

A Timeline Analysis of Contract Activities between Alpha Corporation and the City of St. Pete Beach

2020

August Alpha invoices being paid apparently without a contract and without a PO
Issues: Method of procurement for services is unknown
 Payments being made without a PO continued into 2021
 Scope of services is unknown
 Deliverables are unknown
 Invoices continued into 2021 under two accounts:
 Administrative: Approximately \$3,000
 Capital: Approximately \$23,758
 Total exceeds the \$25,000 limit requiring Commission Approval
 Apparently the payments are being split to avoid the Commission

September A contract for Electrical Undergrounding Services is entered into with Alpha for
 an amount not to exceed \$25,000
Issues: No apparent Commission Approval
 A PO was issued for payments
 Method of procurement for services is unknown
 Deliverables are unknown

December Alpha was approved as a Services Provider under CCNA competition
 Note: The Public Works Director was not invited to sit on the selection
 Committee in an apparent attempt to exclude CPWG from being selected

2021

January Commission approved a Task Order in the amount of \$36,640 for professional
 services to manage the Electrical Undergrounding Project. The Public Works
 Director is publicly humiliated by being excluded from project management and
 is cut out of all future project correspondence and management.
Issues: A PO was issued
 Deliverables are unknown

March A PO is issued in the amount of \$24,980 for professional services to manage the
 Electrical Undergrounding Project.
Issues: A PO was issued
 Deliverables are unknown
 This is a second PO for the same work and the value is
 apparently an attempt to avoid Commission approval

Summary: In total approximately \$110,000 was paid to Alpha Corp and there is no apparent evidence of any deliverables.

Human Resources Concerns

Micromanagement: Per Gartner, a leading Human Resources consulting firm, micromanaging consists of behavioral patterns where managers exhibit excessive supervision. They take control of their employees in their work and specific tasks. They don't just delegate tasks; they make decisions for their staff.

Human Resources

- Hiring of the Administrative Assistant
- Hiring of the Engineer
- Attempted firing of a Sanitation Worker
- A complete fiasco in attempting to create Sanitation Technician Positions
- Eliminating the Public Works Director from the CWA Union Negotiations
 - Then inserting unsupported time requirements for promotion and dismissing the experience of the Director when it was pointed out we should promote people based on qualifications and not that they occupied the position for a year
- Hiring a Streets Maintenance Worker
- Attempted firing of the Operations Manager
- Denial of an annual pay raise to the Operations Manager with no explanation
- Creating a new Facilities Operations Manager Position and giving it to an Administrative Assistant with no qualifications
- Creating a Chief Operations Officer with no job description or explanation to the Directors of what the scope of responsibilities are
- Promoting a Building Department Manager who apparently does not have qualifications
- Promoting the Finance Director to Assistant City Manager and then not hiring a Finance Director

Examples of Favoritism towards our female employees: As far as I can tell no male employee has received a promotion or has been hired into a senior position since 2017 except Andy (who I was allowed to hire and Alex wants to fire)

- Michelle: Hired and replaced Wesley who eventually left
- Eileen: Hired into a newly created position with a promotion
- Julie: Promoted into her position with questionable qualifications
- Alicia: When not hired to by the PW Admin Clerk, a position was found in Recreation
- Keri: Promoted into the HR position with no qualifications whatsoever
- Candyce: Hired into the vacant IT position, no problem but it is just another female move
- Jennifer: Promoted into the COO position which was created for her, Directors still have no idea what her job duties are

Wesley Wright was the Community Development Director and a planner by trade. The City Manager for whatever reasons chose to belittle, berate and speak poorly of him and to him. The harassment got so bad that when Wesley was demoted unceremoniously and replaced by Michelle, he kept no personal objects in his office save for one family photo. When asked why,

he pointed out that when he is fired or leaves, he didn't want a lot of baggage. That was a sad, shocking situation of open hostility by the City Manager.

Operations

- Repeated refusal to sort out the vehicle replacement plan organizational and financial issues
- Purchasing electric vehicles without fleet engineering advise, then retrofitting them with computers in violation of the warranty and placing the operators in danger
- Transferring oversight of garbage collection from Public Works to Parks without explanation, trying to re-negotiate an executed contract because of perceived cost over-runs, confusing the staff on who has responsibility for what parts of collection, beach, parks, streets, community, commercial
- Starting the process of providing sustainable power to City Hall including a new back-up generator, pausing the project to allow for the replacement of the HVAC system but placing the HVAC replacement in Facilities with no apparent expertise in HVAC

Capital Improvement Projects

- Removal of the Director as the Project Manager for the Electrical Undergrounding
And then reinstating when the Alpha Corp. Project Manager left
- Insisting on requiring hard copy deliverables for topographic work in design even though the topographic maps are included in the 100% design
- Reprimanding the Public Works Director to ensure deliverables are received prior to payment, threatening to do periodic reviews of invoices and then never doing so
- Micromanaging the Operations Yard design to the point of designating which vehicle goes into which parking slot during design, revising the design multiple times and then wondering why there is an additional design cost and months of delays
- Holding multiple meetings to discuss the Wastewater Asset Management plan in excess of the number of meetings specified in the Task Order and then wondering why there is an additional design cost
- Developing the FY24 CIP program without initial input from the Directors
- Conducting the Finance Committee review and ranking of CIP projects w/o PW Director
- Placing the development of engineering project design and scope with personnel with no qualifications and then losing track of who has what project to the point we had to have a meeting just to sort it out
 - Design of Fire Station 22 replacement is under the Finance Director
 - Purchase of barges and piers is under the Recreation Director/COO
 - Design of Sunset Way sidewalks and streets are under Community Development
 - Design of PAG Park Rehabilitation is under the Parks and Recreation Director/COO
 - Design of Egan Park Rehabilitation is under the Parks and Recreation Director/COO
 - Design of Gulf Blvd sidewalk improvements is under Community Development

Financial

- Purchasing multiple fleet vehicles for Community Development without Commission oversight

- Hiring Alpha Corp with a Task Order of \$24,950 deliberately circumventing Commission oversight
- Using three quotes obtained by a consultant for a project over \$500,000 instead of using the contractor we have under contract or bidding the project out
- Purchase of multiple vehicles for Community Development which were not programmed and the purchases did not appear on any Commission Agenda

Organizational

- Braking up the blue collar work force between three Operations Managers
- Placing Facilities Maintenance under an employee with no experience and then placing the staff under a Director with no experience or ability to mentor for success

In general, the City Manager is a micro-manager in many ways including the hiring of Public Works employees. In his own words he considers every employee to be his employee and reserves hiring interviews and offers as his sole domain. My input and recommendations have been dismissed many times and I have had to maneuver through many unnecessary challenges to hire and manage staff. As a long serving public servant with vast hiring experience, I would have hoped I would have been given the latitude to hire my staff as I see fit. Not so.

Hiring of the Public Works Administrative Assistant

Upon the departure of Trish White, Public Works began the process of solicitation for a replacement. Shortly after I was informed that we would not be allowed to hire an assistant because Mandy Edmonds, Parks and Recreation Operations Manager, did not have an assistant. When I pointed out that this position works for the Director, the City Manager completely dismissed the point. That decision had a crippling effect on the operations of the organization as all administrative duties had to be transferred to more senior staff. Not very efficient to be paying a Director to be his own assistant for phone calls, payroll, invoicing and a multitude of other administrative tasks that are well below the level a Director should be dealing with. A couple of months later the City Manager promoted his assistant to the position of Facilities Operations Manager and as he began to solicit for her replacement, unknown to me, the Public Works position was also being advertised for. I was not told. But happy enough with the decision I met with Jennifer Leadford who was a Library employee with a master's degree and a candidate for the position when Trish White was hired. I met with her, and she agreed to take the position. When I informed HR, I was rebuked. Evidently the City Manager had given a list of candidates to HR for interviews without my input. Jennifer ended up being hired for a Community Development vacancy which was a good fit and did not bother me. I had selected a candidate named Kaitlyn Roy for an interview, but she was not on Alex's list. Alex was pressuring me to hire Alicia Kalke (in part I believe because of her Hispanic

heritage which is a trend) and I did not find her to be a good fit at all for Public Works. Eventually I convinced the City Manager to allow me to interview three candidates including Kaitlyn and Alicia with a panel including the COO, CFO, Fire Chief and HR. The panel saw that Kaitlyn was a good fit for Public Works and because it was not my selection but that of the panel, the City Manager allowed Kaitlyn to become the Public Works Administrative Assistant. Alicia ended up in Recreation where she remains today. The whole process was an extremely stressful fiasco and completely unnecessary driven by a micro-management leadership style.

Hiring of the Public Works Engineer I

Upon the departure of our Construction/FOG Inspector the City Engineer and I recommended replacing her with another Construction/FOG Inspector. This was in light of the enormous amount of construction we were anticipating over the next several years and the fact that FOG inspections is a task that will never end. The City Manager determined that we needed an Engineer instead of an Inspector and transferred the FOG duties to Code Enforcement. That transfer has been a fiasco and recently there is discussion of bring it back to Public Works where it belongs as no one in Code Enforcement is apparently qualified sufficiently or at least has the confidence to handle the engineering side of the inspection. Engineers are hard to come by and the announcement was not bringing forth candidates that we were interested in. Until we saw Nicole Kurant's application which showed significant electrical experience that would be beneficial to our electrical undergrounding on Gulf Blvd. program. I called her and invited her to visit Public Works for an interview and found that she would be a great fit for our organization. When I informed HR of my selection I was immediately rebuked, again. The City Manager saw fit to select his own top 4 (none of which I was interested in) and interviews were arranged including adding Nicole as candidate number. As we wrestled back and forth with the interview process with me trying to assert my experience in making a selection and the City Manager micro-managing (or 'following procedure' where I have never seen a requirement to interview a certain number of people or interview candidates who are considered not well qualified) I was again threatened that I needed to decide if I want to be part of the team or go in a different direction. After the interviews Nicole was selected and she is doing a fantastic job. The whole process was an extremely stressful fiasco and completely unnecessary driven by a micro-management leadership style.

About all I can say about this is: Really?

From: Alex Rey <arey@stpetebeach.org>
Sent: Friday, April 21, 2023 1:11 PM
To: Mike Clarke <mclarke@stpetebeach.org>
Cc: Andrew Dickman <andrew@dickmanlawfirm.org>
Subject: RE: Bay Street Water Draining

Mike, providing a technical response is perfectly fine.

Engaging with a commissioner on a discussion about changes to the road maintenance is a charter violation, only I can do that.

