, umbrella, and cabana rental services at the Indian Rocks Beach Access Park and the 4th Avenue Beach Access.

AMI Chairs LLC, doing business as IRB Chairs, has proudly served as the beach service provider for Indian Rocks Beach for the past nine years. We specialize in high-quality beach chair and umbrella rentals, delivering customer-focused service supported by efficient and well-organized beach operations. Our team is dedicated to enhancing the beach experience for both residents and visitors while upholding the highest standards of safety, cleanliness, and professionalism.

IRB Chairs brings a proven operational track record that includes:

- Professional setup, maintenance, and daily management of beach chairs, umbrellas, and cabanas
- Trained and courteous staff with a strong focus on customer satisfaction and beach safety
- Full compliance with all local regulations, permitting requirements, and safety standards
- Recognized throughout the community as a trusted and reputable beach service provider with a strong record of customer satisfaction and partnership

We believe our extensive experience, operational reliability, and commitment to service excellence align with the objectives outlined in the RFP.

We are eager to submit this comprehensive proposal and welcome the opportunity to further demonstrate how IRB Chairs can continue to add value to the City of Indian Rocks Beach.

Thank you for your time and consideration. Please feel free to contact me should you require any additional information.

Michael Fowler,



IRB Chairs Owner / Operator

II. Specific Project Experience

IRB Chairs brings extensive, proven experience that demonstrates why we are the most qualified vendor to continue servicing the City of Indian Rocks Beach.

- **Operational Excellence:** We coordinate the daily set-up, breakdown, and ongoing maintenance of all rental equipment, with a strong emphasis on safety, cleanliness, and consistency. Our procedures ensure that beach areas remain orderly and welcoming for residents and visitors alike.
- **Weather Adaptability & Safety Record:** Operating in constantly changing coastal weather conditions requires precision and experience. Every umbrella and cabana must be angled and positioned correctly each day to ensure stability and public safety. We are proud to report that over nine (9) years of operation, IRB Chairs has maintained a flawless safety record with **zero reportable accidents** involving employees, customers, or the public.
- **Collaboration with City Staff:** We work closely and collaboratively with City staff daily to ensure compliance with municipal requirements, address concerns promptly, and **support the City's operational goals** for its beachfront amenities.
- **Professional Trained Workforce:** IRB Chairs employs fourteen **(14) well-trained staff members**. Employees are required to wear clean, professional uniforms while on duty, reinforcing a consistent and positive public image while delivering high-quality service.
- **Strong Social Media Presence:** IRB Chairs maintains an active and effective social media presence, posting daily beach reports that communicate current beach conditions and weather expectations. Through consistent engagement and quality communication, we have built a strong brand of over **11,000 followers**. Our commitment to customer satisfaction is reflected in our **4.9-star Google rating**, supported by over 300 customer reviews.
- **Exceptional Customer Experience:** IRB Chairs operates a fully functional, user-friendly website that provides information on location, hours of operation, pricing, and services. The website features an integrated online reservation system, allowing customers to plan their beach experience conveniently and efficiently.

- **Community Involvement:** IRB Chairs is a proud sponsor and active participant in numerous community events. As owner and operator of the company, I serve on the Board of Directors for IRB Home, a local 501(c)(3) volunteer organization.

III. Claims / Disputes / Litigation

IRB Chairs maintains all required comprehensive general liability insurance and workers' compensation coverage for all employees. As noted previously, the company has never had any insurance claims filed nor been involved in any litigation. (see attached Appendix C)

IV. Fee

IRB Chairs respectfully submits this proposal to continue providing beach rental services for the City of Indian Rocks Beach. With nine years of successful operation, a flawless safety record, and a strong collaborative relationship with City staff, IRB Chairs offers dependable, professional, and community-focused service.

We are eager to continue our operations for this contract and for many years to come.

IRB Chairs proposes to pay the City of Indian Rocks Beach a **fixed annual concession fee of \$1,000 per month** for the duration of the agreement.

CERTIFICATION OF INFORMATION PROVIDED

I certify that the information and responses provided on this submittal are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Dated: 1/5/26

Contractor:

AMI chairs LLC DBA
(Contractor Name) IRB
Mike Fowler Chair
(Signature)

By: Mike Fowler
(Printed Name)

Its: owner / operator
(Title)

Sworn to and subscribed before me

this 5th day of January, 2026

Laurie K Kraus
(Notary Public)

March 14th, 2026
(My Commission Expires)





EVANSTON INSURANCE COMPANY

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

POLICY NUMBER: 3AA858684

"X" if Supplemental Declarations is Attached

RETROACTIVE DATE	
THIS INSURANCE DOES NOT APPLY TO "BODILY INJURY", "PROPERTY DAMAGE" OR "PERSONAL AND ADVERTISING INJURY" WHICH OCCURS BEFORE THE RETROACTIVE DATE, IF ANY, SHOWN BELOW.	
RETROACTIVE DATE:	None (ENTER DATE OR "NONE" IF NO RETROACTIVE DATE APPLIES)

LIMITS OF INSURANCE		
General Aggregate Limit (other than Products/Completed Operations)	\$ 2,000,000	
Products/Completed Operations Aggregate Limit	\$ 2,000,000	
Personal and Advertising Injury Limit	\$ 1,000,000	Any One Person or Organization
Each Occurrence Limit	\$ 1,000,000	
Damage to Premises Rented to You Limit	\$ 100,000	Any One Premises
Medical Expense Limit	\$ 5,000	Any One Person

ALL PREMISES YOU OWN, RENT OR OCCUPY	
Loc. No.	ADDRESS OF ALL PREMISES YOU OWN, RENT OR OCCUPY
1	13880 Walsingham Rd, Largo, FL, 33774

CLASSIFICATION AND PREMIUM									
Loc. No	Code No.	Classification	Rating Basis	Premium Basis	Other Basis	Rate		Advance Premium	
						Pr/Co	All Other	Pr/Co	All Other
1		10133 Beach Chairs and Umbrellas - rented to others	Per \$1,000 of Gross Sales	250,000			\$27.35		\$6,838
*(a) Area *(c) Total Cost *(m) Admissions *(p) Payroll *(s) Gross Sales (u) Units *(r) Gross Receipts (e) Each (o) Other: Premium Basis identified with a "*" is per 1000 of selected basis.						Total Advance Premium		\$6,838	

These declarations, together with the Common Policy Conditions and Coverage Form(s) and any Endorsement(s), complete the above numbered policy.

FORMS AND ENDORSEMENTS
SEE FORMS SCHEDULE - MDIL 1001



MARKEL INSURANCE COMPANY
WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY
INFORMATION PAGE

MARKEL[®]

Issued January 14, 2020

Standard

1. The Insured's Name and Mailing Address:

AMI Chairs LLC
 PO Box 325
 Indian Rocks Beach, FL 33785-0325

NCCI Carrier Code: 22616

Policy Number: MWC0105796-04

Renewal of Policy: MWC0105796-03

Fein # / Risk ID # 814306506

For complete named insured: See Attached Named Insured Schedule
 Other work place not shown above: See Attached Location Schedule

SIC CODE:
 Type of entity: Limited Liability
 Company

2. The policy period is from 01/14/2020 to 01/14/2021 [12:01 AM Standard Time] at the insured's mailing address.

3. **A. Workers Compensation Insurance.** Part One of this policy applies to the Workers Compensation Law of the states listed here: **FLORIDA**
B. Employers Liability Insurance. Part Two of this policy applies to work in each state listed in Item 3A. The limits of our liability under Part Two are:

Bodily Injury by accident	\$ 100,000	each accident
Bodily Injury by disease	\$ 500,000	policy limit
Bodily Injury by disease	\$ 100,000	each employee

- C. Other States Insurance.** Part Three of this policy applies to the states, if any, listed here:
 All states except those listed in Item 3A of the Information Page and the following states or territories: District of Columbia, ID, MT, NY, ND, OH, OR, WA, WY, Puerto Rico and US Virgin Islands.
D. This policy includes these endorsements and schedules: See Attached Schedule of Schedules and Endorsements

4. The premium for this policy will be determined by our Manual of Rules, Classifications, Rates and Rating Plans. All information required is subject to verification and change by audit.

Code No.	Classifications	Premium Basis Total Estimated Annual Remuneration	Rate per \$100 of Remuneration	Estimated Annual Premium
See Attached Schedule of Classification and Premium Detail				
		Premium for Increased Limits Part Two		\$0.00
		Total Premium Subject to Experience Modification		\$1,048.00
		Total Estimated Standard Premium		\$1,048.00
		Premium Discount, if applicable		\$0.00
		Expense Constant Charge		\$160.00
		Terrorism Insurance		\$7.00
		Total Estimated Annual Premium		\$1,215.00
		Audit Noncompliance Charge		\$0.00
		Florida FWCIGA Assessment		\$12.00
		Total Amount		\$1,227.00

Minimum Premium: \$ 316.00

Deposit Premium: \$489.00

Producer: Advantage Select Agency Inc

Countersigned By:

Servicing Office:

Date: 01/14/2020

THIS INFORMATION PAGE WITH THE WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY AND ENDORSEMENTS, IF ANY ISSUED TO FORM A PART THEREOF, COMPLETES THE ABOVE NUMBERED POLICY

No: 1342
Date: 10/01/2025

**CITY OF INDIAN ROCKS BEACH
BUSINESS TAX RECEIPT**
License Year October 1, 2025 to September 30, 2026

AMI CHAIRS LLC
(941) 357-6103

FEE	TRANSFER	PENALTY	TOTAL
\$80.00	\$0.00	\$0.00	\$80.00

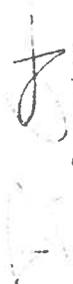
Business: AMI CHAIRS LLC
1700 GULF BLVD
INDIAN ROCKS BEACH, FL 33785

Classification: Equipment Rental, Small Tools

Mailing Address:
AMI CHAIRS LLC
102 MARCDALE BLVD
INDIAN ROCKS BEACH, FL 33785



A penalty will be imposed on any persons failing to post this certificate conspicuously in place of business or for not reviewing by September 30. This certificate is transferrable only under conditions stated in Chapter 13, Municipal Code of Ordinances. This business tax receipt does not constitute an endorsement approval or disapproval of the holder's skill or competence or for the compliance or noncompliance of the holder with other laws, regulations or standards.


Dan Carpenter
Acting City Manager

SHALL BE POSTED CONSPICUOUSLY IN PLACE OF BUSINESS

IRB CHAIRS

BEACH CHAIR RENTALS

DAILY BEACH REPORT



Every day 9:00am



2 Lounge Chairs with Umbrella

\$15

Hourly

TAX INCLUDED

\$45

Daily

TAX INCLUDED

1700 Gulf Blvd.
Indian Rocks Beach

OPEN DAILY 9:00AM - 5:00PM

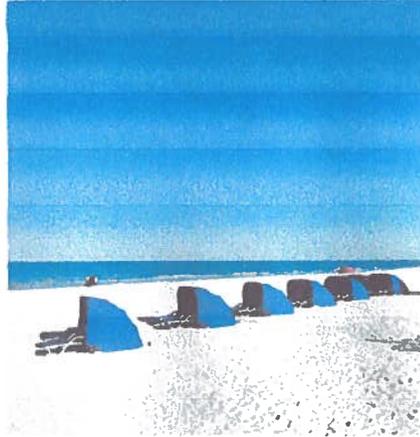
Weather Permitting
Rental Non-Transferable

IRB CHAIRS

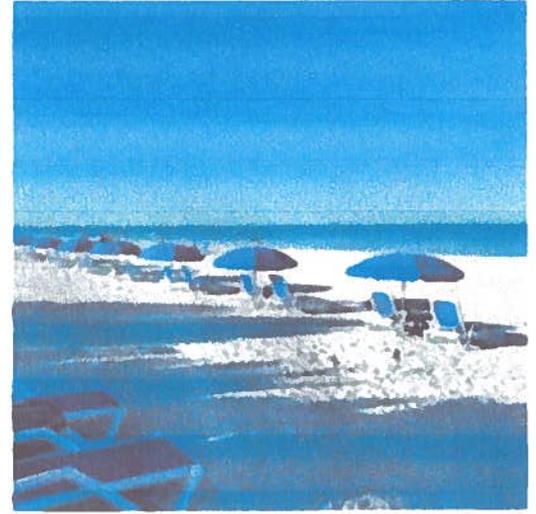
BEACH CHAIR RENTALS



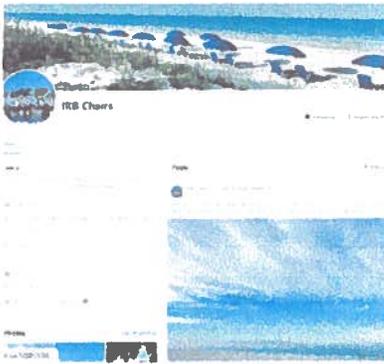
Umbrella Set-Up



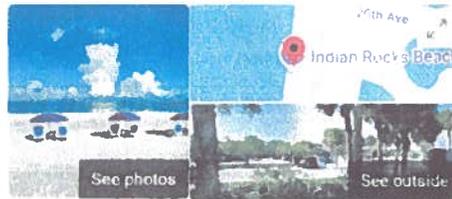
Cabana Set-Up



Umbrella Set-Up



Social Media Presence
11K Followers



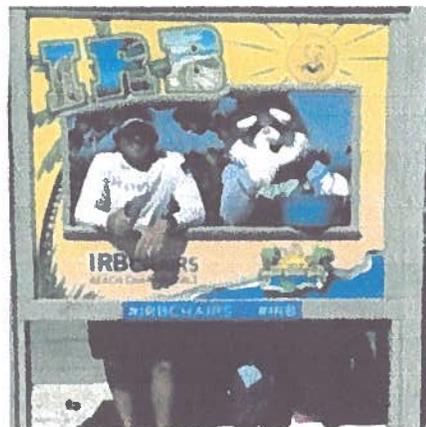
Website with 4.9 rating



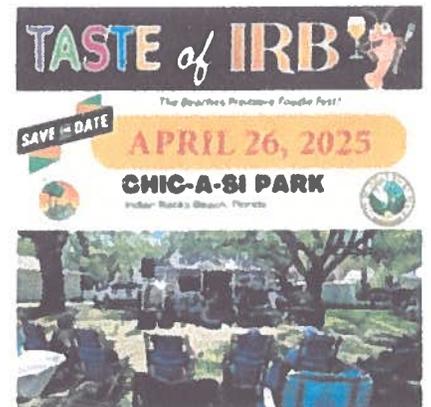
Professional Signage



Clean Professional Uniforms



County Park Addition
Picture Frame



Community Sponsor



BEACHEASE

We set up, you chill out.