Alex

From: Mike Clarke <mclarke@stpetebeach.org>

Sent: Friday, April 21, 2023 12:48 PM

To: Mark Grill <mgrill@stpetebeach.org>

Cc: Alex Rey <arey@stpetebeach.org>; Brett Warner <bwarn@stpetebeach.org>

Subject: RE: Bay Street Water Draining

Commissioner Grill,

Thank you for passing on Mr. Pike's note. It reads to me that he is basing his comments on the premise that we performed a road design to include the survey of elevations, excavation of existing road and sub base, re-grading and compacting a new sub base and then applying a new layer of asphalt. Were all that to be the case, his comments would be appropriate. However, we do not do any of that. This project, and all of our annual road resurfacing projects, are a maintenance operation called Mill and Fill. There is no design. All that happens is a level of deteriorated asphalt is removed and replace it in kind. Any undulations in the sub base will manifest themselves through the new asphalt during the compaction phase and the new surface will generally represent the existing conditions prior to the project. The contractor performed the work we requested to industry standards. Had we done what Mr. Pike suggests the cost would have been significantly higher than what we paid.

If we would like to change our approach to road maintenance I am very open to that discussion. There are many options available to the City. However, in the end it all boils down to cost for the chosen level of service.

Sincerely,

Mike

Michael F. Clarke

Public Works Director

St. Pete Beach, FL 33706

(727)-363-9243

Bribery: Merriam-Webster: Money or favor given or promised in order to influence the judgment or conduct of a person in a position of trust.

Numerous members of the Community Development staff and HR were in attendance at the Commission meeting on June 13, 2023. Those staff members had no official reason to be there, they had no items on the agenda they were responsible for and they do not attend the meetings normally, if at all. They were there at the behest of the City Manager. During the proceedings they all abruptly stood up, walked to the front row of seating and positioned themselves as an obvious show of support for the City Manager. If they were on the clock and being paid, that is money being paid to influence the judgement of the Elected Officials. If they were not being paid to be there it was most certainly a favor to the City Manager to influence the judgement of the Elected Officials. Either way, it was a circus parade of wrong.

I learned long ago that there are two obvious traits the City Manager has; one is you will never succeed in arguing a point against his decision and two; you will never get the last word in.

HRDQ: A company based in Westchester PA that focuses on the development of leadership skills. From an article on their website dated September 22, 2022: 7 Negative Leadership Styles & Traits to Avoid.

1. Extreme Micromanagement: While it is important to take time to ensure your employees are meeting their performance goals, you should avoid attempting to control their every move. In addition to the examples presented earlier, the City Manager's attempt to establish performance goals and utilizing HR to execute the process is a complete disaster and waste of effort. Pay for performance is not an effective tool in municipal government operations.

2. Autocratic Leadership: Part of being an effective leader means being able to make important decisions, but that doesn't mean you should make every decision. Employees' input matters and it is important to value their opinions. Otherwise, they feel undervalued and unappreciated. Not being consulted on matters of engineering, personnel, operations and project management is routine. For example, the decision not to allow for the replacement of the Public Works Administrative Assistant and then reversing that decision but not informing the Director. That was just weird, and the entire Public Work force was watching and wondering.

3. Neglectful Management: Alienating yourself from your team often results in employees being unproductive or moving forward without your guidance, which can lead to inconsistencies and conflicts. There is a construction collision ahead for the electrical undergrounding project. A decision was made by FDOT and FDEP that designated Gulf Blvd as a Wildlife Corridor requiring amber LED lighting. The Duke lighting design incorporates that requirement, and the contractor is building the infrastructure to install that. The City Manager does not believe amber lighting is as safe as white light and has directed the Community Development Director to conduct a safety study to support his position. Public Works is not part of that safety study and has no idea what is going on with it. At some point the realization that the infrastructure is being installed per FDOT and FDEP guidelines as designed by Duke will happen. I have no idea what the conversation will be when that happens.

4. Indecisiveness: The City Manager is not indecisive. He makes decisions based on his observations and understanding of the situation. As with many decisions, there are usually several options available which will achieve a goal. Selecting one over the other is not necessarily wrong but odd decisions like the Gulf Blvd lighting do make the staff wonder.

5. Playing Favorites: Avoid giving special treatment to any of the employees. There are numerous examples previously stated where favorable treatment is given by way of promotions and the creation of new positions to female employees. The opposite is shown to the male employees.

6. Poor Organization: There are numerous examples of poor organization previously stated. It is interesting to review the City Manager's style of parsing out project responsibilities. As previously stated there are numerous projects that would normally be managed by Public Works engineering but the City Manger decided to give them to other departments. It is as if the City Manger wants to compartmentalize project execution so only he understands the bigger picture. We are like puppets dangling on the strings of the narcissistic puppet master who controls everything.

7. Being Overly Critical: Holding employees accountable is one thing but you should not be looking to discipline employees for every minor misstep. The City Manager's treatment of Wesley Wright, Collett Graston and Andy Butterfield are examples of the City Manager seeking to control their actions and punishing them for not doing exactly what he wants. Which in some cases borders if not crosses lines of legality.

While any particular individual item in this paper could be brushed off as a one-off, that is not the case. We have a years long pattern of poor leadership and decisions that have negatively impacted many of the staff, wasted precious resources and generally made us collectively look bad.

Not to diminish the hundreds of accomplishments the City Manager has achieved through the actions of the staff, but the pattern of negativity is clear and burdensome and the time has come for change. I thank the City Manager for all that we have accomplished but it is time for him to move on.

Not Following Established Rules/Procedures

Section 5 of the Personnel Rules and Regulations established the following regarding hiring procedures:

1. All positions will be posted internally for City employees for a minimum of 10 days. I have not seen this occur for the following positions:
 - a. HR Manager
 - b. CFO
 - c. Permit Tech

Section 2-285 of the City's Code of Ordinances allows for the City Manager to award contracts up to \$25,000 procured in accordance with the Code as well as any amendments and change orders so long as they do not exceed \$25K they do not need to go before the City Commission. Here are examples:

- The City's PIO/Marketing Vendor
- The City's Building Official
- J-Way Architectural

Section 22-283 of the City's Code of Ordinances establishes the procedure for lien reductions – this shall be done by the Special Magistrate

- Review PRR2023-169, PRR2023-182, and PRR2023-189

The following is not established in a formal way; however, the practice has been a City Clerk function whereby the established way was overstepped:

- Scheduling District Town Halls
- Coordinating Public Comment
- Onboarding of New Elected Official

Amber LaRowe

From: Alex Rey
Sent: Monday, June 5, 2023 9:53 AM
To: CityCommission; Directors
Cc: Sheila Dalton; John Taylor; Chris Tarkenton; Lori Clark
Subject: Appointment of CFO

Mayor, Commissioners, Directors,

I am pleased to announce the appointment of Sheila Dalton as the City's new Chief Financial Officer, effective June 9, 2023. The CFO's role will include budget, accounting, and procurement functions.

The City's CIO/CTO, Candyce Galloway will report directly to me, and the Human Resources unit will report to the Chief Operating Officer.


Please join me in congratulating and supporting Sheila in her new role.



Alex Rey

City Manager

City Manager's Office | City of St. Pete Beach

 [727-363-9232](tel:727-363-9232)
 arey@stpetebeach.org
 www.stpetebeach.org
 155 Corey Avenue, St. Pete Beach FL
33706



Amber LaRowe

From: Alex Rey
Sent: Wednesday, June 21, 2023 3:07 PM
To: Amber LaRowe; Andrew Dickman
Subject: RE: HR response to public records

She had already uploaded the Admin Services and Accounting, but based on our discussion, do not release them.

Alex

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Wednesday, June 21, 2023 2:47 PM
To: Alex Rey <arey@stpetebeach.org>; Andrew Dickman <andrew@dickmanlawfirm.org>
Subject: RE: HR response to public records

We do not provide what they do not request, simply tell them that no such job description exists.

From: Alex Rey <arey@stpetebeach.org>
Sent: Wednesday, June 21, 2023 2:46 PM
To: Amber LaRowe <cityclerk@stpetebeach.org>; Andrew Dickman <andrew@dickmanlawfirm.org>
Subject: RE: HR response to public records

Or do we provide the closest thing that we have, your call.

Alex

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Wednesday, June 21, 2023 2:44 PM
To: Alex Rey <arey@stpetebeach.org>; Andrew Dickman <andrew@dickmanlawfirm.org>
Subject: RE: HR response to public records

Thanks Alex, I would imagine, then that the Human Resources Director should be marking it as complete and replying in JustFOIA so that the requestor knows no document exists.

From: Alex Rey <arey@stpetebeach.org>
Sent: Wednesday, June 21, 2023 2:28 PM
To: Amber LaRowe <cityclerk@stpetebeach.org>; Andrew Dickman <andrew@dickmanlawfirm.org>
Subject: HR response to public records

Amber, I discussed the HR manager, the response to you regarding the public records request, it will not happen again. Given the new process that we outlined last week, I will review the request for follow-ups and responses to ensure a complete and professional response.

As to the particulars of the public records request, the closest job description that we have on file for CFO is the job description for the Administrative Services Director. We are in the process of updating that but the new one would not have been part of the file as of the date of the request, however, we will be happy to provide in the future, if needed.

Thank you for bringing this to my attention.



Alex Rey

City Manager

City Manager's Office | City of St. Pete Beach

☎ [727-363-9232](tel:727-363-9232)

✉ arey@stpetebeach.org

🌐 www.stpetebeach.org

📍 155 Corey Avenue, St. Pete Beach FL
33706



Amber LaRowe

From: Amber LaRowe
Sent: Thursday, March 16, 2023 4:27 PM
To: Alex Rey; Julie Anderson
Subject: R. Dnn
Attachments: Ricky E. Dunn_ Contract Svcs Building Code Admin.pdf

FYI this expires April 1.

Thank you,

*emailed - response
6/27/23 rec'd extension*



Amber LaRowe, MMC, CPM
City Clerk

 727-363-9220
 alarowe@stpetebeach.org
 www.stpetebeach.org
 155 Corey Avenue, St. Pete Beach
FL 33706



Amber LaRowe

From: Amber LaRowe
Sent: Monday, May 1, 2023 2:53 PM
To: Michelle Gonzalez; Julie Anderson
Subject: RE: R. Dnn

Just following up on this.

Thank you,



Amber LaRowe, MMC, CPM
City Clerk

 727-363-9220
 alarowe@stpetebeach.org
 www.stpetebeach.org
 155 Corey Avenue, St. Pete Beach
FL 33706



From: Michelle Gonzalez <mgonzalez@stpetebeach.org>
Sent: Friday, March 17, 2023 10:30 AM
To: Alex Rey <arey@stpetebeach.org>; Amber LaRowe <cityclerk@stpetebeach.org>; Julie Anderson <janderson@stpetebeach.org>
Subject: RE: R. Dnn

Yes I emailed Mike F yesterday about it.



Michelle Gonzalez, AICP

Director

Community Development | City of St. Pete Beach

727-363-9213

mgonzalez@stpetebeach.org

www.stpetebeach.org

155 Corey Avenue, St. Pete Beach FL 33706



From: Alex Rey <arey@stpetebeach.org>

Sent: Friday, March 17, 2023 10:08 AM

To: Amber LaRowe <cityclerk@stpetebeach.org>; Julie Anderson <janderson@stpetebeach.org>

Cc: Michelle Gonzalez <mgonzalez@stpetebeach.org>

Subject: RE: R. Dnn

Michelle, we need to renew.

Alex

From: Amber LaRowe <cityclerk@stpetebeach.org>

Sent: Thursday, March 16, 2023 4:27 PM

To: Alex Rey <arey@stpetebeach.org>; Julie Anderson <janderson@stpetebeach.org>

Subject: R. Dnn

FYI this expires April 1.

Thank you,



Amber LaRowe, MMC, CPM

City Clerk

 727-363-9220

 alarowe@stpetebeach.org

 www.stpetebeach.org

 155 Corey Avenue, St. Pete Beach
FL 33706



Amber LaRowe

From: John Taylor
Sent: Tuesday, June 27, 2023 1:45 PM
To: Amber LaRowe
Subject: FW: Employment Contract for Ricky E Dunn
Attachments: Ricky E Dunn Contract Extension.pdf

This is what Julie sent me. Apparently this was not sent to the Clerk's office. I've never seen anything like this.

Thank you.



John K. Taylor
Procurement Manager
Finance Department | City of St. Pete Beach

- 727-363-9279
- jtaylor@stpetebeach.org
- www.stpetebeach.org
- 155 Corey Avenue, St. Pete Beach FL 33706



From: Julie Anderson <janderson@stpetebeach.org>
Sent: Tuesday, June 27, 2023 1:13 PM
To: John Taylor <jtaylor@stpetebeach.org>
Subject: Fw: Employment Contract for Ricky E Dunn

Hi John,

Is this acceptable in lieu of going before the commission?

Respectfully,

Julie Anderson, CBO

Building Division Manager

Community Development | City of St. Pete Beach

☎ [727-363-9244](tel:727-363-9244)

✉ janderson@stpetebeach.org

🌐 www.stpetebeach.org

📍 155 Corey Avenue, St. Pete Beach FL 33706

From: Michelle Gonzalez <mgonzalez@stpetebeach.org>

Sent: Wednesday, March 29, 2023 3:04 PM

To: Rick Dunn <rdunn@stpetebeach.org>

Cc: Julie Anderson <janderson@stpetebeach.org>

Subject: FW: Employment Contract for Ricky E Dunn

Rick,

I am assuming you received this copy already?



Michelle Gonzalez, AICP

Director

Community Development | City of St. Pete Beach

727-363-9213

mgonzalez@stpetebeach.org

www.stpetebeach.org

155 Corey Avenue, St. Pete
Beach FL 33706



From: Rita Bishop <rbishop@stpetebeach.org>

Sent: Wednesday, March 29, 2023 2:51 PM

To: Michelle Gonzalez <mgonzalez@stpetebeach.org>; Mike Fitzgerald <mfitzgerald@aclarian.com>

Cc: Vincent Tenaglia <vtenaglia@stpetebeach.org>

Subject: RE: Employment Contract for Ricky E Dunn

Here is a signed copy of the contract extension for Rick.

From: Vincent Tenaglia <vtenaglia@stpetebeach.org>

Sent: Tuesday, March 28, 2023 3:43 PM

To: Michelle Gonzalez <mgonzalez@stpetebeach.org>

Cc: Mike Fitzgerald <mfitzgerald@aclarian.com>; Alex Rey <arey@stpetebeach.org>

Subject: RE: Employment Contract for Ricky E Dunn

I'll get with Rita and we'll send you something.

From: Michelle Gonzalez <mgonzalez@stpetebeach.org>

Sent: Tuesday, March 28, 2023 3:42 PM

To: Vincent Tenaglia <vtenaglia@stpetebeach.org>

Cc: Mike Fitzgerald <mfitzgerald@aclarian.com>; Alex Rey <arey@stpetebeach.org>

Subject: RE: Employment Contract for Ricky E Dunn

Vince,

Do you have a sample letter I can put together? Rick's contract expires Friday so I would like to get this signed by Alex ASAP.



Michelle Gonzalez, AICP

Director

Community Development | City of St. Pete Beach

727-363-9213

mgonzalez@stpetebeach.org

www.stpetebeach.org

155 Corey Avenue, St. Pete
Beach FL 33706



From: Vincent Tenaglia <vtenaglia@stpetebeach.org>

Sent: Tuesday, March 28, 2023 2:42 PM

To: Michelle Gonzalez <mgonzalez@stpetebeach.org>

Cc: Mike Fitzgerald <mfitzgerald@aclarian.com>; Alex Rey <arey@stpetebeach.org>

Subject: RE: Employment Contract for Ricky E Dunn

I'm fine with anything in writing from Alex authorizing the extension. Thanks for checking.

From: Michelle Gonzalez <mgonzalez@stpetebeach.org>

Sent: Friday, March 24, 2023 2:57 PM

To: Vincent Tenaglia <vtenaglia@stpetebeach.org>

Subject: FW: Employment Contract for Ricky E Dunn

Vince,

Mike said he wasn't sure how to handle contract renewals. Can we just renew it through a letter from Alex to Rick?



Michelle Gonzalez, AICP

Director

Community Development | City of St. Pete Beach

727-363-9213

mgonzalez@stpetebeach.org

www.stpetebeach.org

155 Corey Avenue, St. Pete
Beach FL 33706



From: Michelle Gonzalez

Sent: Friday, March 24, 2023 2:53 PM

To: 'Mike Fitzgerald' <mfitzgerald@aclarian.com>; Julie Anderson <janderson@stpetebeach.org>; Matthew McConnell <matthew@dickmanlawfirm.org>

Cc: Rick Dunn <rdunn@stpetebeach.org>

Subject: RE: Employment Contract for Ricky E Dunn

Mike/Matthew,

I spoke with the City Manager and he advised that independent contractors are exempt under the procurement ordinance and would not need to go through city commission approval or subject to the \$25k threshold, as they are exempt under Sec 2-283.

I will discuss with Vince how he wants us to handle the contract renewal.



Michelle Gonzalez, AICP

Director

Community Development | City of St. Pete Beach

727-363-9213

mgonzalez@stpetebeach.org

www.stpetebeach.org

155 Corey Avenue, St. Pete Beach FL 33706



From: Mike Fitzgerald <mfitzgerald@aclarian.com>

Sent: Friday, March 24, 2023 10:57 AM

To: Michelle Gonzalez <mgonzalez@stpetebeach.org>; Julie Anderson <janderson@stpetebeach.org>; Matthew McConnell <matthew@dickmanlawfirm.org>

Cc: Rick Dunn <rdunn@stpetebeach.org>

Subject: Re: Employment Contract for Ricky E Dunn

CAUTION: This message has originated from **Outside of the Organization**. Do Not Click on links or open attachments unless you are expecting the correspondence from the sender and know the content is safe

Notes:

Vendor shall deliver the goods, or provide the services, described herein no later than 4/ 1.2023 completion date").

This Agreement will remain in effect for a period of one (1) year from the Effective Date with two additional (1) year renewals

Effective Date: 4/18/22

Year 1: 4/18/23

Year 2: 4/18/24

Year 3: 4/18/25

Michelle, this contract allows for additional years. I am not familiar with the City's process to extend. I would think a doc agenda package item stating, "intent to execute renewal(s)"?

Matthew, can you opine please? thx Mike

From: Michelle Gonzalez <mgonzalez@stpetebeach.org>

Sent: Friday, March 24, 2023 10:22 AM

To: Julie Anderson <janderson@stpetebeach.org>; Mike Fitzgerald <mfitzgerald@aclarian.com>

Cc: Rick Dunn <rdunn@stpetebeach.org>

Subject: RE: Employment Contract for Ricky E Dunn

Mike,

Any updates on this? The agreement expires next week.

Thanks,



Michelle Gonzalez, AICP

Director

Community Development | City of St. Pete Beach

📞 727-363-9213

✉️ mgonzalez@stpetebeach.org

🌐 www.stpetebeach.org

📍 155 Corey Avenue, St. Pete Beach FL 33706



From: Julie Anderson <janderson@stpetebeach.org>
Sent: Wednesday, March 22, 2023 2:29 PM
To: Mike Fitzgerald <mfitzgerald@aclarian.com>
Cc: Michelle Gonzalez <mgonzalez@stpetebeach.org>
Subject: Fw: Employment Contract for Ricky E Dunn

Mike,

Here you go...

Respectfully,

Julie Anderson, CBO

Building Division Manager

Community Development | City of St. Pete Beach

📞 727-363-9244

✉ janderson@stpetebeach.org

🌐 www.stpetebeach.org

📍 155 Corey Avenue, St. Pete Beach FL 33706

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Wednesday, March 22, 2023 2:25 PM
To: Julie Anderson <janderson@stpetebeach.org>
Subject: FW: Employment Contract

See attached

From: Amber LaRowe
Sent: Monday, October 3, 2022 12:00 PM
To: Julie Anderson <janderson@stpetebeach.org>
Subject: FW: Employment Contract

Is this it?

From: Amber LaRowe
Sent: Thursday, July 21, 2022 3:22 PM
To: Keri Nelson <knelson@stpetebeach.org>; Rick Dunn <rdunn@stpetebeach.org>
Subject: RE: Employment Contract

Good afternoon,

Attached is the Contract my office has on file.

Let me know if you need anything else.

Thanks,



Amber LaRowe, MMC, CPM
City Clerk

727-363-9220
alarowe@stpetebeach.org
www.stpetebeach.org
155 Corey Avenue, St. Pete Beach
FL 33706



From: Keri Nelson <knelson@stpetebeach.org>
Sent: Thursday, July 21, 2022 3:20 PM
To: Rick Dunn <rdunn@stpetebeach.org>
Cc: Amber LaRowe <cityclerk@stpetebeach.org>
Subject: Employment Contract

Hi Rick,
I apologize for not getting back to you before I left for vacation. In fact, this is my first day back in the office since the airlines cancelled my original return flight.
The Clerk's office will have a copy on file since you are a contractor. Julie and/or Michelle may also have a copy.