Proposal Submission

**Beach Chairs, Umbrellas and Cabana Rentals
Indian Rocks Beach Access Park & 4th Avenue Beach Access**

Respondent	BeachEase Booking, LLC
Primary Contact	Joel Noland, Owner
Phone	(580) 938-1297
Email	beacheasebooking@gmail.com
Website	beacheasebooking.com
Address	340 51st St N, Saint Petersburg, FL 33710

Submitted: January 2026

Table of Contents

Tab 1	Letter of Interest
Tab 2	Specific Project Experience, Qualifications, Facilities & Staffing
Tab 3	Claims / Disputes / Litigation (Past 5 Years)
Tab 4	Fee (Fixed Monthly Amount + Revenue Share Offer)
Appendix A	Proof of Insurance (GL + Workers' Comp)
Appendix B	Assurances & Compliance Statements (incl. No Collusion)
Appendix C	Deviations / Requests (Storage & Operational Flexibility)
Appendix D	Certification of Information Provided (RFP form page)
Appendix E	Equipment Photos & Planned Deployment
Appendix F	Customer Rate Card & Hours of Operation

Tab 1 – Letter of Interest

January 2026

City of Indian Rocks Beach
Attn: Public Works Director / Selection Committee
1507 Bay Palm Boulevard
Indian Rocks Beach, FL 33785

RE: RFP – Beach Chairs, Umbrellas and Cabana Rentals (Access Park + 4th Avenue)

BeachEase Booking, LLC ("BeachEase") respectfully submits this proposal to serve as the single operator providing beach chair, umbrella, and cabana rentals at the Indian Rocks Beach Access Park (three access points) and the 4th Avenue Beach Access (one access point).

BeachEase will deliver a consistent, upscale presentation using a cohesive tan/white equipment aesthetic and uniformed attendants. Our focus is clean operations, high conversion through simple booking flows, and strong beach stewardship.

Operational approach:

- Mobile compliance + daily removal: All items remain 100% mobile and are never affixed. At the end of each business day, all items are removed and stored in an organized method acceptable to the City.
- Storage: BeachEase requests approval for a locked storage container on-beach where permissible; otherwise, BeachEase will haul all inventory to our secured St. Petersburg facility daily.
- Stewardship: Nightly "Sunset Sweep" removes all equipment, rakes/smooths the concession footprint, and leaves the area clean (including turtle-safe beach compliance).
- Marketing: Cashless booking via beacheasebooking.com, QR scan-to-book signage, and text-to-rent for fast conversions.
- Local partnerships: Hotel/lodging booking links, targeted discounts, and Indian Rocks Beach local discount program.

Designated Contact & Availability:

Joel Noland (Owner) serves as primary contact, available during all operating hours via phone (580) 938-1297 and email. A designated Lead Attendant serves as backup contact and is authorized to make operational decisions in Joel's absence.

Compliance Acknowledgements:

- City Events: BeachEase acknowledges and will comply with City-directed temporary suspensions of rental activities during City events or as otherwise deemed necessary.
- Taxes/Permits/Licensing: BeachEase will obtain and maintain all required permits, licenses, and business tax receipts, and comply with all applicable federal, state, and local codes, laws, and regulations.

Thank you for your consideration.

Sincerely,

Joel Noland

Owner, BeachEase Booking, LLC | (580) 938-1297 | beacheasebooking@gmail.com

Tab 2 – Specific Project Experience + Qualifications

Specific project experience

BeachEase Booking — Beach Equipment Rentals & Full Beach Setups

(Florida Gulf Coast west-side beaches) | 2025–Present

Delivery, setup, and removal of beach rentals including chair/umbrella packages, cabanas, and full setups. Customer coordination, weather-aware operations, and same-day pickup/removal across Sarasota through Clearwater.

Qualifications of project team

Project Lead / Primary Contact: Joel Noland, Owner

Joel brings 8+ years of operations leadership (2017–present) managing accountability, logistics, and service continuity for 6,000+ mobile assets across multi-site deployments. This large-scale fleet management experience—including asset tracking, maintenance scheduling, regulatory compliance, and field crew coordination—translates directly to beach rental operations requiring daily deployment, inventory control, and consistent customer service.

Asset management expertise: inventory tracking, maintenance cycles, equipment lifecycle planning

Marketing & sales: online booking systems, hotel/lodging partnerships, on-site QR/text-to-rent conversion

Field operations: daily setup/teardown protocols, weather contingency, stewardship compliance

Reference: Chris Witting — Sandbox Logistics — (210) 323-6775

Facilities & Operational Readiness

BeachEase maintains a secured off-beach staging and maintenance location in St. Petersburg (33710) for inventory storage, cleaning, minor repairs, and daily loadout. This facility supports rapid deployment to Indian Rocks Beach (approximately 15 minutes) and enables consistent service quality, equipment upkeep, and secure end-of-day storage when on-beach or near-beach storage is not approved. Vehicle and ATV/trailer staging is accommodated at this location.

Staffing Plan

BeachEase will deploy a team of four (4) personnel for IRB operations: Joel Noland (Owner/Primary Contact), one Lead Attendant, and two Beach Attendants. The Lead Attendant serves as backup contact and on-site supervisor. Staff will be trained in equipment setup/breakdown, customer service, turtle-safe beach protocols, and emergency procedures. Staffing scales with seasonal demand.

Local Market Familiarity

BeachEase operates throughout the Tampa Bay Gulf Coast market and is familiar with local labor availability, seasonal staffing patterns, and subcontractor resources. We maintain relationships with local equipment suppliers and service providers to ensure operational continuity and competitive pricing.

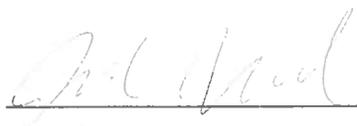
Tab 3 – Claims / Disputes / Litigation

BeachEase Booking, LLC confirms the following for the past five (5) years:

No unresolved and ongoing claims or disputes against the firm in excess of \$500,000

No claims against the principal in excess of \$500,000

No litigation history in the past five years

Signed: 
Joel Noland, Owner

Date: 1-16-26

Tab 4 – Fee

Fixed Monthly Fee Payable to the City: **\$4,000** per month

Additional Revenue Share: **5%** of gross rental revenue, quarterly

Estimated Annual Value to City:

Fixed fees: \$48,000/year + Revenue share (est. \$15,000–\$30,000/year)

Total estimated: \$63,000 – \$78,000 annually

* Revenue share estimate based on projected gross revenue of \$300,000–\$600,000 annually.

Signed: 

Date: 1-16-26

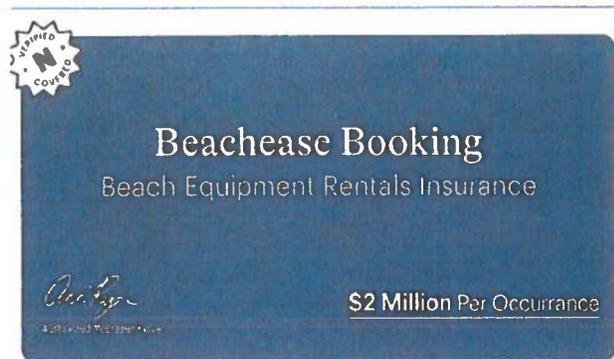
Joel Noland, Owner

Appendix A – Proof of Insurance

General Liability (GL) and Workers' Compensation (WC) verification

General Liability (GL)

Workers' Compensation (WC)



Checkout

General Liability

\$2 Million Per Occurrence	\$2M
Umbrella Liability	\$2M
Customer Injuries On-Site	Included

Your Quote

Workers' compensation is legally required for BeachEase Booking—we've made sure this policy will satisfy Florida requirements so you can confidently take care of your team.

Your Plan

Your Plan

COVERAGES

- Workers' Compensation

EMPLOYER LIABILITY LIMITS

Each Accident	\$1,000,000
Policy Total	\$1,000,000
Each Employee	\$1,000,000

Get Plan

Cancel coverage anytime

Appendix B – Assurances & Compliance

Statements

Assurances Statement

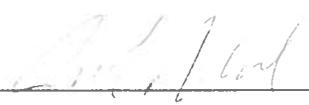
BeachEase Booking, LLC provides assurance that the firm is not presently in violation of any statutes, regulations, ordinances, or rules that would prevent the firm from lawfully performing the services described in this proposal. All applicable laws and regulations of the State of Florida and ordinances and regulations of the City of Indian Rocks Beach will apply to any contract resulting from this proposal.

No Collusion Certification

BeachEase Booking, LLC certifies that no attempt has been made or will be made to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition. The only person(s) or principal(s) interested in this proposal are named herein, and no person other than those mentioned has any interest in this proposal or in any agreement to be entered into.

Conflict of Interest Statement

BeachEase Booking, LLC affirms that, to its knowledge, its retention by the City of Indian Rocks Beach would not result in a conflict of interest with any party. BeachEase has no financial, contractual, or other relationships that would create a conflict of interest or appearance of impropriety in the performance of services under this proposal.

Signed: 

Date: 1-16-20

Joel Noland, Owner

Appendix C – Deviations / Requests

1) Storage container request (operational efficiency / reduced beach traffic)

BeachEase requests approval for a locked storage container on-beach where permissible. If on-beach placement is not approved, we request a nearby City-approved location close to the access points (not necessarily on the sand). If neither option is approved, BeachEase will fully haul all inventory off-beach daily using an ATV/trailer solution and secure storage.

2) Equipment aesthetics

BeachEase intends to deploy a cohesive, premium tan/white equipment aesthetic (chairs, umbrellas, and cabanas) aligned with the surrounding hotel and visitor demographics.

3) Local partnerships and discount programs

BeachEase will pursue partnerships with nearby hotels/lodging to promote guest booking links and targeted discounts, and will offer Indian Rocks Beach local discounts.

Appendix D – Certification of Information Provided (RFP form)

CERTIFICATION OF INFORMATION PROVIDED

I certify that the information and responses provided on this submittal are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Dated: 1-16-26

Contractor:

BeachEase Booking
(Contractor Name)

[Signature]
(Signature)

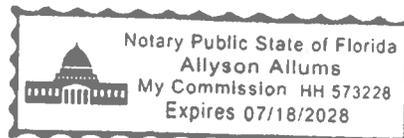
By: Joel Noland
(Printed Name)

Its: owner
(Title)

Sworn to and subscribed before me
this 16th day of January, 20 26

[Signature]
(Notary Public)

July 18th, 2028
(My Commission Expires)



[SEAL]

Appendix E – Equipment Photos & Planned Deployment

Planned Day-1 inventory (target deployment)

Item	Quantity	Model / Spec (tan/white target)
Beach Chairs	150	Oak wood loungers w/ tan sling (commercial grade)
Umbrellas	80	Frankford "Modern" umbrella (tan/white)
Cabanas	10	Concession-grade beach cabanas (tan/white)

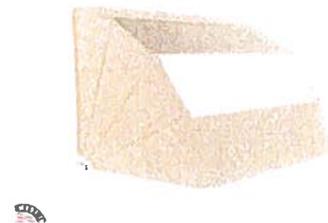
Illustrative photos (selected models)



**Oak Wood
Beach Lounger**



**Frankford "Modern"
Umbrella**



Concession-Grade Cabana

Appendix F – Customer Rate Card

BeachEase proposes the following customer rental rates for beach equipment at the Indian Rocks Beach Access Park and 4th Avenue Beach Access locations. Rates are competitive with regional market pricing and designed to maximize utilization while maintaining premium service quality.

Proposed Daily Rental Rates

Package	Includes	Rate	Duration
Beach Package	2 Chairs + 1 Umbrella	\$40	Full day (sunrise to sunset)
Cabana Package	1 Cabana + 2 Chairs	\$70	Full day (sunrise to sunset)
Single Chair	1 Oak Wood Lounger	\$25	Full day
Single Umbrella	1 Frankford Umbrella	\$20	Full day

Hours of Operation

BeachEase will operate 7 days per week during peak season (March–September), with reduced hours during off-peak months. Daily operations run from sunrise until sunset, with equipment setup beginning at first light and breakdown completed by 30 minutes after sunset.

Discounts & Promotions

Indian Rocks Beach Residents: 15% discount with proof of residency

Partner Hotels/Lodging: 10% discount via booking link partnerships

Multi-Day Rentals: 20% discount for 3+ consecutive days

Early Bird Booking: 10% discount for reservations made 24+ hours in advance

DISCUSSION MEMO

INDIAN ROCKS BEACH CITY COMMISSION

MEETING OF: March 25, 2026

AGENDA ITEM: 8 J

ORIGINATED BY: Robin I. Gomez, Administrative Director *RIG*

AUTHORIZED BY: Ryan Henderson, City Manager *RH*

SUBJECT: Authorize City Manager to Renew/Extend the Participant Agreement for Comprehensive Disaster Recovery Management Consulting Services as Part of a Pinellas County Cooperative Agreement, to allow for the services to be performed in Task Order 001 by Tetra Tech Inc

STAFF

RECOMMENDATION: Staff Recommends Approval of the Agreement

BACKGROUND:

In late October 2024, after Hurricanes Helene and Milton's impacts, the City of Indian Rocks Beach entered into a participant agreement under a Pinellas County awarded contract (#178-0406-P0), for Comprehensive Disaster Recovery Management Consulting Services with Tetra Tech Inc to plan, coordinate, and provide over-all technical assistance with the City's Federal Emergency Management Agency (FEMA) and the Florida Division of Emergency Management (FDEM) public assistance applications to eventually reimburse the City for various storm expenses.

The Pinellas County Contract #178-0406-P expired in January 2025 and was subsequently renewed under Contract #24-0957-RFP for a 60-month term (new expiration date of Jan 2030). The City continued with its Participant Agreement with Tetra Tech after the County's contract expiration and renewal and is now seeking Commission approval to continue the Participant Agreement work started back in October 2024 under the newest Jan 2025 adopted County Contract #24-0957-RFP. The City and Tetra Tech anticipate this agreement continuing for an additional six months or upon the City's receipt of reimbursements from FEMA/FDEM.

ANALYSIS:

Tetra Tech Inc, has performed considerable work using their FEMA/FDEM knowledge and expertise in coordinating the City's public assistance applications for FEMA/FDEM reimbursements for 2024 Hurricanes Helene and Milton expenditures, namely:

Debris Monitoring & Removal:	\$3,026,890.76
City Hall Insurance Deductible:	<u>\$ 511,000.00</u>
Total:	\$3,537,890.76

In early to mid-2025, Tetra Tech and City staff applied to FDEM for an Advanced Funding request for 50% of an initial estimated debris removal cost of \$2.1 M. In June 2025, the city received funding of \$1,051,803.72.

Tetra Tech has continued compiling, submitting, and coordinating the FEMA/FDEM public assistance reimbursement processes that have proven extremely helpful particularly during the City's administrative transitions to a new City Manager and Finance/Administrative Director throughout the latter months of 2025 and the City's decision in 2024 to utilize debris-removal vendors not previously approved or utilized as extreme emergency work without a signed agreement(s).

FEMA/FDEM has very specific and strict reimbursement processes and criteria that Tetra Tech has continued to be an extremely valuable consultant in the City's continued pursuit of the reimbursements totaling \$2,486,087.04. We are hopeful of receiving most of the reimbursement requests and expect these processes to conclude over the next few months.

From Oct 2024 to Feb 2026, the City paid Tetra Tech: \$33,815.42

The revised task order 001 under the Participant Agreement estimates continued consulting expenses at: \$9,700.00.

MOTION: I move to authorize the City Manager to Renew/Extend the Participant Agreement for Comprehensive Disaster Recovery Management Consulting Services as Part of a Pinellas County Cooperative Agreement, to allow for the services to be performed in Task Order 001 by Tetra Tech Inc.

DOCUMENTS ENCLOSED:

1. Participant Agreement – Tetra Tech_Indian Rocks Beach (TT_Signed)
2. Pinellas County, FL_TT – Disaster Recovery and Emergency Mgt-Agreement (Executed)
3. IRB_Tetra Tech – Helene Milton PA Continuation – Task Order 001_under new contract

**PARTICIPANT AGREEMENT
FOR COMPREHENSIVE DISASTER RECOVERY AND EMERGENCY MANAGEMENT CONSULTING SERVICES
AS PART OF PINELLAS COUNTY COOPERATIVE CONTRACT RFP No. 24-0957-RFP**

This Agreement entered into this ____ day of _____, 2026, by and between the **City of Indian Rocks Beach**, a municipal corporation of the State of Florida, whose address is 1507 Bay Palm Blvd., Indian Rocks Beach, FL 33785, hereinafter called "CITY", and **Tetra Tech, Inc.**, an Incorporated Company whose address is 2301 Lucien Way, Suite 120, Maitland, FL 32751, hereinafter called "CONTRACTOR".

WITNESSETH, that:

WHEREAS, pursuant to Pinellas County Cooperative Contract RFP No. 24-0957-RFP for Comprehensive Disaster Recovery and Emergency Management Consulting Services ("RFP"), the CITY desires to enter into a participation agreement for the services described therein; and

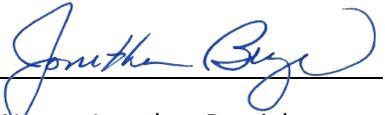
WHEREAS, the CONTRACTOR has expressed the willingness and ability to provide the services to the CITY as described in the RFP and the contract entered into by Pinellas County pursuant thereto (the "County Contract").

NOW THEREFORE, the CITY and the CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

1. This Agreement shall consist of and include all of the agreement terms and conditions, and component documents comprising the County Contract. With the exception of references to specific County lists, manuals, procedures, policies, departments, when the "County" is mentioned in the County Contract, per this Agreement, "County" shall be replaced with "CITY," unless the context indicates otherwise.
2. For purposes of the RFP and County Contract, the CITY is a Responsible Municipality for services rendered pursuant to this Participation Agreement.
3. The CONTRACTOR agrees to furnish all labor, equipment, material and the skill necessary for the entire work effort as set forth in the County Contract, and to the satisfaction of the CITY or its duly authorized representative.
4. The CITY agrees to pay the CONTRACTOR for services rendered, in accordance with the pricing structure set forth in the County Contract.
5. This Agreement will become effective upon the date of execution above, and will remain in effect as provided in the County Contract.
6. This Agreement may be terminated for cause upon thirty (30) days written notice. For purposes of this paragraph, "cause" shall mean a material breach of any term contained in this Agreement. However, written notice shall include a notice of such breach and an opportunity to cure such breach within thirty (30) days of receipt of such notice or within any additional period of time as mutually agreed by the Parties.

In WITNESS WHEREOF, the undersigned have executed this Agreement on the day and year first written above.

TETRA TECH, INC.

By: 

Print Name: Jonathan Burgiel

Title: Business Unit President

Date: 02/06/2026

CITY OF INDIAN ROCKS BEACH

By: _____

Print Name: _____

Title: _____

Date: _____

ATTEST: _____

(CITY SEAL)

AGREEMENT

24-0957-RFP

Comprehensive Disaster Recovery and Emergency Management Consulting Services

This Agreement (the "Agreement" or "Contract") is entered into on the date last executed below ("Effective Date") by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 ("COUNTY") and Tetra Tech, Inc., whose primary address is 3475 East Foothill Boulevard, Pasadena, CA 91107 (hereinafter "CONTRACTOR") (jointly, the "Parties").

NOW THEREFORE, the Parties agree as follows:

A. Documents Comprising Agreement

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
 - a. This Agreement
 - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
 - c. Solicitation Section 4, titled Special Conditions attached as Exhibit C.
 - d. Solicitation Section 5, titled Insurance Requirements attached as Exhibit D.
 - e. Scope of Work attached as Exhibit E.
 - f. Contractor's response to Solicitation Section 9, titled Pricing Proposal attached as Exhibit F.
 - g. Attachment 1 - Municipalities and Unincorporated Pinellas County Lands
 - h. Attachment 2 - Contract Provisions for Contracts Under Federal Awards
 - i. Attachment 3 - Disclosure of Lobbying Activities
 - j. Attachment 4 – FEMA Grant Funding Provisions
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

B. Term

1. The initial term of this Agreement is for 60 months from the Effective Date ("Contract Term"). At the end of the initial term of this contract, this Agreement may be extended for one (1) additional twenty-four (24) month term, or such other renewal terms agreed to by the Parties.

C. Expenditures Cap

1. This contract consists of multiple contractors providing comprehensive disaster recovery and emergency management consulting services pursuant to the scope of work contained herein, on an as-needed basis. The collective not to exceed amounts for all contractors pursuant to the scope of work contained herein is \$6,000,000.00, for authorized work assignments as provided herein, payable at the rates set out in Exhibit F, upon submittal of an invoice as required. Contract expenditure is tracked by the Office of Budget and Management Department to ensure the total cumulative contract expenditure will not exceed \$6,000,000.00. The County does not guarantee that any specific Contractor will receive a task assignment or a minimum or maximum number of hours or compensation under this Agreement. The County reserves the right to use all, some, or none of the Contractors in the event comprehensive disaster recovery and emergency management consulting services are needed.
2. Payment and pricing terms for the initial and renewal terms are subject to the Pricing Proposals in Exhibit F.

D. Modifications

1. The following provisions of the Pinellas County Standard Terms and Conditions are amended as follows. Except as expressly provided in this Section, the terms of the documents composing the Agreement remain in full force and effect.
 - a. Pinellas County Standard Terms & Conditions; Section 12 Payment & Fiscal Obligation, subsection A, Fiscal Non-Funding is hereby revised to read:

“The Agreement is not a general obligation of the COUNTY. It is understood that neither this Agreement nor any representation by any COUNTY employee or officer creates any obligation to appropriate or make monies available for the purpose of the Agreement beyond the fiscal year in which this Agreement is executed. No liability will be incurred by the COUNTY beyond the monies budgeted and available for this purpose.

Approval and execution of the contract does not obligate the County to spend funds. The County’s obligation under this contract is contingent upon issuance of a purchase order (“PO”) and approval of each county Fiscal Year Budget (“Time of Obligation”). No legal liability on the part of the County for any payment may arise until after the Time of Obligation. County cumulative obligations within each area of

budgetary control must be monitored by OMB and adhere to the approved budget at the Time of Obligation.

In the event that sufficient budgeted funds are not available for a new fiscal period, COUNTY will notify the CONTRACTOR of such occurrence and the Agreement will terminate on the last day of the then-current

E. Entire Agreement

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

Pinellas County, a political subdivision of the
State of Florida



Signature

Brian Scott

Printed Name

Chair

Printed Title

January 28, 2025.

Date

Contractor:



Signature

Jonathan Burgiel

Printed Name

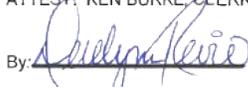
Business Unit President

Printed Title

01/07/2025

Date

ATTEST: KEN BURKE, CLERK

By: 



APPROVED AS TO FORM

By: Keiah Townsend
Office of the County Attorney

Exhibit C - Special Terms and Conditions

4. Special Terms & Conditions

4.1. INTENT

It is the intent of Pinellas County to establish an Agreement for Comprehensive Disaster Recovery and Emergency Management Consulting Services to be ordered, as and when required.

4.2. NON-NEGOTIABLE TERMS

While the County prefers that no exceptions to its contract terms be taken, the solicitation does authorize respondent to take exception to terms as part of its submittal. The County has deemed the following contract terms in the County's Standard Terms & Conditions <https://pinellas.gov/county-standard-terms-conditions/> to be non-negotiable:

Section 3: Compliance with Applicable Laws (all terms)

Section 7: Indemnification & Liability (all terms)

Section 8: Insurance & Conditions Precedent

Section 10(G): Governing Law & Venue

Section 12(A): Fiscal Non-Funding

Section 13: Confidential Records, Public Records, & Audit (all terms)

Section 19: Digital Content (all terms) (if the Agreement includes software, online, or digital content services)

Any terms required by law.

4.3. PRICING/PERIOD OF CONTRACT

Unit prices submitted of listed items will be held firm for the duration of the Agreement. Duration of the Agreement will be for a period of 5 years from the date of Agreement award and any extension thereof.

4.4. TERM EXTENSION(S) OF CONTRACT

The Agreement may be extended subject to written notice of agreement from the County and successful respondent, for one (1) additional two (2) year period(s) beyond the primary contract period. Term extensions will allow for price adjustments (Decrease/Increase) in an amount not to exceed the average of the Consumer Price Index (CPI) or 5%, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior to extension. The extension shall be exercised only if all terms and conditions remain the same and the County Administrator or Director of Purchasing grants approval.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised extension period, the vendor's request for adjustment should be submitted at time of the extension request from the County, utilizing the available index at the time of request. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed that the extension term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new extension period may not be considered. County has the right to request pricing decreases at any time.

4.5. Municipalities and Unincorporated Pinellas County Lands, as listed in Attachment 1, may piggyback this Agreement in accordance with section 3.26 (Provision for other agencies) of the Instructions and General Conditions for Submittals, which is incorporated herein by reference.

4.6. This solicitation may be either fully or partially grant-funded.

Attachments 2 - 4 refer to the specific grant clauses. Attachment 3 must be executed and returned with all Agreements.

4.7. PRE-COMMENCEMENT MEETING

Not Applicable

4.8. ORDERS

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Pricing Proposal section of this solicitation, which is incorporated by reference hereto.

4.9. ASBESTOS MATERIALS

The Contractor must perform all Work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58. Additionally, the Contractor must be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances. The County is responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful Contractor. The County will furnish a copy of the asbestos survey to the successful Contractor. The Contractor must keep this copy on site at all times during the actual demolition.

4.10. SERVICES

The terms below are applicable if the Solicitation includes the provision of SERVICES:

ADD/DELETE LOCATIONS SERVICES - The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the Contractor(s) will be required to provide services to this agreement in accordance with the terms, conditions, and specifications.

4.11. GOODS & PRODUCTS

The terms below are applicable if the Solicitation includes the purchase of GOODS or PRODUCTS:

DELIVERY/CLAIMS - Prices quoted will be FOB Destination, freight included and unloaded to location(s) within Pinellas County. Actual delivery address(s) will be identified at time of order. Successful Contractor(s) will be responsible for making any and all claims against carriers for missing or damaged items.

4.12. QUANTITIES

Any quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the Agreement period. Estimated quantities are based upon previous use and/or anticipated needs.

4.13. PERFORMANCE SECURITY

Not Applicable

Exhibit D - Insurance Requirements

5. Insurance Requirements

5.1. INSURANCE (General)

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below. The Vendor shall obtain and maintain, and require any subcontractor to obtain and maintain, at all times during its performance of the Agreement of the types and in the amounts set forth. For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for 2 years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of VIII or better.

5.2. INSURANCE (Requirements)

Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s).

The Certificate holder section shall indicate Pinellas County, a Political Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County, a Political Subdivision shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.

Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.

If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the Work, you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org and to CTrax c/o JDi Data at PinellasSupport@ididata.com by the Vendor or their agent prior to the expiration date.

Vendor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer. Notice shall be given by email to Pinellas County Risk Management at InsuranceCerts@pinellascounty.org. Nothing contained herein shall absolve Vendor of this requirement to provide notice.

Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement,

If subcontracting is allowed under this Bid, the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.

All subcontracts between the Vendor and its Subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall

Require each Subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the Subcontractor;

Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;

Provide that County will be an additional indemnified party of the subcontract;

Provide that the County will be an additional insured on all insurance policies required to be provided by the Subcontractor except workers compensation and professional liability;

Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions

Assign all warranties directly to the County; and

Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed Subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the Subcontractor will be bound by this Section C and identify to the Subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.

Each insurance policy and/or certificate shall include the following terms and/or conditions:

The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.

Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.

The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.

All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

5.3. WORKERS' COMPENSATION INSURANCE

Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

Limits

Employers' Liability Limits Florida Statutory

Per Employee \$ 500,000

Per Employee Disease \$ 500,000

Policy Limit Disease \$ 500,000

If Vendor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. The County Waiver Form is found at <https://pinellas.gov/services/submit-a-workers-compensation-waiver-request/>. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

5.4. COMMERCIAL GENERAL LIABILITY INSURANCE

Includes, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury. No explosion, collapse, or underground damage exclusions allowed.

Limits

Combined Single Limit Per Occurrence \$ 1,000,000

Products/Completed Operations Aggregate \$ 2,000,000

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

General Aggregate \$ 2,000,000

5.5. PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS) INSURANCE

Minimum limits as follows. If “claims made” coverage is provided, “tail coverage” extending three (3) years beyond completion and acceptance of the project with proof of “tail coverage” to be submitted with the invoice for final payment. In lieu of “tail coverage”, Proposer may submit annually to the County, for a three (3) year period, a current certificate of insurance providing “claims made” insurance with prior acts coverage in force with a retroactive date no later than commencement date of this contract.

Limits

Each Occurrence or Claim \$ 2,000,000

General Aggregate \$ 2,000,000

For acceptance of Professional Liability coverage included within another policy required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Professional Liability and other coverage combined.

5.6. PROPERTY INSURANCE

Vendor will be responsible for all damage to its own property, equipment and/or materials.