Thank you,
Keri



Keri Ferenc Nelson, SHRM-CP
Human Resources Administrator
Administrative Services | City of St. Pete Beach



[727-363-9233](tel:727-363-9233) (o)

[727-340-3592](tel:727-340-3592) (c)



knelson@stpetebeach.org



www.stpetebeach.org



155 Corey Avenue, St. Pete Beach FL
33706



Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

The city of St. Pete Beach uses SeeClickFix for residents to submit issues to the city. To report an issue, please [click here](#).

All government correspondence is subject to the public records laws.



March 29th, 2023

Subject: Requested extension of employment contract between Ricky E. Dunn and the City of St. Pete Beach.

By means of this letter I, Alex Rey, City Manager of St. Pete Beach, authorize the first extension of Ricky E. Dunn's employment contract as Building Official for the City of St. Pete Beach.

 Date: 3.29.23
Alex Rey
City Manager

Acknowledged and agree:

 Date: 3/29/23
Ricky E. Dunn
Building Official

*never in front of CC
\$144K spent to date*

Amber LaRowe

From: Amber LaRowe
Sent: Thursday, March 16, 2023 4:30 PM
To: Alex Rey; Andrew Dickman; Matthew McConnell
Cc: Rita Bishop
Subject: Nancy Bostock
Attachments: NANCY BOSTOCK AGREEMENT FY22.pdf

This expired 9/2022. Do you have a copy of the updated agreement?

Thank you,



*continued providing svcs
agmt signed by Bostock 1/2023
agmt signed by COO 3/2023*

Amber LaRowe, MMC, CPM
City Clerk

 727-363-9220
 alarowe@stpetebeach.org
 www.stpetebeach.org
 155 Corey Avenue, St. Pete Beach
FL 33706



Amber LaRowe

may 10th COO said @ longer w/city

From: Vincent Tenaglia
Sent: Tuesday, May 2, 2023 6:52 AM
To: Jennifer McMahon; Amber LaRowe
Subject: Re: J-Way Architectural

June 1 J-way appeared @ HPB mtg

Yes, I am aware of the contract status and am personally working on it in the absence of a procurement manager.

Vince Tenaglia

From: Jennifer McMahon <rddirector@stpetebeach.org>
Sent: Monday, May 1, 2023 4:50:01 PM
To: Amber LaRowe <cityclerk@stpetebeach.org>
Cc: Vincent Tenaglia <vtenaglia@stpetebeach.org>
Subject: RE: J-Way Architectural

Vince,
Where are we at with James?

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Monday, May 1, 2023 2:54 PM
To: Jennifer McMahon <rddirector@stpetebeach.org>
Subject: RE: J-Way Architectural

Are we renewing?

From: Amber LaRowe
Sent: Tuesday, April 18, 2023 1:54 PM

To: Jennifer McMahon <rddirector@stpetebeach.org>; Vincent Tenaglia <vtenaglia@stpetebeach.org>

Subject: J-Way Architectural

Importance: High

This contract has expired but I see he came in this past HPB meeting; I need a new agreement please.

Thank you,



Amber LaRowe, MMC, CPM

City Clerk

 727-363-9220

 alarowe@stpetebeach.org

 www.stpetebeach.org

 155 Corey Avenue, St. Pete Beach
FL 33706



never went to CC
& RFP or other procurement
method

CITY OF ST. PETE BEACH, FLORIDA
SERVICES AGREEMENT

Public Information Officer Services

This is an Agreement (the "Agreement") entered into by and between the **CITY OF ST. PETE BEACH** (hereinafter "City") and SAIL MARKETING, LLC (hereinafter "Vendor"). The City and Vendor together shall be referred to as the "parties."

WHEREAS, City desires to purchase from Vendor the services described in this Agreement.

WHEREAS, Vendor is in the business of providing the services described herein, and has submitted an appropriate proposal to the City to provide the same.

WHEREAS, this Agreement has been properly approved by the appropriate authority of the City and the Vendor.

NOW, THEREFORE, upon the mutual covenants contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto hereby agree to the following:

1. Recitals. The foregoing recitals are true and correct, and incorporated herein by reference.
2. Public Records. Vendor shall abide by the legal requirements set forth in Florida Statutes, Section 119.0701 and incorporated herein as Exhibit A. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDORS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (City Clerk, City of St. Pete Beach, Florida, 727-363-9220, cityclerk@stpetebeach.org, 155 Corey Avenue, St. Pete Beach, Florida 33706).**
3. Employment Eligibility. The Vendor shall comply with all local, state and federal directives, orders and law as applicable to the contract. Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system under 448.095, Fla. Stat.
 - a. Vendor agrees to comply with all applicable portions of Fla. Stat. 448.095. Vendor must use the U.S. Department of Homeland Security's E-Verify System, <https://e-verify.uscis.gov/emp> to verify the employment eligibility of all employees hired on or after January 1, 2021, during the term of this Agreement.
 - b. Subcontractors (i) Vendor shall also require all subcontractors performing work

under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement; (ii) Subcontractors shall provide Vendor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. 448.095; (iii) Vendor shall provide a copy of such affidavit to the City upon receipt and shall maintain a copy for the duration of the Agreement.

c. Vendor must provide evidence of compliance with Fla. Stat. 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notices of Vendor's E-Verify number.

d. Failure to comply with this provision is a material breach of the Agreement, and the City may choose to terminate the Agreement at its sole discretion. Vendor may be liable for all costs associated with the City securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this agreement is terminated for a violation of the statute by the Vendor, the Vendor may not be awarded a public agreement for a period of one (1) year after date of termination.

4. Scope of Services. City hereby agrees to purchase, and Vendor hereby agrees to provide the services described in the proposal attached hereto and incorporated herein as Exhibit B.

5. Term. This Agreement will remain in effect until September 30, 2026 unless terminated pursuant to section 7.

6. Effective date. The "Effective Date" of this Agreement shall be the date this Agreement has been executed by all parties.

7. Termination. This Agreement may be canceled by the City when:

- a. Sufficient funds are not available to continue its full and faithful performance to the Agreement.
- b. Sub-standard or non-performance of Agreement.
- c. The City wishes to terminate the Agreement at any time and for any reason, upon giving thirty (30) days prior written notice to the Vendor.

8. Fiscal Non-funding. If funds for the requested services described herein are not appropriated via the annual budget adoption process, the City reserves the right to cancel the Agreement immediately upon written notice to the Vendor.

9. Non-Exclusivity. Vendor acknowledges that the City may enter into agreements with other consultants or may have its own employees complete the work for services similar to the services that are subject to this Agreement.

10. Compensation. Upon Vendor's satisfactory full performance of the services or in accordance with the payment schedule provided in the attached proposal, City shall pay Vendor

as per the hourly rate listed in the Bid Schedule, as full consideration for services provided in this Agreement and more specifically in Exhibit B. It is understood that the total purchase price of services shall be less than \$25,000.00.

11. Insurance. To the extent that this Agreement requires Vendor to provide any services of any kind, Vendor and all of Vendor's subcontractors shall maintain public liability insurance in a combined single limit for bodily injury and property damage in the amount of not less than \$1,000,000.00, satisfactory to the City Manager, naming the City as an additional insured and providing coverage up through and including the final performance of any services provided herein. Vendor and all of Vendor's subcontractors shall maintain in full force and effect a policy of worker's compensation insurance for all of Vendor's employees in accordance with applicable state and federal law. Said insurance coverage shall include employer's liability with a single limit of \$100,000.00 per accident or occurrence. Vendor shall present City with a certificate for all the foregoing insurance, at the time of executing this Agreement and at such other times requested by the City.

The Vendor waives all rights against the City, its consultants, separate contractors, if any, and any of its subcontractors, agents and employees, for any and all damages caused to the extent covered by insurance described herein and obtained pursuant to this Section or other property insurance applicable to the services and product provided under this Agreement. The City shall require of the Vendor, Vendor's consultants, separate contractors, if any, and the subcontractors, sub-subcontractors, agents and employees of any of them, by appropriate agreements, written where legally required for validity, similar waivers each in favor of other parties enumerated herein. The policies shall provide such waiver of subrogation by endorsement otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

12. Indemnification. In consideration of the payment of ten dollars as part of the compensation described herein, Vendor shall indemnify, defend and hold the City harmless for itself, its employees, agents and assigns, from and against any and all losses, claims, damages, suits, actions, or demands, including attorneys' fees and costs of litigation through all appellate proceedings, arising from the performance or non-performance of this Agreement, whether caused in part by the City or not.

13. Exhibits. The following Exhibits shall be attached, incorporated, and made a part of this Agreement:

- a. Florida public records law (Exhibit "A")
- b. Vendor's proposal (Exhibit "B")

14. Notices. All notices sent pursuant to this Agreement shall be given in writing via certified mail or overnight courier and shall be delivered to the following addresses:

As to Vendor:
SAIL MARKETING, LLC
5325 Gulfport Blvd. South
Gulfport, FL 33707

As to City:
City Manager
City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706

With Copy To:
sarah@sailmktg.com

With Copy To:
cityattorney@stpetebeach.org

15. Conflicts and Severability. To the extent that any terms in the attached proposal conflict with the terms of this Agreement, the terms of this Agreement shall control and supersede such conflicting terms in the attached proposal, to the extent of such conflict. If any section, part of section, paragraph, clause, phrase, or word of this Agreement is declared invalid, the remaining provisions of this Agreement shall not be affected.

16. Amendments. This document and exhibits embody the entire Agreement of the parties. There are no promises, terms, conditions, or representations binding on either party hereto, other than those contained herein; and this document shall supersede all previous communications, representations, and/or agreements between the parties hereto, whether written or oral. This Agreement shall not be modified by any oral statement, communication, Agreement, course of conduct, or by anything other than a writing signed by the parties. This Agreement may be amended or modified only in writing signed by all parties hereto.

17. Jurisdiction, Venue, Attorney Fees. This Agreement shall be governed and construed according to the laws of Florida, and venue for any action arising herefrom shall be in Pinellas County, Florida. The prevailing party in any action to enforce or interpret this Agreement shall be entitled to reasonable attorney's fees incurred through all appellate proceedings.

18. Assignment. This Agreement shall be binding upon the parties, their successors, assigns, and legal representatives. Vendor shall not assign or otherwise transfer any of the rights or duties under this Agreement, without the express written consent of the City.

19. Counterparts. This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument. Facsimile, documents executed, scanned and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such facsimile, scanned and electronic signatures having the same legal effect as original signatures.

20. Authority. Vendor hereby acknowledges that the person executing this Agreement on behalf of Vendor has the full authority to do so and to bind Vendor to the terms hereof.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year set forth below.