Exhibit E - Scope of Work

6.1. Work to be performed by the Contractor shall be on an assignment-by-assignment basis. Work assignments shall be made by the County's Budget Director or designee. Prior to any work assignment being made, based on mutual discussions between the County and the Contractor; the Contractor shall prepare a detailed scope of work for the assignment which shall include hours and completion date and a not to exceed budget amount for the assignment. The budget shall be itemized using the schedule of rate values and descriptions attached to this agreement and incorporated herein as Exhibit F. All work assignment authorizations by the County shall have a work assignment number and be in writing. The Contractor shall perform no work under this agreement without written authorization through a purchase order. The Contractor hereby agrees to waive any claim for compensation for any work performed without written authorization.

6.2. Specifications:

The Contractor will assist the County in strategically managing the project development and administration of various Federal and State Disaster Programs related to declared emergencies or disasters that occur during the term of this contract. Such Federal Programs may include, but are not limited to: FEMA Public Assistance (PA), FEMA 404 Hazard Mitigation Grant Program (HMGP), HUD Community Development Block Grant Disaster Recovery, and the Federal Highway Emergency Relief Program. The successful proposer will assume responsibility as an independent contractor for the development and submission of FEMA and FHWA grant applications and the management of all such disaster-related grants. This will include working with federal agencies, state agencies, County Constitutional Officers and County departments, including recurrent and direct involvement with the Office of Management and Budget, Emergency Management, Risk Management, Public Works, Utilities, Solid Waste, Parks and Conservation Resources, and other departments. It is preferred that firms have experience working with governmental agencies in the State of Florida.

6.3. Requirements:

Some of the requirements the Contractor may be asked to perform include, but are not limited to, the following:

A. FEMA Public Assistance Advisory Services

1. Provide general grant management advice related to FEMA, FHWA, and other disaster related grants. Must be able to have a team available from the start of the disaster reimbursement process to the closeout process for the County. This includes any time accounted for if an appeal is requested by the County.
2. Provide extensive knowledge, experience and technical competence in dealing with Federal regulations, specifically including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Post-Katrina Emergency Management Reform Act of 2006, and the Sandy Recovery Improvement Act of 2013.
3. Attend meetings with relevant local, state, and federal officials to address eligibility and process issues, at the request of the client.
4. Proactively identify and resolve issues that may arise related to the funding of work completed or to be completed.

5. Provide assistance, as requested, which may include expertise and guidance in working with state and federal historic or environmental review procedures required for FEMA reimbursement, the negotiation and implementation of Memorandums of Understanding with FEMA, and expeditious and successful completion of the historic, environmental and insurance review processes based on eligibility criteria.
6. Review the County's current process/system and develop improvements to more efficiently submit Federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects. This may include providing pre-disaster assistance in assessing what preparation is needed within departments for gathering expenditure data, and what pre-disaster training is needed (from field staff to management).
7. Assist the County in filing the initial Request for Public Assistance (RPA) after the initial disaster (event) within the deadline time period. Meet all Federal and State deadlines to recover full reimbursement. Assist the County with any special documentation and requirements to receive reimbursement under the FHWA program working with the Florida Department of Transportation (FDOT) and County departments.
8. Work with appropriate County departments to assist the FEMA, FHWA, or State Agency in providing the necessary information, e.g. insurance policies, personnel policies, etc., as requested by those or other agencies to complete necessary documentation for reimbursement. Research as necessary to complete all forms.
9. Working with the County's Office of Management and Budget (OMB), assist the affected Pinellas County departments in compiling their damage assessments for all expenditures, both in force account and permanent damages. Obtain, analyze and gather field documentation, including gathering relevant records in order to extract pertinent information necessary for submittal including timekeeping and staff assignment records. Assist with all necessary backup documentation of all eligible expenditures for small and large projects, e.g. invoices, equipment usage documents, etc., to garner full reimbursement.
10. Review all data and supporting documentation to determine whether costs appear eligible and are adequately supported. Review contracts, purchasing documentation, and union agreements for compliance language. Prepare any required supporting documentation that must accompany the Project Worksheets, including working with the County's Personnel Department to gather details related to employee fringe benefits, overtime, etc. for labor rates to provide to FEMA and FHWA.
11. This scope of work does not include public adjusting, but will include coordinating with County Risk Management or its contractor to coordinate insurance, FEMA, and FHWA reimbursement. This includes identifying department reported damages to OMB that appear to be insurable items, so OMB can discuss with Risk Management.
12. Evaluate and assist in the formulation of FEMA PA Emergency and Permanent Work Project Worksheets. This will involve expertise in Cost Estimating, developing Detailed Damage Descriptions and Dimensions ("DDD's") and a project's Scope of Work ("SOW"). Review Project Worksheets to determine final eligible costs and third party refunds and reimbursements. Provide assistance to determine if any eligible damages and mitigation opportunities have not been quantified and presented for reimbursement. Reconcile eligible costs and prepare Project Worksheet versions, as necessary.
13. Assess damage to public infrastructure components, transportation systems, and facilities, as needed. May include providing technical expertise in the areas of demolition, construction costs and repair costs, structural issues, architectural, engineering and cost estimating services to help ensure maximum reimbursement.
14. Assist in the development of hazard mitigation proposals under Sections 406 and 404 of the Stafford Act.
15. Evaluate alternate and/or improved projects.
16. Evaluate the appropriateness of the use of FEMA pilot programs including the Section 428 Public Assistance Alternative Procedures for Permanent Work and Debris Removal.
17. Assist the County in recording the debris-related expenditures for debris reimbursement working with the County Departments of Public Works, Utilities, Solid Waste and Parks and Conservation

Resources. As needed, work with the County's current debris vendor(s) in recovering expenditures.

18. Assist the specialized FEMA teams as they become necessary in the process. Specialized beach re-nourishment FEMA teams may be assigned to Pinellas County to review the reimbursement in this particular area. The successful proposer would work with this team as necessary to assist in getting reimbursement for the County. The successful proposer may have to work with the Army Corps of Engineers along with other agencies to receive reimbursement.
19. The documentation submitted for reimbursement must meet the required deadline and withstand a FEMA or FHWA audit and/or State Emergency Management audit, and the successful proposer will have to support the work submitted for the County.
20. Assist in tracking all project documentation submitted and following any outstanding expenditure(s) to ensure that all eligible expenditures are credited through submitted reimbursements to the County. Ensure that the County understands why certain expenditures were de-obligated, if any. Track all expenditures and reimbursements to maintain high quality reconciliations of monies expended by the County and submitted for reimbursement versus those actually received.
21. Provide copies of all documentation transacted for reimbursement on behalf of the County, both electronically and hard copy to OMB. Maintain records of all the documentation provided by the County submitted to any outside agency for reimbursement and provide the County with said copies upon request at any point in the process. Offer the County any project management design and/or coordination ideas that may result in cost savings, efficiencies, or increased reimbursement. Monitor reconstruction efforts, reconcile change orders with PW scope of repair, and prepare progress payments.
22. The successful proposer will also provide the County with a final report that will summarize the total reimbursement requested, total expenditures by Project Worksheet, and any special circumstances. Additionally, reporting requirements include FHWA reimbursement, total number of Project Worksheets, total reimbursement requested by Category type, total reimbursement requested by small or large project, and any other relevant data.
23. Once all projects are complete and reimbursement has been drawn down for eligible costs, the successful proposer would assist with final preparations with the State of Florida and FEMA/FHWA for final inspections and the closeout process for large and small projects, perform Project Worksheet closeouts, and participate in the exit conferences with the County, State and FEMA/FHWA agencies.
24. Prepare first and second appeals, and arbitration as requested. If any disputes arise between the County and FEMA, and/or FHWA, and/or the State, the successful proposer will assist the County in strategizing and writing the appeals.
25. Prepare projects for audit. Respond to audit findings, as required. The successful proposer must be available to assist with any requests for audit information by any source through the period of time set in State and Federal law.
26. Provide miscellaneous services not otherwise described, but which the County may require during the course of the Agreement, as requested by OMB.

B. FEMA 404 and 406 Hazard Mitigation Expertise

1. As requested, assist in identifying, developing and evaluating opportunities for hazard mitigation projects to reduce or eliminate risk from future events.
2. As requested, assist in preparing hazard mitigation proposals, grant applications, benefit cost analysis, and other services related to Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and other mitigation programs.

C. Training

1. As requested, provide pre-disaster training that may be required for various groups of employees to include but not be limited to: Cat B work tracking, overall emergency work time reporting,

documenting through photo capture and how all this rolls up to a successful project worksheet for reimbursement.

D. Pre-Disaster and Response Augmentation

1. As requested, provide administrative support in order to augment Emergency Management, Management and Budget, and other County personnel in the immediate pre-disaster and response periods. Such support may include, but is not limited to, documentation tracking, planning assistance, logistic section support, and assisting in advising the executive policy group.

E. Municipalities and Unincorporated Pinellas County Lands, as listed in Attachment 1, may piggyback this Agreement in accordance with section 3.26 (Provision for other agencies) of the Instructions and General Conditions for Submittals, which is incorporated herein by reference.

F. This solicitation may be either fully or partially grant-funded.

1. Attachments 2 - 4 refer to the specific grant clauses. Attachment 3 must be executed and returned with all Agreements.

Exhibit F - Pricing Proposal

Pre-Event Support				
Line Item	Description	Quantity	Unit of Measure	Unit Cost
1	Administrative/Clerical Support	1	Rate Per Hour	\$60.00
2	Project Accountant	1	Rate Per Hour	\$100.00
3	Grant Management Consultant	1	Rate Per Hour	\$130.00
4	Senior Grant Management Consultant	1	Rate Per Hour	\$150.00
5	Project/Program Manager	1	Rate Per Hour	\$170.00
6	FEMA Policy Consultant	1	Rate Per Hour	\$190.00
7	Project Executive	1	Rate Per Hour	\$200.00
Post-Event Support				
Line Item	Description	Quantity	Unit of Measure	Unit Cost
8	Administrative/Clerical Support	1	Rate Per Hour	\$60.00
9	Project Accountant	1	Rate Per Hour	\$100.00
10	Grant Management Consultant	1	Rate Per Hour	\$130.00
11	Senior Grant Management Consultant	1	Rate Per Hour	\$150.00
12	Project/Program Manager	1	Rate Per Hour	\$170.00
13	FEMA Policy Consultant	1	Rate Per Hour	\$190.00
14	Project Executive	1	Rate Per Hour	\$200.00
General Grants Support				
Line Item	Description	Quantity	Unit of Measure	Unit Cost
15	Administrative/Clerical Support	1	Rate Per Hour	\$60.00
16	Project Accountant	1	Rate Per Hour	\$100.00
17	Grant Management Consultant	1	Rate Per Hour	\$130.00
18	Senior Grant Management Consultant	1	Rate Per Hour	\$150.00
19	Project/Program Manager	1	Rate Per Hour	\$170.00
20	Project Executive	1	Rate Per Hour	\$200.00

Attachment 1

Municipalities and Unincorporated Pinellas County Lands

Cities

- Belleair Beach (2)
- Belleair Bluffs (3)
- Clearwater (5)
- Dunedin (6)
- Gulfport (7)
- Indian Rocks Beach (8)
- Largo (11)
- Madeira Beach (12)
- Oldsmar (14)
- Pinellas Park (15)
- Safety Harbor (18)
- Seminole (19)
- South Pasadena (20)
- St. Pete Beach (21)
- St. Petersburg (22)
- Tarpon Springs (23)
- Treasure Island (24)

Towns

- Belleair (1)
- Belleair Shore (4)
- Indian Shores (9)
- Kenneth City (10)
- N. Redington Bch (13)
- Redington Beach (16)
- Redington Shores (17)
- White colored areas = unincorporated Pinellas County

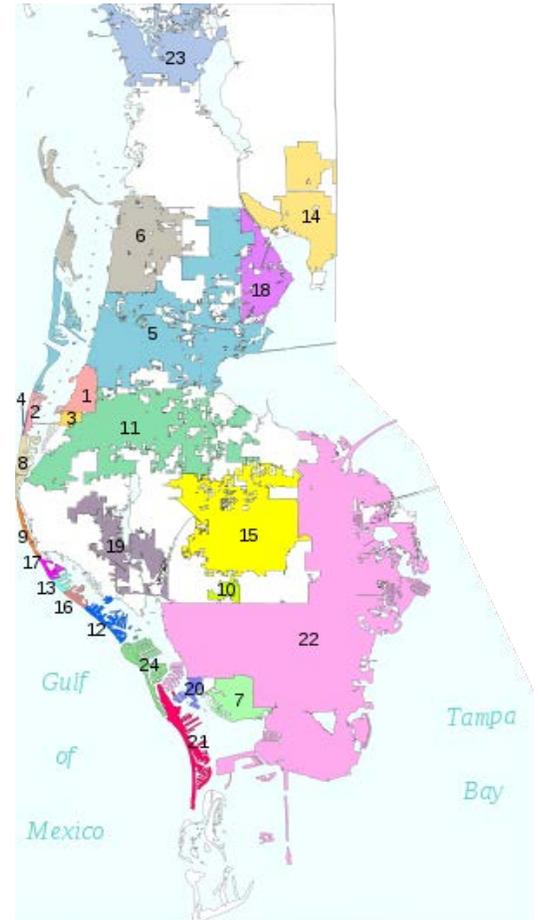


EXHIBIT 2

CONTRACT PROVISIONS FOR CONTRACTS UNDER FEDERAL AWARDS

PROPOSAL NUMBER: 24-0957-RFP

PROPOSAL TITLE: Comprehensive Disaster Recovery and Emergency Management Consulting Services

This solicitation is either fully or partially grant-funded. In addition to other terms and conditions required by Pinellas County and the applicable federal agency, all contracts awarded to the qualified bidder are subject to the following provisions, as applicable to the services provided.

Equal Employment Opportunity (As per Executive Order 11246): During the performance of this contract, the CONTRACTOR agrees as follows:

- (1) The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- (2) The CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the CONTRACTOR's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The CONTRACTOR will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor.

Davis-Bacon Act as amended (40 U.S.C. 3141-3148): When required by federal program legislation, for all prime construction contracts awarded in excess of \$2,000, CONTRACTORS are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractors must be required to pay wages not less than once a week. If the applicable grant award contains Davis Bacon provisions, the County will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract shall be conditioned upon the acceptance of the wage determination [Appendix II to 2 CFR Part 200].

Copeland Anti Kick Back Act: If Davis-Bacon is applicable, CONTRACTOR shall also comply with all the requirements of 29 CFR Part 3 which are incorporated by reference to this contract. CONTRACTORS are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled [Appendix II to 2 CFR Part 200].

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708): Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each CONTRACTOR is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence [Appendix II to 2 CFR Part 200].

Rights to Inventions Made Under a Contract or Agreement: If the federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the County enters into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the County must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency [Appendix II to 2 CFR Part 200].

Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387): As amended—The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA) [Appendix II to 2 CFR Part 200].