SAIL MARKETING, LLC

City of St. Pete Beach:

Signature: 3/31/23

Signature: [Handwritten Signature]

By: Sarah Laracunte

By: Alex Berg

Its: President

Its: City Manager

Date: [Handwritten Signature]

Date: 3.29.23

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

ATTEST:

[Handwritten Signature]
Andrew Dickman
City Attorney

[Handwritten Signature]
Amber LaRowe
City Clerk

EXHIBIT "A"

Florida Public Records Law

119.0701 Contracts; public records; request for contractor records; civil action.

- (1) DEFINITIONS. —For purposes of this section, the term:
- (a) "Contractor" means an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency as provided under s. 119.011(2).
 - (b) "Public agency" means a state, county, district, authority, or municipal officer, or department, division, board, bureau, commission, or other separate unit of government created or established by law.
- (2) CONTRACT REQUIREMENTS. —In addition to other contract requirements provided by law, each public agency contract for services entered into or amended on or after July 1, 2016, must include:
- (a) The following statement, in substantially the following form, identifying the contact information of the public agency's custodian of public records in at least 14-point boldfaced type:

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (telephone number, e-mail address, and mailing address).
 - (b) A provision that requires the contractor to comply with public records laws, specifically to:
 - 1. Keep and maintain public records required by the public agency to perform the service.
 - 2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
 - 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
 - 4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

EXHIBIT "B"

(Place Vendor's Proposal behind this page)



The \$1,200/month retainer includes:

- 4-7 posts on facebook & instagram a week based upon information provided and our social media strategy
- 2 post agenda meetings a month
- 12 press releases a year
- replying to additional requests within 24 hours

During the contract period, several new tasks were assigned, including but not limited to:

- reviewing webpages for outdated content
- designing several pieces of creative (cards, brochures, rack cards, posters, etc)
- updating pages on the website
- developing new pages on the website
- copywriting
- hurricane/emergency messaging
- coordination of press/events
- additional videos for different departments
- multiple press releases
- attending public meetings
- outreach to businesses
- participating in the strategic planning meetings
- in alignment with the strategic plan, I was tasked to try and work with departments to make sure their marketing materials are consistent and on brand, while highlighting their differences. Unfortunately due to staffing changes and such, this has not been able to move forward. However I am helping the library by providing content ideas for social, best practices information, etc. I had a meeting with the new rec staff member and they would like assistance with marketing assets and guidance, along with help with ad buys
- Management of ad buys on social media, print advertising and digital
- additional meetings with depts to gather information



Below you'll find the ala carte options outside of the attached agreement. I am comfortable with maintaining the scope and ala carte pricing. This way if something new is requested of me, we can develop an approval process or project management tool where you can see new tasks and approve via purchase order or whatever process would be less cumbersome to manage.

ADDITIONAL SERVICES	
A Project Management	\$ 100.00 / hour
B Professional 30-60 second video	prices start at: \$ 500.00
C Initial Design of eNewsletter (est. 1 hour)	\$ 100.00 / hour
D 8.5x11 Flyer/Info Sheets/Door Hangers	prices start at: \$ 250.00
E Business/Contact Cards	prices start at: \$ 100.00
F Community Outreach (Participate in community events by organizing and being on site with photography/service) /PR/Copywriting/Website Updates	prices start at: \$ 100.00 / hour
G Press Release	prices start at: \$ 250.00
H Photography/Videography Services	prices start at: \$ 100.00 / hour
I Logo Design	prices start at: \$ 750.00
J Drone Photography/Videography	prices start at: \$ 200.00 / hour
K Editing Video	\$ 100.00 / hour
L Ad Management: In House - Rates based upon tactic	
M Ad Management: print	\$ 100.00 / hour
N Listing Accuracy Project:	\$1,000 / year
O Rush Fees: Any design projects which require a 24-48 hour turn-around on business days, weekends, or holidays are subject to a rush fee of 50% of the project cost.	

Amber LaRowe

See thread = Alex butting in when this

From: Chris Marone <cMarone@maronelaw.com>
Sent: Tuesday, May 30, 2023 8:52 AM
To: Amber LaRowe; Chris Marone
Subject: RE: D4 Town Hall

has been and continues to be my job

CAUTION: This message has originated from **Outside of the Organization**. Do Not Click on links or open attachments unless you are expecting the correspondence from the sender and know the content is safe

12th 19th and 26th

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Tuesday, May 30, 2023 8:37 AM
To: Chris Marone <cMarone@maronelaw.com>; Chris Marone <cmarone@stpetebeach.org>
Subject: RE: D4 Town Hall

Good morning Commissioner,

Taking a minute to follow up on this.

Thank you for letting me know as soon as you are able,



Amber LaRowe, MMC, CPM
City Clerk

727-363-9220
alarowe@stpetebeach.org
www.stpetebeach.org
155 Corey Avenue, St. Pete Beach
FL 33706





From: Amber LaRowe
Sent: Wednesday, May 24, 2023 12:57 PM
To: Chris Marone <cMarone@maronelaw.com>
Subject: RE: D4 Town Hall

Okay here are some July and early August dates:

- July 12
- July 19
- July 26
- July 31
- August 2
- August 7

All of those dates would be for a 5:30-7PM town hall, and we can host this at the Warren Webster.

Please pick 2-3 dates and I will finish the coordination and get back to you with the final.

Thank you,



Amber LaRowe, MMC, CPM
City Clerk

727-363-9220
alarowe@stpetebeach.org
www.stpetebeach.org
155 Corey Avenue, St. Pete Beach
FL 33706



From: Chris Marone <cMarone@maronelaw.com>
Sent: Wednesday, May 24, 2023 12:32 PM
To: Amber LaRowe <cityclerk@stpetebeach.org>
Subject: RE: D4 Town Hall

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I have no preference.

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Wednesday, May 24, 2023 12:11 PM
To: Chris Marone <cMarone@maronelaw.com>
Subject: RE: D4 Town Hall

No problem. Typically, I reach out a month before and provide the Commissioner with dates. They select a couple of dates then I send those to the City Manager's Office. Melinda was concerned about having the D4 town hall meetings in July so hers were typically shifted to August/September. Would you prefer I send you dates for July, or do you have an alternative month that works better for your constituents?

From: Chris Marone <cMarone@maronelaw.com>
Sent: Wednesday, May 24, 2023 12:08 PM
To: Amber LaRowe <cityclerk@stpetebeach.org>
Subject: RE: D4 Town Hall

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This was brought to my attention by Alex on Monday. I was unaware that we would be scheduling one until he mentioned it. He said no date has been selected yet. I don't know how this works since I have not attended one. I think Alex is taking the lead on timing but I am not sure. I am accessing city emails now. Sorry for the two email hassel.

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Wednesday, May 24, 2023 12:03 PM
To: Chris Marone <cMarone@maronelaw.com>; Chris Marone <cMarone@maronelaw.com>
Subject: D4 Town Hall

Good afternoon Commissioner,

I heard you mention last night that you are working to schedule your Town Hall, I typically coordinate that, have you been speaking with someone else? If you have a few dates, I would like to check my availability as well, so let me know when you can.

Thanks,



Amber LaRowe, MMC, CPM
City Clerk

 727-363-9220
 alarowe@stpetebeach.org
 www.stpetebeach.org
 155 Corey Avenue, St. Pete Beach
FL 33706



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All government correspondence is subject to the public records laws.

Amber LaRowe

From: Amber LaRowe
Sent: Friday, March 3, 2023 2:59 PM
To: Alex Rey; Vincent Tenaglia
Cc: Rita Bishop
Subject: RE: Commissioner Chris Marone

My office informs IT when a new commissioner is on board and that they need to be set up with all the technological needs.

From: Alex Rey <arey@stpetebeach.org>
Sent: Friday, March 3, 2023 2:57 PM
To: Vincent Tenaglia <vtenaglia@stpetebeach.org>; Amber LaRowe <cityclerk@stpetebeach.org>
Cc: Rita Bishop <rbishop@stpetebeach.org>; Andrew Dickman <andrew@dickmanlawfirm.org>; Matthew McConnell <matthew@dickmanlawfirm.org>
Subject: Commissioner Chris Marone

Vince, how we set-up email, access card, phone/iPad and anything else the commissioner may need.

Andrew, please confirm but I have always been told the commissioner begins his role when the election is certified or in the case of a non-contested election, the day after the election day and that the swearing in purely a ceremonial act. If you agree, then Chris is Commissioner as of 3/15.

Rita, please contact him and schedule a time for us to meet later on that week.



Alex Rey
City Manager
City Manager's Office | City of St. Pete Beach

① alex never sent an email like
~~never~~ did this when
mark Brill was elected
in 2021

② This is my job



727-363-9232



arey@stpetebeach.org



www.stpetebeach.org



155 Corey Avenue, St. Pete Beach FL
33706



Amber LaRowe

From: Alex Rey
Sent: Monday, June 5, 2023 10:18 AM
To: Tampa Bay Markets; Amber LaRowe
Cc: Tiffany Ferrecchia; Jennifer McMahon
Subject: RE: Corey Avenue Market | Urgent Guidance Request

Greg,

Typically, you get 3 minutes per person, however, you are right that minutes can be donated. I am copying the City Clerk so she can provide more details on that process.

Alex

From: Tampa Bay Markets <tampabaymarkets@gmail.com>
Sent: Monday, June 5, 2023 10:15 AM
To: Alex Rey <arey@stpetebeach.org>
Cc: Tiffany Ferrecchia <tiffany.tampabaymarkets@gmail.com>; Jennifer McMahon <rddirector@stpetebeach.org>
Subject: Re: Corey Avenue Market | Urgent Guidance Request

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Alex,

Thank you sir for that update.

If we were to come to the next city council meeting and speak during the public comments section of the meeting how many minutes would be available for discussion? I know that minutes can be "given" from other attendees in the audience to a speaker. We are not looking to be added to the meeting agenda.

Thank you for the clarification.

Greg Barnhill

On Fri, Jun 2, 2023 at 12:07 PM Alex Rey <arey@stpetebeach.org> wrote:

Tiffany,

We were directed by the City Commission to not have any communications with you to allow the opportunity for CABA and Tampa Bay markets to reach an agreement.

Sincerely,

Alex Rey

City Manager

From: Tiffany Ferrecchia <tiffany.tampabaymarkets@gmail.com>

Sent: Thursday, June 1, 2023 3:05 PM

To: Alex Rey <arey@stpetebeach.org>; Jennifer McMahon <rddirector@stpetebeach.org>; Tampa Bay Markets, Inc. <tampabaymarkets@gmail.com>

Subject: Corey Avenue Market | Urgent Guidance Request

CAUTION: This message has originated from **Outside of the Organization**. Do Not Click on links or open attachments unless you are expecting the correspondence from the sender and know the content is safe

Hi Alex and Jennifer,

I'm reaching out to you on behalf of the Corey Avenue Market.