Debarment and Suspension (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) will not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. If applicable, the CONTRACTOR must verify that none of their subcontractors (for contracts expected to equal or exceed \$25,000), appear on the federal government’s Excluded Parties List. The Excluded Parties List is accessible at <http://www.sam.gov> [Appendix II to 2 CFR Part 200].

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): CONTRACTORS that apply or bid for an award exceeding \$100,000 must submit a completed “Disclosure of Lobbying Activities” [Form SF-LLL]. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with *non-federal funds* that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. [Appendix II to 2 CFR Part 200]. **The bidder shall complete Form SF-LLL and submit with bid. Bidders may be deemed non-responsive for failure to submit this certification.**

Conflict of Interest [2 CFR §200.112]: The CONTRACTOR must disclose in writing any potential conflict of interest to the Federal awarding agency or COUNTY in accordance with applicable Federal awarding agency policy.

Mandatory Disclosures [2 CFR §200.113]: The CONTRACTOR must disclose in writing all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 Remedies for noncompliance, including suspension or debarment.

Protected Personally Identifiable Information (Protected PII) [CFR §200.303(e)]: The CONTRACTOR must take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or COUNTY designates as sensitive or the County considers sensitive consistent with other applicable federal, state, and local laws regarding privacy and obligations of confidentiality. Per CFR § 200.82, Protected PII means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts. This does not include PII that is required by law to be disclosed.

Prohibition on utilization of time and material type contracts [2 CFR §200.318 (j) (1)]: The COUNTY will not award contracts based on a time and material basis if the contract contains federal funding.

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms [2 CFR § 200.321]: If using subcontractors, the CONTRACTOR must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- (6) Affirmative Action Requirements per 41 CFR60-4.1 Goals for Women and Minorities in Construction (for contracts in excess of \$10,000): Goals and timetables for minority and female utilization may be set which shall be based on appropriate workforce, demographic or other relevant data and which shall cover construction projects or construction contracts performed in specific geographical areas. The goals, which shall be applicable to each construction trade in a covered Contractor's or subcontractor's entire workforce which is working in the area covered by the goals and timetables, shall be published as notices in the Federal Register, and shall be inserted by the contracting officers and applicants, as applicable, in the Notice required by 41 CFR 60-4.2. Covered construction Contractors performing construction work in geographical areas where they do not have a federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed.
- (g) Information regarding certified M/WBE firms can be obtained from:

- Florida Department of Management Services (Office of Supplier Diversity);
- Florida Department of Transportation;
- Minority Business Development Center in most large cities; and
- Local Government M/DBE programs in many large counties and cities

Procurement of Recovered Materials [2 CFR §200.322]: CONTRACTOR must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Prohibition on utilization of cost plus a percentage of cost contracts [2 CFR §200.323 (d)]: The COUNTY will not award contracts containing federal funding on a cost plus percentage of cost basis.

Domestic preferences for procurements. [2 CFR § 200.322]:

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Attachment 3

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> c. a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: *Name Tetra Tech, Inc. *Street 1 2301 Lucien Way *Street 2 Suite 120 *City Maitland *State FL *Zip 32751 Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: Pinellas County, a subdivision of the State of Florida	7. Federal Program Name/Description: Comprehensive Disaster Recovery and Emergency Management Consulting Services CFDA Number, if applicable: _____	
8. Federal Action Number, if known: Proposal Number: 24-0957-RFP	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): None	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Jonathan Burgiel</u> Title: <u>Business Unit President</u> Telephone No.: <u>(407) 735-6580</u> Date: <u>01/07/2025</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Attachment 4
FEMA GRANT FUNDING CONDITIONS

PROPOSAL NUMBER: 24-0957-RFP

PROPOSAL TITLE: Comprehensive Disaster Recovery and Emergency Management Consulting Services

This solicitation is either fully or partially Grant funded. Bidders shall comply with the clauses as enumerated below. These requirements apply to all Federal Emergency Management Agency (FEMA) grant and cooperative agreement programs.

1. **Equal Employee Opportunity:** Per 41 C.F.R. Part 60-1.4(b), during the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
 - i. Employment, upgrading, demotion, or transfer; recruitment or recruitment
 - ii. advertising; layoff or termination; rates of pay or other forms of compensation;
 - iii. and selection for training, including apprenticeship. The contractor agrees to
 - iv. post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this
 - v. nondiscrimination clause.
 - b. The contractor will, in all solicitations or advertisements for employees
 - i. placed by or on behalf of the contractor, state that all qualified applicants will
 - ii. receive consideration for employment without regard to race, color, religion,
 - iii. sex, sexual orientation, gender identity, or national origin.
 - c. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
 - d. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - e. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - f. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- g. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:
 - i. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
 - ii. The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
 - iii. The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
 - iv. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

2. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:** The regulation at 29 C.F.R. § 5.5(b) provides contract clause language concerning compliance with the Contract Work Hours and Safety Standards Act. FEMA suggests including the following contract clause:

Compliance with the Contract Work Hours and Safety Standards Act.

- a. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- b. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.
- c. Withholding for unpaid wages and liquidated damages. The Federal Emergency Management Agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.
- d. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

3. **CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT**

- a. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b. The contractor agrees to report each violation to the Federal Emergency Management Agency and understands and agrees that the Pinellas County will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

- a. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
 - b. The contractor agrees to report each violation to the Federal Emergency Management Agency and understands and agrees that the Pinellas County will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
 - c. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.
4. **Procurement of Recovered Materials:** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶ J; 2 C.F.R. § 200.322; *PDAT Supplement*, Chapter V. (1) In the performance of this contract, the contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired: (i) Competitively within a timeframe providing for compliance with the contract performance schedule; (ii) Meeting contract performance requirements; or (iii) At a reasonable price. (2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- a. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
 - i. Competitively within a timeframe providing for compliance with the contract performance schedule:
 - ii. Meeting contract performance requirements; or
 - iii. At a reasonable price.
 - b. Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
 - i. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."
5. **Contract Changes:** The cost of any change, modification, change order, or constructive change, must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope.
6. **Access to Records:** All contractors and their successors, transferees, assignees, and subcontractors must acknowledge and agree to comply with applicable provisions governing Department and FEMA access to records, accounts, documents, information, facilities, and staff. See DHS Standard Terms and Conditions, v 3.0, ¶ XXVI (2013).
7. **DHS Seal, Logo, and Flags:** The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. See DHS Standard Terms and Conditions, v 3.0, ¶ XXV (2013).
8. **Compliance with Federal Law, Regulations, and Executive Orders:** A contractor must acknowledge that FEMA financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

9. **No Obligation by Federal Government:** The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.
10. **Program Fraud and False or Fraudulent Statements or Related Acts:** The contractor must acknowledge that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.
11. **Statutorily or administratively imposed SLTT geographic preferences:** The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

12. Prohibition on Contracting for Covered Telecommunications Equipment or Services:

(a) Definitions.

As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—

(b) Prohibitions.

(1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.

(2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:

- (i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
- (iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) Exceptions.

(1) This clause does not prohibit contractors from providing—

- (i) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or Contract Provisions Guide 28
- (ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) By necessary implication and regulation, the prohibitions also do not apply to:

- (i) Covered telecommunications equipment or services that: i. Are not used as a substantial or essential component of any system; and ii. Are not used as critical technology of any system.
- (ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

(d) Reporting requirement.

(1) In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

(i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) Subcontracts.

The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.”

**TASK ORDER No. 001
CITY OF INDIAN ROCKS BEACH FLORIDA
TETRA TECH, INC.**

In accordance with the Participant Agreement between the **City of Indian Rocks Beach**, a political subdivision of the State of Florida, hereinafter referred to as "City" and **Tetra Tech, Inc.**, hereinafter referred to as "Consultant," pursuant to the Pinellas County RFP # 24-0957-RFP for Comprehensive Disaster Recovery and Emergency Management Consulting Services, City hereby authorizes the services to be performed for the period of performance and estimated budget set forth herein:

TITLE OF THE PROJECT: 2024 Hurricane Helene and Milton | Public Assistance Support Continuation

DURATION OF WORK:

Estimated project term: Ninety (90) days with an effective date of _____, or until completion of the below scope of work or until the funds have been expended in full, whichever first occurs. The period of performance may be extended upon approval by both parties. To the extent the period of performance is required to be extended due to reasons beyond the Tetra Tech Team's control; such unforeseen circumstances may result in an increase in the project timeline and budget.

SCOPE OF SERVICES

Following the impacts of DR-4828-FL (Hurricane Helene) and DR-4834-FL (Hurricane Milton), the City of Indian Rocks Beach, Florida (City), has engaged Tetra Tech (Consultant) to provide cost recovery support with a goal of accelerating reimbursement for disaster related costs through Federal and State recovery programs. Consultant is able to provide continued support with the FEMA Public Assistance recovery process through the following services:

Task 1: Project Formulation

Tetra Tech will develop the scope and cost for projects for submission to FEMA. Depending on the project type, this support will be provided through the following subtasks:

Subtask 1.01 - Streamlined Project Application (SPA) Creation / Completed Work Data Reconciliation and Review

Tetra Tech will reconcile completed work cost expenses, create project cost summary documents, as well as prepare supporting documentation for eventual submission to Grants Portal. Consultant will also review documentation for validity and compliance with FEMA Public Assistance programmatic requirements. If supporting documentation or compliance deficiencies are identified, consultant will work with client points of contact to collect missing documentation or rectify compliance issues if able.

Subtask 1.02 - Procurement and Compliance Support

Tetra Tech will review emergency and permanent work procurements for 2 CFR 200 compliance and provide feedback regarding compliance issues and pitfalls. This deliverable will include recommended corrective action steps for relevant procurement packages.

Subtask 1.03 - Duplication of Benefits Insurance Review

Tetra Tech will provide insurance support through the review of insurance policies for facilities and damages related to the event, with the objective of verifying and identifying projects that may be completely or partially reimbursed by insurance proceeds.

Subtask 1.04 - Grants Portal Project Submission Support

Tetra Tech will support the creation and collection of critical documentation and information required through Grants Portal, including EEI support and completion, Scope Survey Completion, and upload of relevant project documentation.

Subtask 1.05 - FEMA Request for Information (RFI) Support

During FEMA's review process, Tetra Tech will support responses to FEMA Requests for Information (RFIs) that may be requested prior to securing project obligations.

Task 2: Grant Management

Tetra Tech will provide support to the City through FEMA review, obligation, and reimbursement processes through the following subtasks:

Subtask 2.01 - Completed Work Request for Reimbursement Support

Tetra Tech will provide support with submitting requests for reimbursement from State agency, as well as responding to State RFIs if required.

Subtask 2.02 - FEMA Grant Management Reporting and Project Amendment Support

Tetra Tech will support the City with FEMA reporting requirements including Time Extensions, Quarterly Progress Reports (QPRs), as well as associated monitoring requirements such as permanent work project work validation and completed cost collection.

Subtask 2.03 - Grant Management Progress Reporting

Tetra Tech will also create and maintain progress and financial reporting deliverables for transparency throughout the recovery process.

Subtask 2.04 - Grant Management Technical Assistance and Project Management Oversight

Tetra Tech will collect and review key policies and procedures relevant to the Public Assistance program and provide guidance regarding best practices surrounding recovery operations as required. Tetra Tech will also provide support regarding Public Assistance programmatic timelines, requirements, key milestones and deliverables, and general recovery strategies. Consultant shall also provide support with identifying other potential funding/reimbursement methods for disaster related costs, as well as providing financial recovery strategy support for multiple potential sources if requested to do so. Tetra Tech’s project management team will also coordinate regarding ongoing project functional staffing needs and provide oversight of staff preparing deliverables and providing recovery services for the duration of the project.

ESTIMATED COST (not to exceed)

Estimated Not-to-Exceed: **\$9,700.00**

The estimated not-to-exceed amount is based on Consultant’s current understanding of the project requirements and best estimates of level of effort required to perform the basic services and may be subject to change upon agreement between the City and Consultant. The fee for the services will be based on the actual hours of services furnished multiplied by Consultant's hourly rates as set forth in the Participant Agreement between the City and Consultant. Table 1 below shows the estimated cost breakdown by project task and Table 2 outlines the anticipated staff positions and level of effort for these services.

Table 1: Estimated Cost Breakdown by Project Task [1][2]

Task Description	Estimated Amount
Task 1: Project Formulation	\$3,060.00
Subtask 1.01 - Streamlined Project Application (SPA) Creation/ Completed Work Data Reconciliation and Review	\$850.00
Subtask 1.02 - Procurement and Compliance Support	\$850.00
Subtask 1.03 - Duplication of Benefits Insurance Review	\$170.00
Subtask 1.04 - Grants Portal Project Submission Support	\$850.00
Subtask 1.05 - FEMA Request for Information (RFI) Support	\$340.00
Task 2: Grant Management	\$6,640.00
Subtask 2.01 - Completed Work Request for Reimbursement Support	\$2,550.00
Subtask 2.02 - FEMA Grant Management Reporting and Project Amendment Support	\$170.00
Subtask 2.03 - Grant Management Progress Reporting	\$170.00
Subtask 2.04 - Grant Management Technical Assistance and Project Management Oversight	\$3,750.00
Estimated Total:	\$9,700.00

Table 2: Estimated Cost Breakdown by Position [1][2]

Billing Title	Estimated Hours	Hourly Rate	Estimated Amount
Project/Program Manager	50	\$170.00	\$8,500.00
Project Accountant	12	\$100.00	\$1,200.00
Estimated Total:			\$9,700.00

[1] The above estimated level of effort and associated costs are based on available information at the time the estimates were prepared and do not represent the actual cost of the project. The fee for services will be based on the actual hours of services furnished multiplied by Consultant's hourly rates.

[2] Consultant may take the following actions, in its discretion, so long as Consultant does not exceed the estimated grand total: (i) Use fewer hours of one labor category and more hours of another labor category or categories and (ii) use fewer hours within one task and more hours within another task as necessary.

PROJECT ASSUMPTIONS

- **Project Sponsor.** The City will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Key Personnel.** Availability of key personnel is critical to obtaining the information required for the success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Additional Services.** The estimated budget is limited to the scope of work as described in this task order. Should the City request additional services, Tetra Tech will provide a separate scope, timeline, and budget for the requested additional services in a separate submission to the Client for approval.
- **Estimated Costs.** The cost estimate presented above is based on information known at the time of this proposal. Changes to these assumptions, as well as any scope changes will require a change to the project budget. Consultant will work in good faith with the City to present an updated proposal for approval.
- **Deliverables and Basis of Estimate.** The estimate presented above is based on Tetra Tech preparing estimated deliverables as shown below, and performing services as outlined above. If Tetra Tech is required to perform more or less work than originally foreseen, Tetra Tech will work in good faith to present a revised change order estimate if the scope of work is not able to be completed within the original estimate. The estimated count of deliverables below may be modified by Tetra Tech at its own discretion so long as the services requested can be completed within the scope and budget of this proposal.