Tampa Bay Markets has received a letter from CABA's attorney today, Thursday, June 1, 2023, as a result of their attorney's presentation at the City Commissioner Meeting on Tuesday, May 23rd. The letter states 2 conditions. CABA is offering us a first right of refusal for TBM to continue operating as the Corey Avenue Market manager.

Of the points outlined in the letter, the condition of CABA being the 'sole point of contact' with the City of St. Pete Beach surrounding any issues relating to the Sunday Market operation is of paramount concern.

For the past 8 years Tampa Bay Markets and Susan Schiber, as our onsite manager, have successfully grown and managed the Corey Avenue Sunday Market. Since the initial contract, CABA representatives have not been on site consistently week after week for any essential communication with city officials in regards to any safety and risk management event considerations.

Examples of these event safety considerations include communication with police and fire departments regarding traffic flow, fire inspection, parking and damage to any signs or poles within the market footprint. The Tampa Bay Markets team has a core value of fostering strong relationships with county and city officials and employees of all the communities we serve in order for us to operate our markets safely and efficiently each week.

In order for us to continue this success and to keep necessary communication flowing it is essential to be able to continue working with the St. Pete Beach City officials and any designated points of contact for the safety of the market vendors and customers week to week.

Furthermore, and as you may recall, the event permit issued to CABA expired with the City and subsequently TBM did not renew its contract with CABA, as they did not meet their terms of service with TBM. As a result, TBM has continued its good faith communications with the City and has asked for guidance on obtaining its own event permit and to continue operating the market year-round.

As requested, we have submitted our company portfolio and the market budget for City review and we do not currently have a status of the permit process for the market. We have also joined hands with and allocated a portion of the market proceeds on a monthly basis to a local non-profit that works to benefit all of St. Pete Beach.

We respectfully request an in-person meeting with you and the City Manager to understand, with full transparency, the pathway and considerations that surround us with the viability of continuing this market as a TBM permitted event.

As the letter from CABA states, Tampa Bay Markets has until close of business on Friday, June 2 to respond.

We look forward to your response.

Thank you,

Tiffany & Greg.

--



Tiffany A. Ferrecchia / Co-Owner / Operations Director

Tampa Bay Markets, Inc.

C (813) 481-8805 / E tiffany.tampabaymarkets@gmail.com

W www.tampabaymarkets.com

The city of St. Pete Beach uses SeeClickFix for residents to submit issues to the city. To report an issue, please [click here](#).

All government correspondence is subject to the public records laws.



Greg Barnhill, Finance Director

Tampa Bay Markets, Inc.

11830 Skylake Place

Temple Terrace, FL 33617

C (813) 310-5705 / E tampabaymarkets@gmail.com

W www.tampabaymarkets.com

Bullying/Hostile/Uncomfortable Environment

Human Resource Issues

The Human Resource Manager has continued to be an employee that creates a hostile environment for me – I continue to have no one to turn to to air my grievances or advocate for me.

- In October 2021 I conducted an employee public records training to go over the Statute, my role, and their role, and answer questions. I approached HR's supervisor and asked for him to attend on the same date that HR attended to help mitigate any confrontation or aggressive approach to the training I was conducting as I did not feel safe having her there without her supervisor – he attended.
- Several times in 2022 I went directly to the HR supervisor to discuss countless issues where I felt talked down to, offended, and treated in a disrespectful, hostile, and aggressive manner. I eventually gave up because it became apparent by his tone and in not so many words that there was nothing, he could do about it.
- In 2022 at a director's meeting, HR announced the installment of an Employee Recognition Program that she created. In fact, she did not create this, I basically created it for her with HR adding some little tweaks. Never did I get a courtesy meeting, discussion, or thank you prior to this to let me know that the program I created was great and they wanted to use it. I approached the City Manager about this, and he made excuses for her and said he would ask that she mention my name – she did. Still to this day, I have never received any apology for being taken advantage of nor a face-to-face thank you for sharing the program with the City.
- I continue to have Public Records Request fulfillment issues from HR
 - Email sent to Attorneys Flynn and Dickman
- HR was responsible for Union Minutes – these minutes are to be provided to the City Clerk's Office. As of this date, no minutes have been provided for IAFF meetings in November and December
- On May 9th before the City Commission meeting, the Employee Recognition Item was on there. In a director's meeting in March, announced that I would help summarize the recognition and read it at a meeting as the item came up (I have prior experience with this). May 9th came, and an email was sent regarding what to be read, I clarified this and was immediately counseled by the HR manager. In front of Vince, she informed me that this is not a City Clerk function, it is a City Manager function and does not involve the City Clerk, and doesn't know how I got involved. I tried to explain how I got involved; however, she continued to talk over me, clearly not practicing any active listening skills. I felt talked down to, cut off, discounted, and humiliated.

City Manager Issues

The City Manager often sends emails telling me to do something instead of asking or having a conversation. I have met with him before and told him that is not a communication style that I am a fan of; however, it continues. Further, I find that he does not respond to my emails after I ask follow-up questions. This type of communication, or lack thereof, does not allow me to be successful at completing my job, nor allows me to work in a team environment.

On June 5th at 5:43 p.m., Alex called my cell phone and left a VM telling me that it wasn't urgent, but it was something he wanted to talk about after hours. I called him back about 30 minutes later and during the 5-minute conversation, he reminded me of his review, that he heard I had grievances with him, and told me that it was a political game because people play games. Alex rarely calls my personal cell phone. I did not like the tone of the conversation, nor did my husband. I felt like he was trying to manipulate me or extrapolate some information. I later found out that a former Commissioner called a current Commissioner that same night and told him that they knew he had a meeting with me earlier that day and wanted to know what we talked about. All of this makes me feel uncomfortable.

Amber LaRowe

From: Amber LaRowe
Sent: Wednesday, June 15, 2022 3:36 PM
To: Alex Rey
Subject: employee recognition
Attachments: largo.pdf; Section 9 Employee Recognition Program.docx; employee recog nomination form_201404151109592336.pdf

Hey Alex

I remember you saying something at or after the town hall regarding creating an employee recognition program.

When I worked in Palmetto I developed their recognition program which I have attached.

Recently as part of a project I reviewed the City of Largo's program, that is attached also.

Just wanted to share.

*never said could
plagiarize*



Amber LaRowe, MMC, CPM

City Clerk

 727-363-9220
 alarowe@stpetebeach.org
 www.stpetebeach.org
 155 Corey Avenue, St. Pete Beach
FL 33706



Section 9.03: Employee Recognition Program

A. Employee of the Quarter

The objective of the Employee Recognition Program is to bestow recognition on up to one outstanding individual during each quarter of the year for efforts and/or accomplishments which resulted in:

1. Exceptional customer support and service; or
2. Outstanding service or support to another department; or
3. Heroic action or humanitarian deed; or
4. Significant act which brings credit upon the City and its work force; or
5. Significant progress in achieving City Commission goals; or
6. Improvement in services provided to the public; or
7. Improved efficiencies that save tax dollars; or
8. Providing more services with less dollars

a. All full-time and part-time employees of the City are eligible for this award if they had a minimum of one (1) year of continuous service, have not been Employee of the Quarter within the last twelve (12) months, and have had no written reprimands or disciplinary actions in their personnel record within the most recent twelve (12) months. Department Heads and Elected Officials are not eligible to be nominated as Employee of the Quarter. Department Heads will not serve as a voting member on the committee at any time.

b. On a quarterly basis, employees can designate fellow employees by completing a nomination form and submitting it in the ballot boxes or delivered to one of the Committee members by the specified submittal date. Nomination forms are available on the City's website, at each Department, and with Human Resources.

c. Quarter dates are as follows:

1st quarter: October 1-December 31

2nd quarter: January 1-March 31

3rd quarter: April 1-June 30

4th quarter: July 1-September 30

- d. Nominations will be reviewed and evaluated by the Incentive/Recognition Committee and selection of the Employee of the Quarter will be determined by a majority vote of the members present. The Committee will be comprised of 1 representative from City Hall, CRA, Police Department, and Public Works, along with the Human Resources Department. In the event a member of the committee is nominated, an alternate will be selected from that member's department for voting. There must be a minimum of three (3) members for voting. If an even number of members are present the meeting will be rescheduled.
- e. Employee of the Quarter will receive the following:
 - (1) Congratulatory letter from the Mayor at a City Commission meeting
 - (2) One (1) paid day off
 - (3) \$150 monetary award, less tax
 - (4) Notation in personnel file
 - (5) A picture of the current Employee of the Quarter will be displayed in the lobby of City Hall and on the City's Gateway Electronic Sign.

B. Employee of the Year

- 1. At the conclusion of each fiscal year, employees will have the opportunity to vote for Employee of the Year from among that fiscal year's four recipients of the Employee of the Quarter award.
- 2. The Employee of the Year shall receive the following:
 - a. Congratulatory letter from the Mayor and Commission at a Commission meeting in November
 - b. Two (2) paid days off
 - c. \$400 monetary award, less taxes
 - d. Notation in personnel file
 - e. Name engraved on Employee of the Year plaque hung in City Hall



CITY OF PALMETTO
EMPLOYEE OF THE QUARTER NOMINATION FORM

- 1ST Quarter: October 1-December 31
- 2ND Quarter: January 1-March 31
- 3RD Quarter: April 1-June 30
- 4TH Quarter: July 1-September 30

The event that the nomination is for must have occurred within the past twelve (12) months of the quarter that the employee is being nominated for

NOMINATION:

1. Quarter: _____
2. Nominee: _____
3. Department: _____
4. Describe the exceptional customer support, or outstanding service to another department, or heroic action or humanitarian deed, or significant act which brings credit upon the City, or significant progress in achieving City Commission goals, or improvement in service provided to the public, or improved efficiencies that save tax dollars, or providing more services for less dollars:

5. Name of Nominator (print) _____ Department: _____
Signature: _____ Date: _____

5. ITEMS FOR DISCUSSION

- a. ~~Donation Policy and Guidelines~~ *removed*
- b. **Brownfield Resolution and Meeting Discussion:** *added to the agenda*

Attorney Dickman displayed a timeline for the Green Reuse Area Designation Request that was made by Attorney Brett Brumund (Goldstein Environmental Law Firm). A copy of this timeline is made a part of the record. He explained that per Florida State Statute 376.80, when an application is made for this type of designation, the applicant must hold a community meeting and the City must announce the community meeting and the application. Mr. Dickman stated that the applicant will be holding a community meeting, not a City sponsored meeting, here in Chambers tomorrow, November 9, 2022, at 5:30 p.m. The applicant noticed this information in the Tampa Bay Times and the City Clerk posted it to the City's website, and bulletin boards, and submitted it for the e-newsletter.