Task	Deliverable	Estimated Count(s)
1	FEMA RFI Response	1
1	Grants Portal EEI/ Scope Surveys	1
1	Procurement Compliance Review	3
1	Procurement Cost Analysis	3
1	Project Insurance D.O.B. Review	1
1	SPA/Completed Work Cost Package	2
2	Amendment Request	1
2	FEMA & State Regular Meetings	6
2	Reimbursement Support/ Request	5
2	State RFI Response	5

- **Reimbursement for Services.** While Consultant cannot guarantee reimbursement for these services, it is anticipated that FEMA will likely reimburse a portion, or all of the costs related to this proposal through their Category Z Management Costs projects. Per FEMA’s Public Assistance Management Cost Policy, activities eligible

as management costs include those related to developing eligible PA projects and receiving reimbursement. These activities may include but are not limited to:

- Preliminary damage assessments
- Meetings regarding the PA Program or overall PA damage claim
- Organizing PA damage sites into logical groupings
- Preparing correspondence
- Site Inspections
- Travel expenses
- Developing the detailed site-specific damage descriptions (DDD)
- Evaluation Section 406 hazard mitigation measures
- Preparing small and large projects
- Reviewing PWs
- Collecting copying, filing, or submitting documents to support a claim
- Requesting reimbursement of PA funds
- Training

INVOICE AND PAYMENT:

Monthly Invoices are to be emailed to:
City of Indian Rocks Beach, Florida
Robin Gomez
rgomez@irbcity.com

Payments are to be mailed to:
Tetra Tech, Inc.
PO Box 209492
Dallas, TX 75320-9492
Attn: TDR Operations

APPROVED BY:

**For CITY OF INDIAN ROCKS BEACH, a political
subdivision of the State of Florida:**

For TETRA TECH, INC.

Signature: _____
Name/Title: _____
Date: _____

Signature:  _____
Name/Title: Jonathan Burgiel, Business Unit President
Date: 02/10/2026

**AGENDA MEMO
INDIAN ROCKS BEACH CITY COMMISSION**

MEETING OF: March 25, 2026 **AGENDA ITEM: 9 A**

ORIGINATED BY: Lorin A. Kornijtschuk, City Clerk
Mike Kelley, Code Enforcement Manager

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: **Resolution NO. 2026-03.** A Resolution of the City of Indian Rocks Beach, Florida, relating to lot mowing or clearing, providing for approval and endorsement of all assessments as finally fixed and adjusted. For the address 816 1st Street, Indian Rocks Beach, FL. 33785.

The City’s Code requires property owners to trim vegetation on their property and otherwise keep the premises clean and free of debris, trash, and other noxious matter.¹ If a property owner fails to maintain the property in such a fashion, the City may take steps to abate the property and charge the owner an assessment commensurate with the cost to the City to do so.²

Once the City completes the work in connection with the abatement of the property and upon proper notice to the necessary parties, “the city commission will meet to hear and determine any objections or defenses that may be filed in writing to the assessment of the amount thereof.”³ After the hearing is held, “[t]he city commission shall by resolution approve and endorse all assessments as finally fixed and adjusted at [a public hearing]. Such assessment shall, from the date of such confirmation, constitute a lien on the respective lot or parcels of land or other real property upon which they are levied... All persons who fail to object in writing to the proposed assessment in the matter provided in this article shall be deemed to have consented to and approved the assessment.”⁴

Attached to this Memorandum is Resolution 2026-03 and corresponding Exhibit A, 816 1st Street, Indian Rocks Beach, FL 33785 – the Assessment List for Lot Mowing. The property owner or agent listed on the Assessment for Lot Mowing has failed to maintain the property per the City’s Code and has caused the City to abate the property and assess the listed costs for doing so.

MOTION: I move to **APPROVE/DENY** Resolution No. 2026-03 **A Resolution of the City of Indian Rocks Beach, Florida, relating to lot mowing or clearing, providing for approval and endorsement of all assessments as finally fixed and adjusted. For the address 816 1st Street, Indian Rocks Beach, FL. 33785.**

¹ § 26-61, City Code

²² §§ 26-63, City Code

³ § 26-64, City Code

⁴ §26-65, City Code

Exhibit A
ASSESSMENT FOR LOT MOWING

Name of Owner	Legal Description	Mowed/Cleared	Amount Assessed	Amount Paid
Deborh Thompson, Douglas G. Thompson, Helen D. Thompson 816 1 st Street Indian Rocks Beach FL. 33785	12-30-14-59832-002-0210	11/20/2025 City of Indian Rocks Beach Property Cleanup	\$1,000.00	
Deborh Thompson, Douglas G. Thompson, Helen D. Thompson 816 1 st Street Indian Rocks Beach FL. 33785	12-30-14-59832-002-0210	11/20/2025 City of Indian Rocks Beach Administrative Fee	\$100.00	

**CITY OF INDIAN ROCKS BEACH
RESOLUTION NO. 2026-03**

**A RESOLUTION OF THE CITY OF INDIAN ROCKS BEACH, FLORIDA,
RELATING TO LOT MOWING OR CLEARING, PROVIDING FOR
APPROVAL AND ENDORSEMENT OF ALL ASSESSMENTS AS
FINALLY FIXED AND ADJUSTED.**

WHEREAS, the lot as described by the schedule attached hereto as and made a part hereof (Exhibit A- 816 1st Street, Indian Rocks Beach, FL. 33785- Legal Description: 12-30-14-59832-002-0210) was found to require mowing or clearing pursuant to the requirements of Chapter 26, Article III, Nuisances, of the City of Indian Rocks Beach City Code; and

WHEREAS, subsequent to the City abating the nuisance on the lot, the attached assessment roll was prepared (Exhibit A), which details the name of the property owner, a description of the lot proposed to be assessed for the abatement, the cost and expense of abating the nuisance, and the amount proposed to be assessed against each lot; and

WHEREAS, upon proper notice, the City Commission held a public hearing in City Commission Chambers, 1507 Bay Palm Boulevard, Indian Rocks Beach, Florida, on the 25th day of March 2026, at 6:00 p.m. to hear any objections or defenses that may have been filed in writing to the imposition of the assessments and the amounts thereof and to determine what, if any, assessments shall be imposed.

NOW BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF INDIAN ROCKS BEACH, FLORIDA, IN SESSION DULY AND REGULARLY ASSEMBLED, AS FOLLOWS:

Section 1. All foregoing recitals shall be adopted and incorporated as if fully set forth herein.

Section 2. The City Commission hereby approves and endorses all assessments detailed on the assessment roll, attached hereto and incorporated herein as **Exhibit A-816 1st Street, Indian Rocks Beach, FL. 33785- Legal Description: 12-30-14-59832-002-0210.** All assessments shall be paid at the Indian Rocks Beach Finance Department, in full, without interest, within thirty (30) days from the date of the adoption of this resolution by the City Commission. After thirty (30) days, a lien shall be recorded with the Pinellas County Clerk of the Circuit Court against the parcels listed in **Exhibit A**, with a simple interest rate of ten percent (10%) per annum plus filing fees until paid in full.

Section 3. This Resolution shall be in full force and effect immediately upon its adoption and approval in the manner provided by law.

PASSED AND ADOPTED this 25th day of March 2026, by the City Commission of the City of Indian Rocks Beach, Florida.

Lan Vaughan, Mayor/Commissioner

ATTEST: _____
Lorin A. Kornijtschuk, City Clerk

**INDIAN ROCKS BEACH CITY COMMISSION
AGENDA MEMORANDUM**

MEETING OF: March 25, 2026 **AGENDA ITEM:** 9 B

ORIGINATED BY: Ryan Henderson, City Manager

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: Ordinance NO. 2026-02 - Establishing the Neighbor Advisory Board. (First Reading).

STAFF

RECOMMENDATION: Staff Recommends Approval of the Ordinance 2026-02

BACKGROUND:

At the February 10 City Commission Meeting, the City Commission expressed interest in establishing an advisory board through which residents, our neighbors, and local business owners can collaborate with city leadership on community initiatives. As Indian Rocks Beach continues to navigate issues related to resilience, infrastructure, and quality of life, a formal advisory body would help gather community perspectives, promote constructive dialogue, and assist the Commission in evaluating potential policy directions.

ANALYSIS:

It is recommended that the Neighbor Advisory Board consists of **seven (7) members**, appointed by the City Commission, structured as follows:

- **Five (5) resident members** who reside within the City of Indian Rocks Beach
- **Two (2) business owner members** who own or operate businesses within the City

This composition is intended to ensure representation from both the residential community and the local business community, recognizing the importance of both perspectives in shaping city initiatives.

Scope of Work

The City Commission would designate specific **community-wide initiatives or topics** for the board to review and discuss. Following discussion, the board may provide recommendations, observations, or summaries of community perspectives for consideration by the Commission.

Topics assigned to the board may include, but are not limited to:

- Community resilience and emergency preparedness
- Neighborhood quality-of-life issues
- Local economic vitality and business environment
- Public safety and infrastructure concerns

- Other citywide initiatives identified by the Commission

Initial Topic of Focus

As discussed during recent Commission conversations, it is recommended that the board’s **first initiative** be a review of the City’s response to the **2024 hurricane season**, including:

- Community experiences during the storms
- Hurricane preparedness and communication
- Emergency response coordination
- Post-storm recovery and support
- Identification of lessons learned and opportunities for improvement

The Neighbor Advisory Board would be asked to gather community input and develop recommendations regarding **“Hurricane Response and Lessons Learned.”** These findings would assist the City in strengthening future preparedness and response efforts.

Establishing a Neighbor Advisory Board would provide the City Commission with a structured mechanism to engage neighbors and business owners in meaningful dialogue about issues affecting the community. By focusing on collaborative problem-solving and community input, the board could serve as a valuable advisory resource for the Commission as it considers future initiatives.

NOTE:

If approved on first reading on March 25, 2026, Ordinance No. 2026-02 will return to the City Commission for second and final reading at a subsequent meeting in April 2026. The ordinance becomes effective upon passage on second reading and signing by the Mayor.

MOTION:

I move to approve/deny, ORDINANCE NO. 2026-02 on first reading, An Ordinance of the City of Indian Rocks Beach Florida, establishing the Neighbor Advisory Board; providing for establishment, purpose, and membership; providing for term of membership; providing for compensation of members; providing for officers; providing for meetings; providing for powers and duties; providing for, repealer, severability, codification and effective date.

Attachment: Ordinance NO. 2026-02

CITY OF INDIAN ROCKS BEACH

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE CITY OF INDIAN ROCKS BEACH, FLORIDA, ESTABLISHING THE NEIGHBOR ADVISORY BOARD; PROVIDING FOR ESTABLISHMENT, PURPOSE, AND MEMBERSHIP; PROVIDING FOR TERM OF MEMBERSHIP; PROVIDING FOR COMPENSATION OF MEMBERS; PROVIDING FOR OFFICERS; PROVIDING FOR MEETINGS; PROVIDING FOR POWERS AND DUTIES; PROVIDING FOR REPEALER, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, pursuant to Article VIII of the Florida Constitution, Chapter 166, Florida Statutes, and Section 12.1 of the Charter of the City of Indian Rocks Beach, Florida, the City of Indian Rocks Beach has the authority to enact an Ordinance to establish a Neighbor Advisory Board; and

WHEREAS, the City Commission of the City of Indian Rocks Beach expressed interest, at its meeting of February 10, 2026, in establishing the Neighbor Advisory Board through which residents, neighbors, and local business owners can collaborate with city leadership on community initiatives; and

WHEREAS, the City of Indian Rocks Beach routinely navigates issues related to resilience, infrastructure, and quality of life, and a formal advisory body would help gather community perspectives, promote constructive dialogue, and assist the City Commission in evaluating potential policy directions; and

WHEREAS, the City Commission desires to establish a structured mechanism through the Neighbor Advisory Board to engage neighbors and business owners in meaningful dialogue about issues affecting the community; and

WHEREAS, the City Commission hereby finds this Ordinance to be in the best interest of public health, safety, and the general welfare of the community and that it advances a valid and important public purpose.

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of Indian Rocks Beach, Florida, as follows:

SECTION 1. RECITALS.

The Whereas clauses above are true and accurate and are incorporated by reference and made a part of this Ordinance.

SECTION 2. NEIGHBOR ADVISORY BOARD ORDINANCE.

Chapter 2, Article III, Division 11, Sections 2-271. – 2-276. of The Code of Ordinances, City of Indian Rocks Beach, Florida, is hereby created and The Code of Ordinances, City of Indian Rocks Beach, Florida, is hereby amended to read as follows:

CHAPTER 2, ARTICLE III, DIVISION 11. NEIGHBOR ADVISORY BOARD.

Sec. 2-271. Establishment, Purpose, and Membership.

- (a) A Neighbor Advisory Board is created according to the organizational structure as set forth in this division. The Neighbor Advisory Board shall have the duties and responsibilities as set forth in this division.
- (b) The purpose of the Neighbor Advisory Board is to gather community perspectives, promote constructive dialogue, and assist the City Commission in evaluating potential policy directions as the City navigates issues related to resilience, infrastructure, and quality of life.
- (c) The Neighbor Advisory Board shall consist of seven (7) members appointed by the City Commission based on its criteria for applicants and approval of applicants, structured as follows: five (5) members who reside within the corporate limits of the City and two (2) members who own or operate a business within the corporate limits of the City.
- (d) No member of the Neighbor Advisory Board shall hold any elected public office in the City during his or her tenure on the Neighbor Advisory Board.
- (e) The records and minutes of the deliberations and recommendations of the Neighbor Advisory Board shall be kept and shall be filed with the City Clerk.

Section 2-272. Term of Membership.

- (a) Subject to the staggered initial terms set forth below, each member of the Neighbor Advisory Board shall be appointed for a term of two (2) years, commencing on the date of appointment. Members may be reappointed for successive terms at the discretion of the City Commission.
- (b) For the purpose of establishing staggered terms, at the initial appointment of the Neighbor Advisory Board members, three (3) members who reside within the corporate limits of the City shall be appointed for an initial term of two (2) years; two (2) members who reside within the corporate limits of the City shall be appointed for an initial term of one (1) year; one (1) member who owns or operates a business within the corporate limits of the City shall be appointed for an initial term of two (2) years; and one (1) member who owns or operates a business within the corporate limits of the City shall be appointed for an initial term of one (1) year. Thereafter, all terms shall be for two (2) years.

- (c) A vacancy on the Neighbor Advisory Board shall be filled by the City Commission for the unexpired portion of the term in which the vacancy occurs, using the same appointment process established under this division.
- (d) A member may be removed from the Neighbor Advisory Board for cause by a majority vote of the City Commission upon the motion of any City Commission member, which cause includes, but is not limited to, misconduct, neglect of duty, or failure to attend three (3) consecutive regular meetings.
- (e) Any member may resign from the Neighbor Advisory Board by submitting a written resignation to the City Commission.

Section 2-273. - Compensation of Members.

The members of the Neighbor Advisory Board shall serve without compensation, but may be reimbursed for travel, mileage, and/or per diem expenses as may be authorized by the City Commission.

Section 2.274. - Officers.

- (a) The Neighbor Advisory Board shall elect one of its members as chairperson, another member as vice-chairperson, and another member as secretary.
- (b) Nomination of officers shall be made annually, and the election shall be held immediately thereafter.
- (c) The candidate receiving the majority vote for an officer position shall be declared elected and shall serve a term of one (1) year or until a successor shall take office.
- (d) The chairperson shall preside at all meetings. The vice-chairperson shall act in the absence of the chairperson.
- (e) The secretary, or his or her designee, shall serve as the recording secretary of the Neighbor Advisory Board and shall be responsible for maintaining minutes of all meetings and ensuring compliance with applicable public records and open meeting requirements.

Section 2-275. - Meetings.

- (a) The Neighbor Advisory Board shall hold regular meetings at such times and places as the Neighbor Advisory Board may determine, provided that the Neighbor Advisory Board shall meet no less frequently than once per calendar quarter.
- (b) A quorum for the conduct of a meeting shall consist of four (4) members of the Neighbor Advisory Board.

- (c) Reasonable notice of meetings of the Neighbor Advisory Board will be given to the public, and all meetings of the Neighbor Advisory Board shall be open to the public.
- (d) All records of the Neighbor Advisory Board shall be maintained in accordance with Chapter 119, Florida Statutes, and shall be filed with the City Clerk.

Section 2-276. – Powers and Duties.

- (a) The Neighbor Advisory Board shall serve in an advisory capacity to the City Commission. The Neighbor Advisory Board shall have no legislative, executive, quasi-judicial, administrative, or decision-making authority.
- (b) The duties of the Neighbor Advisory Board shall include, but not be limited to, the following:
 - 1) Reviewing and discussing specific community-wide initiatives or topics as designated by the City Commission, which may include, but are not limited to, community resilience and emergency preparedness, hurricane preparedness and communication, neighborhood quality-of-life issues, local economic vitality and business environment issues, and public safety and infrastructure concerns.
 - 2) Gathering community input and perspectives on assigned initiatives or topics.
 - 3) Providing recommendations, observations, or summaries of community input and perspectives for consideration by the City Commission.
 - 4) Providing periodic written reports on its findings regarding its assigned topics and initiatives to the City Commission and City Manager in accordance with the requirements established by the City Commission.
 - 5) Promoting constructive dialogue between residents, business owners, and City leadership regarding issues affecting the community.
 - 6) Performing such other advisory functions as the City Commission may from time to time request.

SECTION 3. REPEALER.

Any and all ordinances in conflict herewith are hereby repealed to the extent of any conflict.

SECTION 4. SEVERABILITY.

The sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared unconstitutional or otherwise invalid by the valid

judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses, and phrases of this Ordinance.

SECTION 5. CODIFICATION.

It is the intent of the City Commission that the provisions of this Ordinance shall become and be made a part of The Code of Ordinances, City of Indian Rocks Beach, Florida, and that the sections of this Ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to "section," "article," "regulation," or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall become effective upon passage on the second reading and signing by the Mayor.

ADOPTED ON FIRST READING at a meeting of the City Commission of the City of Indian Rocks Beach, Florida, held on the ____ day of March, 2026.

ATTEST:

Lorin A. Kornijtschuk, City Clerk

Lan Vaughan, Mayor/Commissioner

PUBLISHED the ____ day of _____, 2026, in the Tampa Bay Times.

ADOPTED ON SECOND AND FINAL READING at a meeting of the City Commission of the City of Indian Rocks Beach, Florida, held on the ____ day of April, 2026.

ATTEST:

Lorin A. Kornijtschuk, City Clerk

Lan Vaughan, Mayor/Commissioner

Approved as to form and legal sufficiency:

Matthew E. Maggard, City Attorney

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

FOR MEETING OF: March 25, 2026

AGENDA ITEM: 9 C

ORIGINATED BY: Lorin A. Kornijtschuk, City Clerk

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: **RESOLUTION NO. 2026-05.** A Resolution of the City Commission of the City of Indian Rocks Beach, Florida, appointing a member of the City Commission to serve as Vice Mayor-Commissioner; and providing for an effective date.

BACKGROUND:

Charter Section 4.4 authorizes the City Commission to appoint a Vice Mayor-Commissioner from among the members of the City Commission at its first regular meeting following certification each year.

The duties of the Vice Mayor-Commissioner shall be to preside over the meetings of the City Commission during the absence of the Mayor-Commissioner, and in general, in the absence or the inability of the Mayor-Commissioner, he or she shall do and perform those acts and things provided in the City Charter to be done by the Mayor-Commissioner.

ANALYSIS:

The City Commission should appoint a member to serve as Vice Mayor-Commissioner. The term shall commence on March 25, 2026, and shall expire at the newly elected City Commission's first meeting following the certification of the March 10, 2026, Municipal General Election results.

MOTION: To Approve/Deny Resolution No. 2026-05 Appointing Commissioner _____ to serve as Vice Mayor-Commissioner effective March 25, 2026, and until the first meeting of the newly elected City Commission following certification of the March 11, 2027 Municipal General Election Results.

**CITY OF INDIAN ROCKS BEACH
RESOLUTION NO. 2026-05**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF INDIAN ROCKS BEACH, FLORIDA, APPOINTING A MEMBER OF THE CITY COMMISSION TO SERVE AS VICE MAYOR-COMMISSIONER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Charter Section 4.4 authorizes the City Commission to appoint a Vice Mayor-Commissioner from among the members of the Commission at its first regular meeting following certification each year; and

WHEREAS, the duties of the Vice Mayor-Commissioner shall be to preside over the meetings of the City Commission during the absence of the Mayor-Commissioner, and in general, in the absence or the incapacity of the Mayor-Commissioner, he or she shall do and perform those acts and things provided in the City Charter to be done by the Mayor-Commissioner; and

WHEREAS, the Indian Rocks Beach City Commission desires to appoint a Vice Mayor-Commissioner.

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF INDIAN ROCKS BEACH, FLORIDA, DOES HEREBY RESOLVE, that:

Section 1. Janet Wilson is hereby appointed to serve as Vice Mayor-Commissioner.

Section 2. Said term shall commence on **March 25, 2026**, and shall expire on the City Commission's first regular meeting following certification of the **March 11, 2027** Municipal Election results.

Section 3. This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this **25th** day of **March 2026**, by the City Commission of the City of Indian Rocks Beach, Florida.

Lan Vaughan, Mayor-Commissioner

ATTEST: _____
Lorin A. Kornijtschuk, City Clerk

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

FOR MEETING OF: March 25, 2026

AGENDA ITEM: 9 D

ORIGINATED BY: Lorin A. Kornijtschuk, City Clerk

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: **RESOLUTION NO. 2025-06.** A Resolution of the City Commission of the City of Indian Rocks Beach, Florida, appointing a voting delegate and first and second alternate voting delegates to represent the City of Indian Rocks Beach at the Barrier Islands Governmental Council (BIG-C) Meetings; and providing for an effective date.

BACKGROUND: The BIG-C By-Laws, Article III, Section 2, Representation, states that all elected officials of each municipality shall be members of the council, one of whom shall be appointed by the municipality as the voting delegate. Each municipality may appoint other elected officials as alternate voting delegates. Each municipality shall designate its delegates in writing.

Delegate #1 - Name - Voting Delegate.

Delegate #2 - Name - Alternate to Delegate #1.

Delegate #3 - Name - Alternate to Delegate #2.

An alternate voting delegate may vote when the voting delegate is absent. Each city is entitled to one vote.

The object of the BIG-C is to stimulate communications between the barrier island cities to focus on problems common to all, including but not limited to: tourism, recycling, public transportation, beach preservation, renourishment and access, marine environment, air and water quality, public safety, density management, waterway regulation, taxation based on permanent residents and average transient population, to unite and be able to have one voice addressing the county, state, and federal governments while respecting the individuality of each.

April, 2025 - March, 2026 - Voting Delegates

Mayor-Commissioner Denise Houseberg - Voting Delegate

Vice Mayor-Commissioner Janet Wilson -1st Alternate

Commissioner Hilary King - 2nd Alternate

ANALYSIS: The City Commission needs to appoint a voting delegate and two alternate voting delegates to the BIG-C.

The BIG-C meetings are held on the last Wednesday of each month at 9:00 a.m., with the location rotating between the membership cities.

MOTION: To Approve/Deny Resolution No. 2026-6, appointing Mayor-Commissioner _____ as the City’s voting delegate at the Big-C meeting, with Commissioner _____ as the First Alternate Voting Delegate, and Commissioner _____ as the Second Alternate Voting Delegate.

**CITY OF INDIAN ROCKS BEACH
RESOLUTION NO. 2026-06**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF INDIAN ROCKS BEACH, FLORIDA, APPOINTING A VOTING DELEGATE AND FIRST AND SECOND ALTERNATE VOTING DELEGATES TO REPRESENT THE CITY OF INDIAN ROCKS BEACH AT THE BARRIER ISLANDS GOVERNMENTAL COUNCIL (BIG-C) MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the object of the Barrier Islands Governmental Council (BIG-C) is to stimulate communications between the barrier islands cities to focus on problems common to all, including but not limited to: tourism, recycling, public transportation, beach preservation, renourishment and access, marine environment, air and water quality, public safety, density management, waterway regulation, taxation based on permanent residents and average transient population, to unite and be able to have one voice addressing the county, state, and federal governments while respecting the individuality of each; and

WHEREAS, the BIG-C By-Laws, Article III, Section 2. Representation states that all elected officials of each municipality shall be members of the council, one of whom shall be appointed by the municipality as the voting delegate. Each municipality may appoint any other elected official as alternate voting delegates. Each municipality shall designate its delegates in writing; and

WHEREAS, the City Commission desires to appoint members of the City Commission to represent the City at the BIG-C Meetings.

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF INDIAN ROCKS BEACH, FLORIDA, DOES RESOLVE, that

Section 1. The City Commission hereby appoints Lan Vaughan as the City's voting delegate at the BIG-C Meetings and appoints _____ as the 1st alternate voting delegate and Commissioner _____ as the 2nd alternate voting delegate.

Section 2. This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 25th day of March 2026, by the City Commission of the City of Indian Rocks Beach, Florida.

Lan Vaughan, Mayor-Commissioner

ATTEST: _____
Lorin A. Kornijtschuk, City Clerk

**INDIAN ROCKS BEACH
CITY COMMISSION AGENDA MEMORANDUM**

MEETING OF: March 25, 2026 **AGENDA ITEM:** 9 E

ORIGINATED BY: Ryan Henderson, City Manager

AUTHORIZED BY: Ryan Henderson, City Manager

SUBJECT: Resolution No. 2026-07. A Resolution of the City Commission of the City of Indian Rocks Beach, Florida authorizing the City Manager to enter into an agreement with Strategic Government Resources, Inc. (SGR) for strategic planning resources.

STAFF

RECOMMENDATION: Staff recommends Approval of the Agreement.

BACKGROUND:

Strategic Government Resources, Inc. (SGR) is a national consulting firm specializing in assisting local governments with leadership development, strategic planning, and organizational effectiveness. Founded in 2002 by former City Manager Ron Holifield, SGR focuses on developing innovative, collaborative, and effective public sector leadership.

SGR provides a range of services including recruitment and retention, leadership training, and strategic planning. The firm operates nationwide and has extensive experience working with municipalities similar in size and structure to the City of Indian Rocks Beach.

SCOPE OF SERVICES:

SGR will facilitate a **1.5-day Strategic Planning Council Retreat** for the City Commission. The retreat will be tailored to the City's needs and developed collaboratively between City staff and the SGR facilitator.

Key components of the engagement include:

- Development of a customized retreat agenda
- Facilitation of strategic planning discussions
- Identification of City priorities, goals, and initiatives

The dates for the retreat are **April 15–16, 2026**, with sessions scheduled over one and a half days.

The facilitator for the retreat will be Dr. Mike Mowery, an experienced leadership and organizational development professional.

The total cost for professional services is **\$14,000**, which includes planning, facilitation, and advance interviews.

Additional costs will include facilitator travel expenses (airfare, lodging, meals, and transportation), billed at actual cost with no markup.

Funds are available in the City Manager’s department budget, amending below CM accounts to expense the \$14,000, to Other Contractual Services, increasing this line-item by \$13,000:

Other Contractual Services, 001-512-000-023-000	\$1,000 (existing budget)
Printing and Binding, 001-512-000-047-000	\$4,000
Other Current Charges, 001-512-000-049-000	\$1,000
Training Education and Dues	\$3,000
Regular Salaries	\$5,000

Conclusion:

Engaging a third-party facilitator provides an objective and structured approach to strategic planning. SGR brings specialized expertise in municipal leadership and strategic foresight, which will assist the City Commission in:

- Establishing clear priorities and goals
- Enhancing collaboration among elected officials
- Aligning policy direction with community needs
- Preparing for future challenges and opportunities

This process will result in a more focused and actionable strategic plan to guide City decision-making.

MOTION:

I move to approve/deny Resolution NO. 2026-07 of the City Commission of the City of Indian Rocks Beach, Florida authorizing the City Manager to enter into an agreement with Strategic Government Resources, Inc. (SGR) for strategic planning resources.

Attachments:

1. SGR Proposal
2. Mike Mowery (Facilitator) Biography

Mike Mowery, D. MIN.

President of Leadership Development

Dr. Mike Mowery, SGR's President of Leadership Development and Strategic Foresight, has been with SGR since 2011. Before joining SGR Mike was a full-time pastor for 20 years, having served churches in Washington, Colorado, and Texas. His doctoral project was developing a collaborative approach to strategic planning, and this has formed the foundation for the Council Retreats that SGR leads every year in cities and counties across the nation. Mike is passionate about the importance of servant leadership because he believes it provides a way for a future in which everyone has the chance to flourish. Although he has not worked for any municipalities, he has led over 500 Leadership Workshops for local governments.

Mike is a sports fanatic, and he is often accused of stirring up "smack talk" within the SGR Team. You're also likely to hear him quoting goofy sports clichés. The love for sports comes from his uncle, Pat Mowery, who was a teacher and coach in Mike's hometown. He instilled in Mike a love for sports and developing people from an early age. Although he didn't realize it, his uncle was a mentor before mentoring was even talked about.