As a second layer to this, the City will have two public hearings on a resolution related to this Green Reuse Area Designation Request pursuant to Florida State Statute 376.80. The first public hearing will be held on November 15, 2022, at 6:00 p.m. in these Chambers and the second public hearing will be held on December 6, 2022, at 6:00 p.m. in these Chambers. The notice was sent to the Tampa Bay Times to advertise for both hearings, one advertisement has been published, and the second advertisement is scheduled to be in the newspaper on November 23, 2022. In the advertisement, it will have the resolution title as well as a map of the area.

6. CITY CLERK, CITY MANAGER, CITY ATTORNEY, AND CITY COMMISSION REPORTS

Amber LaRowe, City Clerk—informed the Commission that the qualification period for the District 2, District 4, and Mayor seat opened yesterday at noon and closes at noon on November 18, 2022. City Hall will be closed Friday, November 11, 2022, in observance of Veterans Day.

Vince Tenaglia, Assistant City Manager—stated that, with the help of City Clerk LaRowe and Keri Ferenc-Nelson, the City now has an Employee Recognition Program.

Keri Ferenc-Nelson, Human Resources Manager, gave a brief outline of the program to include an employee-represented committee that will vote on the employee of the quarter submissions each quarter. The winner will be announced at a Commission meeting and monetary awards for winning. Another component of the Employee Recognition Program is the "on the spot" recognition. This can occur at any time an employee sees another employee doing something well (specific criteria are outlined in the program) then that employee is eligible for a gift card in recognition of their job well done. She thanked Amber LaRowe, Rita Bishop (City Manager's Office), and Jennifer McMahon, COO, for all their help in the creation of this Program.

Attorney Dickman—gave a brief synopsis of what has transpired since the executive session that was held last month to discuss the possible settlement of the David Green appeal cases. It does not appear that Mr. Green is interested in settling in the manner discussed; therefore, a settlement is not moving forward at this time. He will keep the Commission updated.

Commissioner Friszolowski—had a good turnout in Belle Vista during Halloween.

He confirmed that the November and December Commission meetings alter from the normal second and fourth Tuesday; next week, November 15th, is the next City Commission meeting and December 6th and December 13th are the two meetings in December.

He commented on the public comment that was made earlier, stating that the plans, drawings, applications, etc.



Employee Recognition Program

The objective of the Employee Recognition Program is to recognize employees that demonstrate outstanding service to the City, customers, co-workers, and community.

A. Employee of the Quarter

The objective of the Employee Recognition Program is to recognition one outstanding individual during each quarter of the year for efforts and/or accomplishments which resulted in:

1. Exceptional customer support and service; or
2. Outstanding support to another department; or
3. Significant act which brings credit upon the City and its work force; or
4. Significant progress in achieving city goals; or
5. Improvement in services provided to the public; or
6. Improved efficiencies that save tax dollars; or

Eligibility

All full-time and part-time employees of the City are eligible for this award if they had a minimum of one (1) year of service, have not been Employee of the Quarter within the last twelve (12) months, and have had no written reprimands or disciplinary actions in their personnel record within the most recent twelve (12) months. Department Heads are not eligible to be nominated as Employee of the Quarter.

Process

On a quarterly basis, any employee, including Department Heads, are encouraged designate fellow employees by completing a nomination form by the specified submittal date. Nomination forms are available on the City's website.

Quarter dates are as follows and all nomination forms must be submitted on or before the last date of the quarter nominated for:

- 1st quarter: October 1-December 31
- 2nd quarter: January 1-March 31
- 3rd quarter: April 1-June 30
- 4th quarter: July 1-September 30

Nominations will be reviewed and evaluated by the Recognition Committee and selection of the Employee of the Quarter will be determined by a majority vote of the members present. The Committee will be comprised of 1 representative from each department as follows:

Amber LaRowe

From: Amber LaRowe
Sent: Tuesday, May 9, 2023 5:00 PM
To: Keri Nelson; Vincent Tenaglia
Subject: RE: Tonight's Meeting

Great to hear! I look forward to receiving a copy when the changes are made.

From: Keri Nelson <knelson@stpetebeach.org>
Sent: Tuesday, May 9, 2023 4:56 PM
To: Amber LaRowe <cityclerk@stpetebeach.org>; Vincent Tenaglia <vtenaglia@stpetebeach.org>
Subject: RE: Tonight's Meeting

Amber,
Thank you for reminding us to update the document that is posted.
The committee felt it best that when the employee is recognized at the commission meeting that a certificate signed by the CM be presented and either the CM or the recipient's director will speak about the employee.

Keri

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Tuesday, May 9, 2023 4:45 PM
To: Keri Nelson <knelson@stpetebeach.org>; Vincent Tenaglia <vtenaglia@stpetebeach.org>
Subject: Tonight's Meeting

I am gathering my items for tonight's meeting, and I noticed that I don't have the congratulatory letter from the Mayor to Shawn Clark, as part of the Awards noted in our Program. If you have that, I can provide it to the Mayor for signature before the meeting so that everything is prepared and ready. If you have already received the Mayor's signature, then please disregard this email.

Thank you,



Amber LaRowe, MMC, CPM
City Clerk



727-363-9220



alarowe@stpetebeach.org



www.stpetebeach.org



155 Corey Avenue, St. Pete Beach
FL 33706



By signing in or creating an account, some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

EMPLOYEE OF THE QUARTER NOMINATION FORM

EMPLOYEE OF THE QUARTER NOMINATION FORM

The event that the nomination is for must have occurred within the past twelve (12) months of the quarter that the employee is being nominated for

Nomination*

-- Select One --

Nominee:*

Nominee's Department:*

 [Previous](#)

[Next](#)



 Government Websites by [CivicPlus®](#)



Amber LaRowe

From: Ariana Wilson
Sent: Tuesday, June 27, 2023 2:40 PM
To: Amber LaRowe
Subject: FW: Employee Recognition Program
Attachments: Employee Recognition Program overview.pdf; Employee of the Quarter form.pdf; On the Spot award form.pdf

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Monday, November 7, 2022 7:01 AM
To: Ariana Wilson <awilson@stpetebeach.org>; Ginny Bodkin <gbodkin@stpetebeach.org>
Subject: FW: Employee Recognition Program

FYI

Ariana, I have selected you to be on the Committee.

From: Keri Nelson <knelson@stpetebeach.org>
Sent: Friday, November 4, 2022 5:35 PM *original program attached*
To: Alex Rey <arey@stpetebeach.org>; Amber LaRowe <cityclerk@stpetebeach.org>; Betcinda Kettells <bkettells@stpetebeach.org>; Jennifer McMahon <rddirector@stpetebeach.org>; Jim Kilpatrick <jkilpatrick@stpetebeach.org>; Michelle Gonzalez <mgonzalez@stpetebeach.org>; Mike Clarke <mclarke@stpetebeach.org>; Vincent Tenaglia <vtenaglia@stpetebeach.org>
Cc: Rita Bishop <rbishop@stpetebeach.org>
Subject: Employee Recognition Program

Directors,

Attached is the Employee Recognition Program overview and nomination forms. One person from the City Manager's Office, Community Development, Library and Fire Department will be on the Recognition Committee for 1st and 3rd quarter Employee of the Quarter nominations. The 2nd and 4th quarter nominations will be evaluated by a member of Public Works, Parks & Recreation, City Clerk's office and Administrative Services. Please provide the name of the committee member to me next week.

Please forward the program information to your staff and encourage them to recognize their co-workers through an on-the-spot award or an Employee of the Quarter nomination.

This information will also be available on the intranet next week. Special thanks to Amber for sharing information for the framework of the program.

Keri



Keri Ferenc Nelson, SHRM-CP



Employee Recognition Program

The objective of the Employee Recognition Program is to recognize employees that demonstrate outstanding service to the City, customers, and co-workers.

A. Employee of the Quarter

The objective of the Employee of the Quarter is to recognize one outstanding individual during each quarter of the year for efforts and/or accomplishments which resulted in:

1. Consistent exceptional customer support and service; or
2. Outstanding support to another department; or
3. Significant act which brings credit upon the City and its work force; or
4. Significant progress in achieving city goals; or
5. Improvement in services provided to the public; or
6. Improved efficiencies that save tax dollars

Eligibility

All full-time and part-time employees of the City are eligible for this award if they had a minimum of one (1) year of continuous service, have not been Employee of the Quarter within the last twelve (12) months, and have had no written reprimands or disciplinary actions in their personnel record within the most recent twelve (12) months. Department Heads are not eligible to be nominated as Employee of the Quarter. The runner up nominee from each quarter will be pushed to the following quarter as an eligible selection.

Process

1. All employees are encouraged to designate fellow employees by completing a nomination form by the specified submittal date. Nomination forms are available on the City's website.
2. All nomination forms must be submitted on or before the last date of the quarter:

1st quarter: October 1 - December 31

2nd quarter: January 1 - March 31

3rd quarter: April 1 - June 30

4th quarter: July 1 - September 30

3. Nominations will be reviewed and evaluated by the Recognition Committee and selection of the Employee of the Quarter will be determined by a majority vote of the members present. The Committee will be comprised of 1 representative from each department:

- 1st and 3rd quarter: City Manager's Office, Community Development, Library and Fire Department.
- 2nd and 4th quarter: Public Works, Parks & Recreation, City Clerk, and Administrative Services.

In the event a member of the committee is nominated, an alternate will be selected for voting. There must be a minimum of three (3) members for voting. In the event of a tie, the Employee of the Quarter will be selected randomly.

Award

Employee of the Quarter will receive the following:

1. Congratulatory letter from the Mayor presented at a City Commission meeting
2. \$500.00 monetary award, less tax
3. Notation in the personnel file

B. On-the-Spot Award

The objective of the On-the-Spot award is to recognize employees for going above and beyond their normal duties. These may be given out by a Supervisor or Director at any time during the year.

Eligibility

All employees are eligible. Reasons for the award may include:

1. Assisting a co-worker who has an unusually heavy workload; or
2. Exceptional customer service; or
3. Planning a special event or participation on a committee which is particularly successful because of the employee's personal efforts; or

4. Handling an unusually heavy workload, such as when co-workers are absent or when equivalent vacant positions are not filled immediately; or
5. Development of new or revised procedures or other contributions toward improvement of department productivity; or
6. Completion of a short-term project in less time than expected or where there were unusual difficulties to overcome.

Process

1. Employees are encouraged to recognize their co-workers' efforts and notify the Supervisor or Director to ensure they are aware of the outstanding service that was provided.
2. The Supervisor or Director completes the On-the-Spot award notification form found on the intranet and returns it to Human Resources.
3. The Supervisor or Director issues the award to the employee.