When it comes to leadership, Mike's favorite saying is, "Leaders are readers, and readers are leaders." He believes reading a well-written book is like having a lengthy conversation with an expert on a particular topic, and there's no better way to learn than having those kinds of experiences.

Mike and his wife, Mary Beth, both graduated from Baylor University (sic 'em Bears!). They have been married for over 40 years and have three children and five grandchildren. In addition to his formal education, Mike has completed certifications through IOPT, Wave Changers, Friday Night at the ER, Institute of Cultural Affairs, and the Greenleaf Best Test. He is currently in the process of becoming a certified leadership coach through the International Coaching Federation.

Proposal for:
Strategic Planning Council Retreat

City of Indian Rocks Beach, FL

02/23/2026



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About SGR

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by recruiting, assessing, and developing innovative, collaborative, and authentic leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR was founded by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's Core Values are Inspired by Excellence, Rooted in Relationships, and Driven by Purpose.

SGR is a full-service firm, specializing in providing solutions for local governments in the areas of recruitment and retention, leadership development and training, innovation and future readiness, and everything in between. With 21 full-time employees, 21 recruiters, 22 facilitators, and multiple consultants who function as subject matter experts on a variety of projects, SGR offers comprehensive expertise.

The company operates as a fully remote organization, with team members located in Texas, Arizona, California, Colorado, Florida, Georgia, Maine, Missouri, Montana, New York, North Carolina, Ohio, Oklahoma, Oregon, and South Carolina.

View all SGR team members and their bios at: [MeetTeamSGR](#)

Leadership Development Workshops and Retreats:

SGR's Leadership Development Workshops and Retreats are highly customizable and can be tailored to meet the specific needs of your organization. Certain needs may simply require a customized agenda while others may require confirming other specifics such as preferred topic, duration, target audience, intended outcomes, budget, and more. Examples of topics used for Leadership Development Workshops and Retreats:

- *Retreats for elected officials*
- *Workshops for Management Teams*
- *Executive Book Briefings*
- *Round-Table Discussions on Values-based Leadership*
- *Strategic Foresight Workshops*
- *Servant Leadership Conferences*
- *Executive Coaching and Mentoring*



Scope of Services

Thank you for the opportunity to submit this proposal to facilitate a Strategic Planning Council Retreat for the City of Indian Rocks Beach, FL. This proposal includes event details, facilitator background information (as applicable), and the cost of services. The specific agenda for the event will be established in collaboration between the SGR facilitator and the City of Indian Rocks Beach, FL.

Optional Add-On Sessions

An elected officials retreat may also include one of the following one-hour virtual sessions at no additional cost. Should your organization wish to include two options, the second session will be billed at \$1,000. Depending on your schedule and preference, the session can be held at the beginning of the retreat, during lunch, or at the end of the retreat.

- *Executive Book Briefing* with Randy Mayeux
- *Dealing with Local Media* with Steve Stoler
- *High-Performance Communications for Local Governments* with Will Hampton
- *Good Governance* with Darlene Freed

In addition, a Strategic Foresight Overview with Hauson Le is available as a one-to two-hour session. The fee is \$1,000 for an in-person session or \$600 for a virtual session.

Date: TBD (Looking at April 23-24) Times: 9:00am-4:30pm & 8:00am-12:00pm

Location: (if applicable): TBD

Facilitator: Dr. Mike Mowery

To view Dr. Mowery's bio, please visit the facilitator section on the SGR website: [Meet the Team](#).

Requested Logistical Support from the City:

1. Meeting location, break coordination, and expenses.
2. AV setup, including a laptop and projector with power point and adequate sound capability, and a lapel microphone
3. Wi-fi Internet
4. Printing of all materials, if applicable.
5. Two chart-size "Post It" style pads with sticky backs and six different colored large size markers (wide tip).



Billing

SGR will send an invoice immediately following the date of service, which can sometimes result in multiple session offerings being represented in a single invoice if the event dates are all delivered within a relatively short period of time. Payment is due within thirty (30) days of receipt. If full payment is not made by the due date, SGR reserves the right to suspend the delivery of all future events until full payment is made. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

Facilitator Travel and Related Expenses:

Applicable travel expenses will be calculated on the day of the event (or preceding/post day(s) of the event based on the start/ending time of the events) and invoiced in addition to the Professional Service Fee(s). If the requested session requires two or more facilitators to be on-site at any time during the session, the client will be invoiced for each Facilitator's travel expenses. SGR makes every effort to be economically responsible regarding facilitator-related travel expenses including:

1. **Airfare + Applicable Fees.** Air transportation will be billed to the client at actual cost (no mark-up) immediately following the date of service.
2. **Ground Transportation**
 - Personal Vehicle (round trip mileage at current IRS rate of \$72.5 cents per mile)
 - Rental Vehicle (rental fees + gas at actual cost with no mark-up).
3. **Lodging.** The facilitator will stay at a hotel comparable to a Hampton Inn in your city. Lodging will be billed to the client at actual cost (no mark-up) immediately following the date of service.
4. **Meals.** Meals will be reimbursed to facilitator based on a daily per diem amount of \$70.00/day per facilitator; \$18 for breakfast, \$20 for lunch, and \$32 for dinner. Facilitator(s) may claim meal reimbursement for the duration of the trip, including travel en route to and from the event (excluding any meals provided by the Organization in conjunction with the event.)

Purchase Order

If applicable, please provide the appropriate Purchase Order (PO) to be included on the invoice for services provided as part of this Professional Services Agreement. PO #: _____



Professional Service Fees

Professional Services	Unit Price	Quantity	Total Cost
Strategic Planning Council Retreat (1.5 Days)	\$ 14,000.00	1	\$ 14,000.00
Travel Costs (Refer to pg. 5)	TBD	TBD	TBD

Supplemental Service Fees

Supplemental Services	Unit Price	Quantity	Total Cost
Advance Interviews (Included in the Professional Fee)	\$ 0.00	5	\$ 0.00

Total Proposed Fees

Professional Services	\$ 14,000.00
Supplemental Services	Included in the Professional Fee
Total	\$ 14,000.00 plus facilitator travel expenses



Response Request

For efficient planning and coordination, we kindly request that your organization respond promptly to our proposal, indicating whether you choose to proceed with the collaboration or explore alternative directions. Prompt feedback is of utmost importance as it enables us to create comprehensive plans and allocate necessary resources. Your timely response ensures that both parties can effectively prepare, align strategies, and optimize outcomes. We greatly appreciate your commitment to this collaborative approach.

Website Highlight

SGR requests your permission to feature your organization's logo on our website to highlight our professional partnership.

Would your organization be open to SGR mentioning our work with your organization in social media posts?

We recognize that your organization is not permitted to endorse SGR's business or products; our intent is solely to list your organization as one with which we have a professional relationship.

Please let us know if you have any specific branding guidelines or requirements regarding such usage.



Agreement for Strategic Planning Council Retreat (“PROJECT”) to City of Indian Rocks Beach, FL (“CLIENT”) between CLIENT and Strategic Government Resources, Inc., DBA SGR (“SGR”)

SGR and CLIENT (together, “Parties”) agree as follows, effective upon the date of the later signature below, in consideration of the mutual promises contained in this Agreement and other good and valuable consideration, the sufficiency of which each Party hereby acknowledges.

1. SGR promises and agrees:

- a. To perform the services described in SGR’s Proposal for PROJECT dated 02/23/2026 (“PROPOSAL”) substantially in the timeframe projected in the PROPOSAL.
- b. To comply with all applicable open records, public information and similar laws, and consult with CLIENT if SGR is asked for information before disclosure, unless prevented by court order or law from doing so.

2. CLIENT promises and agrees:

- a. To pay SGR promptly as billed or invoiced for such services in accordance with the amounts stated in PROPOSAL, including Reimbursable Expenses and costs of any Supplemental Services or Other Expenses that CLIENT selects.
- b. To respond to drafts of documents and reports in a timely manner; failure to do so may, in SGR’s reasonable discretion, extend timelines and can negatively impact the outcome of the process.
- c. To provide legal opinions to SGR regarding when and if any information relating to the PROJECT must or should be released in accordance with public information laws or legal process.
- d. That if CLIENT receives an open records request, CLIENT shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt.
- e. To cooperate with SGR to enable SGR to perform its obligations to CLIENT.



3. Additional Terms and Conditions:

- a. SGR may substitute personnel other than those initially placed, who have substantially equivalent training and experience and subject to approval of CLIENT, due to factors such as SGR employee/consultant turnover, developing needs of the PROJECT, or CLIENT's request.
- b. CLIENT grants SGR permission to use any name, logo, or other identifying mark of CLIENT in SGR's social media content to refer to the relationship established by this agreement.
- c. Remedies
 - i. CLIENT can terminate this agreement at any time for no reason upon giving SGR seven (7) days advance written notice of the termination date. In such an event, SGR will be compensated for all work satisfactorily performed up to and through the termination date.
 - ii. SGR can terminate this agreement upon seven (7) days advance written notice of the termination date to CLIENT if CLIENT has failed to promptly pay in full any undisputed portion of any bill or invoice (if the dispute is in good faith) or has failed to perform its contractual promises in a manner that materially impedes SGR's ability to perform. In such an event, SGR will be compensated for all work satisfactorily performed up to and through the termination date.
- d. There are no third-party beneficiaries to this Agreement.
- e. If any term or condition of this Agreement is invalidated by final judgment of a court of competent jurisdiction or becomes impossible to perform, the Parties will confer about whether to continue performance without amending the Agreement, without prejudice to either Party's right to terminate the Agreement without cause.



f. This Agreement embodies the complete and final understandings, contract, and agreement between the Parties, superseding any and all prior written or verbal representations, understandings, or agreements pertaining to this PROJECT. This Agreement can be modified only by a signed written amendment. Electronic communications purporting to amend this Agreement will be effective only if the electronic communication includes specific reference to this Agreement or PROJECT.

g. This Agreement will be governed by the substantive laws of the State of Florida without regard to the jurisdiction's choice-of-law doctrines. Venue for any litigation relating to this Agreement will be exclusively in Pinellas County of the state of Florida.

h. Notices related to this Agreement will go to the respective Parties as follows but either Party can change the addressee for notices to that Party by written notice to the other Party.

i. For the purposes of this Agreement, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Agreement.

ii. Any notice required to be given by this Agreement shall be deemed to have been given within three (3) days of emailing or depositing in the mail.



Legal Notices

SGR

Attn: Melissa Valentine
Corporate Secretary
PO Box 1642 Keller, TX
Melissa@GovernmentResource.com

Client

Attn:
Title:
Address:
Email:

Project Representative

SGR

Attn: Mike Mowery
President of Leadership Development
PO Box 1642 Keller, TX
MMowery@GovernmentResource.com

Client

Name:
Title:
Address:
Email:

Billing and Invoicing

SGR

Attn: Finance
Finance@GovernmentResource.com
817-337-8581

Client

Name:
Email:
Phone:



On-Site AV/IT Point of Contact (for day-of session needs):

SGR

Attn: Training

Training@GovernmentResource.com

817-337-8581

Client

Name:

Email:

Phone:

On-Site Event Coordinator Point of Contact (for day-of session needs):

SGR

Attn: Training

Training@GovernmentResource.com

817-337-8581

Client

Name:

Email:

Phone:



- i. Unless sooner terminated, this Agreement shall terminate at such time as the PROJECT is completed and the requirements of this Agreement are satisfied, except that duties of payment, of information disclosure, any representations and warranties, and placement guarantee survive this Agreement.
- j. The Parties and each individual who executes this Agreement on behalf of a Party represent and warrant to the other Party that as to each Party's respective signatory, that signatory is authorized by their Party to execute this Agreement and to bind their Party hereto.
- k. Time is of the essence to this Agreement.
- l. This Agreement may be executed in counterparts which together will comprise the Agreement.
- m. This Agreement is subject to appropriation of funds by CLIENT.
- n. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

Strategic Government Resources, Inc., DBA SGR

SGR

Signature:

Printed Name:

Title:

Date:

Client

Signature:

Printed Name:

Title:

Date:



**CITY OF INDIAN ROCKS BEACH
RESOLUTION NO. 2026-07**

**A RESOLUTION OF THE CITY OF INDIAN ROCKS BEACH,
FLORIDA, AUTHORIZING THE ENGAGEMENT OF
STRATEGIC GOVERNMENT RESOURCES, INC. (SGR) TO
FACILITATE A STRATEGIC PLANNING RETREAT FOR THE
CITY COMMISSION**

WHEREAS, the City of Indian Rocks Beach recognizes the importance of strategic planning to guide policy decisions, allocate resources effectively, and address current and future community needs; and

WHEREAS, the City Commission desires to engage in a structured strategic planning process to establish priorities, goals, and initiatives for the City; and

WHEREAS, Strategic Government Resources, Inc. (SGR) is a national consulting firm specializing in assisting local governments with leadership development, strategic planning, and organizational effectiveness, and has extensive experience working with municipalities similar in size and structure to the City of Indian Rocks Beach; and

WHEREAS, SGR will facilitate a one-and-one-half-day Strategic Planning Council Retreat for the City Commission, scheduled for April 15–16, 2026, with a customized agenda developed collaboratively between City staff and the SGR facilitator; and

WHEREAS, the scope of services includes development of a customized retreat agenda, facilitation of strategic planning discussions, and identification of City priorities, goals, and initiatives; and

WHEREAS, the total cost for professional services is \$14,000, which includes planning, facilitation, and advance interviews, with additional travel expenses to be billed at actual cost with no markup.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF INDIAN ROCKS BEACH, FLORIDA, THAT:

Section 1. The City Commission hereby authorizes the engagement of Strategic Government Resources, Inc. (SGR) to facilitate a Strategic Planning Retreat for the City Commission on April 15–16, 2026, in accordance with the scope of services described herein.

Section 2. The City Commission hereby approves the expenditure of \$14,000 for professional services, plus reasonable travel expenses to be billed at actual cost with no markup.

Section 3. This Resolution shall become effective immediately upon its adoption by the City Commission of the City of Indian Rocks Beach.

PASSED AND ADOPTED this _____ day of March, 2025, by the City Commission of the City of Indian Rocks Beach, Florida.

Lan Vaughan, Mayor-Commissioner

ATTEST: _____
Lorin A. Kornijtschuk, City Clerk

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

FOR MEETING OF: March 25, 2026

Agenda Item: 10 A

SUBMITTED BY: Lan Vaughan, Mayor Commissioner

AUTHORIZED BY: Ryan Henderson, City Manager

FUTURE AGENDA ITEMS

SUBJECT: Discuss “Short Term Rentals” at the April 14, 2026 regular City Commission meeting.

MOTION:

I move to **APPROVE/DENY** placing a discussion regarding “Short Term Rentals” on the April 14, 2026 Agenda.

AGENDA ITEM 11.
ADJOURNMENT.