Award

On-the-Spot awards are issued as \$20.00 gift cards.



EMPLOYEE ON-THE-SPOT AWARD FORM

Any employee is eligible for an On-the-Spot Award at anytime during the current fiscal year

1. Date: _____
2. On-the-Spot Award Recipient: _____
3. Department: _____
4. Describe reason for award:

5. Name of Award Recipient (print): _____
Department: _____
Recipient Signature: _____ Date: _____
(Acknowledging received giftcard)
Supervisor Signature: _____ Date: _____



EMPLOYEE OF THE QUARTER NOMINATION FORM

- 1ST Quarter: October 1-December 31
- 2ND Quarter: January 1-March 31
- 3RD Quarter: April 1-June 30
- 4TH Quarter: July 1-September 30

The event that the nomination is for must have occurred within the past twelve (12) months of the quarter that the employee is being nominated for

NOMINATION:

- 1. Quarter: _____
- 2. Nominee: _____
- 3. Department: _____
- 4. Describe reason for nomination:

- 5. Name of Nominator (print) _____
Department: _____
Signature: _____ Date: _____

Amber LaRowe

From: Amber LaRowe
Sent: Wednesday, June 21, 2023 4:13 PM
To: Andrew Dickman; Matthew McConnell
Cc: Ody Dickman; Colleen Flynn (colleenf@jpfirm.com)
Subject: Public Records Requests Missing Documentation

Good afternoon,

▶ HR

After the completion of PRR2023-163, it was brought to my attention that there was information excluded from the fulfillment of this request that was subsequently provided in PRR2023-174. I have modified request PRR2023-163 and sent an email to the requestor advising them of this new addition that was not previously included although it fits the terms of the request. The additional document is titled "Wesley Wright-Exit Interview".

▶ HR

Subsequently, to the fulfillment of PRR2023-174, I was made aware of a missing exit interview. This exit interview was provided by a staff member along with the department that answered PRR2023-174. This staff member remembered that she had a copy and then provided that to me to accurately fulfill PRR2023-174. I have sent an email to the requestor of PRR2023-174 letting them know of the additional item found by another staff member. The additional item is titled "Kaitlin Exit Interview".

Both documents are located on the City's public portal for records requests.

I am sending this email as documentation to support the public records and records management concerns that I have expressed to Legal.

Thank you,



Amber LaRowe, MMC, CPM
City Clerk

Amber LaRowe

From: Amber LaRowe
Sent: Wednesday, June 21, 2023 12:12 PM
To: Colleen Flynn (colleenf@jpfirm.com); Ody Dickman
Subject: Fw: FOIA PRR2023-172

Good afternoon Attorney Flynn and Attorney Dickman,

I am requesting the thread below be made a part of the investigation as this tie into some of the specific complaints that I have made. My statement regarding this email is as follows:

The job duties of the City Clerk for the City of St. Pete Beach includes Public Records Custodian and Records Management Liaison. These are two very important job duties that I take seriously and have had these same responsibilities not only for the over 2 years that I have been the City Clerk for St. Pete Beach but also for the 8 years I was the Assistant City Clerk for the City of Palmetto. These two job duties I have had ample training on, have written policies for, have taught on, and continue to be a resource to the City of St. Pete Beach employees and elected officials.

When the City receives public records requests, I have established a 14-day timeframe; however, I also review the nature of the request and can make an educated guess on how long it should take to complete this request. Public Records Statute 119 does not have a timeframe and is left open for interpretation by me, the Public Records Custodian, not by staff. Usually, my educated guess is correct, and most departments are ahead of the timeframe and/or have open dialogue with my office about the request and how they're working on it. Open communication and dialogue on the subject allow my office to be assured that the departments are complying with and completing the request and is much appreciated.

The request in question below was assigned to the Human Resources Department with three of the four job descriptions uploaded around the same time on June 13th. The fourth job description is still out there. 14 days to upload four job descriptions, that are about 2 pages long, is not, in my opinion, compliance with the Statute. Having three job descriptions uploaded around the same time without the fourth job description gives the perception of creating a document that does not exist. I am not implying that is the case; however, based on my almost 11 years' experience, I understand the law, I have been challenged in the law, and I have had to argue timely completions of the public records requests -- this is what lead to my email to the Human Resources Department. It is not uncommon for me, as the City Clerk, to reach out to those assigned a records request and inquire about the timely completion. What is unusual; however, is the response that I was met with.

I say that it is unusual because most departments that I have reached out to inquire about the completion of a request do not speak to me or make outlandish accusations and behave in such an unprofessional manner -- it is not unusual, though, for me, specifically, to be met with such hostility by this particular employee over the majority of my career here with the City. I have brought these behaviors and uncomfortableness I feel up before to the Assistant City Manager as he was her immediate supervisor and to the City Manager at one point when a document that I shared as a resource was plagiarized without any discussion with me before the document was created. Still, to this day, I have had no formal apology or recognition for the stealing of my work. Because of the behavior and hostile attitude of this specific department, I have not felt safe to work with or bring any issues up to them and this has left me feeling that I have no advocate for me.

The email I sent was made to ensure that the City stays compliant with Statute and that I do not put the City in a position of liability or possible litigation. We are all aware of the people out there who seek to "catch" cities out of compliance -- something that I hope will never be the case for a City I work in. I have every right and responsibility to follow up on requests, to not do that would be negligent. Having emails like that below sent to me in response to an email sent to fulfill my obligations causes me to rethink and reconsider, something that I shouldn't have to do. I should be able to do my job without fear of attack or aggression and not have to hesitate on moving forward, in a professional and respectful way, to complete the tasks before me.

I take particular offense, not only as the City Clerk, but as Amber LaRowe a woman of high integrity, ethics, and morals, at being told that my email is defamatory to her, is unprofessional, and sets a bad example for the City. This could not be further from the truth. I believe my email sets a very good example for the City as someone that has open communication, establishes an expectation, and holds someone accountable in a professional manner. I do not believe anything I said in the email was defamatory or attacking. This email that was sent by this Department is now public record and these statements are out there without any correction or comment by me or for me and stays with the record and that is unfortunate to me, and I feel that these statements need to be corrected in an equally public way. These comments directed AT me further perpetuate the hostile environment that I continue to work in.

The City Manager did call me after the special meeting yesterday, June 20th, along with the City Attorney and Assistant City Attorney. On this phone call Mr. Dickman reminded the City Manager that the interpretation of Statute 119 is for me, not for individual departments. I expressed to the City Manager that this response and behavior would not be tolerated by my staff to him and that I believe it should not be tolerated and accepted towards me. At this point in the conversation, Mr. Rey stated that his resolve would be for all emails to go to him and then he can coordinate an appropriate response with the department. He further informed me that he believes there is not a CFO job description; therefore, based on this conversation, I expect something from HR advising me as such. In response to the City Manager's solution on just sending emails directly to him, I stated that this shouldn't be the case, all employees should be able to communicate to each other, regardless of position or title, in a professional manner. I expect Mr. Rey to handle this in a way that helps show that this behavior is not tolerated.

I will admit that so far, no outcome has been given to me over the years to heal me or put me on a path for better advocacy from this Department nor build the trust that is necessary between employees and this specific Department. I continue to feel less than confident that this hostile environment will not turn around for me as I have never been asked or sat down with by anyone that provides supervision, employee review, or discipline to this specific Department to ask how can things be improved, asked how they can support me, empathized with me, or provided any clear direction on a no tolerance policy for this behavior that continues to exist and grow. I have a no tolerance policy with my employees and if this behavior was exhibited from them over and over again, there would be clear documentation and discussion to facilitate appropriate professional behavior, or they would no longer be my employee.

I want to explain that this Department has completed public records requests that were not complete in their entirety, I have found documents that were not submitted after the records request was completed. I have other justification for wanting to follow up with this department to ensure that records requests are completed in a timely manner and to full completion.

I have not alerted the City Commission, my supervisors, to this new issue that adds to the issues that I have recently brought forward to them. At this time, I am trying to work with you all in advocating my needs in having a productive work environment. I am trying to remain hopeful for a positive outcome.

Thank you for taking the time to read this, hear me, and document my growing concerns,

Amber LaRowe, MMC, CPM
City Clerk

From: Keri Nelson <knelson@stpetebeach.org>
Sent: Tuesday, June 20, 2023 8:10 AM
To: Amber LaRowe <cityclerk@stpetebeach.org>
Cc: Andrew Dickman <andrew@dickmanlawfirm.org>; Matthew McConnell <matthew@dickmanlawfirm.org>
Subject: RE: FOIA PRR2023-172

Good morning,

I am not out of compliance and resent the implication. The due date is June 22 and today is the June 20. FS 119 does not set a time limit to respond to request. Only that they are fill within a reasonable amount of time. Furthermore, it does not say that that all of the requested items need to be uploaded at the same time. Also, I haven't had a sufficient reason as to why I was notified that the request was released prior to it being finalized.

You have no idea what I do during the day, nor how much work I have as a one person "department." The fact that this is not complete has to do with other responsibilities and the fact that I was at a conference last week.

The fact that you are concerned that all four were not uploaded at the same time, is your issue, not mine.

Your email is unprofessional and defamatory which sets a poor example for the rest of the city.

Sincerely,
Keri

Keri Ferenc Nelson
Human Resources Administrator
City of St. Pete Beach
155 Corey Ave.
St. Pete Beach, FL 33706
727.363.9233 www.stpetebeach.org

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Tuesday, June 20, 2023 7:52 AM
To: Keri Nelson <knelson@stpetebeach.org>
Cc: Andrew Dickman <andrew@dickmanlawfirm.org>; Matthew McConnell <matthew@dickmanlawfirm.org>
Subject: FOIA PRR2023-172

Good morning,

This request has been open for 12 days:

“A copy of the Chief Operating Officer job description and the grade with min and max

A copy of building manager job description and the grade with min and max

A copy of the CFO job description and the grade with min and max

A copy of the beach manager job description and the grade with min and max”

The first two and last one were uploaded on 06/13/2023; it is a little concerning to me that the CFO job description has not been uploaded yet nor was uploaded at the same time as the other 3. As the Records Management Liaison and the Public Records Custodian, it is hard for me to argue the length of time needed to complete the CFO piece of this request when the audit trail shows the others all being uploaded simultaneously. Please complete this CFO request ASAP but do not create a document that may not already be in existence.

This email serves to document my understanding and acknowledgment based on the JustFOIA audit trail for PRR2023-172 and my role as Public Records Custodian for the City of St. Pete Beach as it applies to Florida State Statue 119 for a timely response to public records requests and how that is applied to the nature of the request.



Amber LaRowe, MMC, CPM
City Clerk

-  727-363-9220
-  alarowe@stpetebeach.org
-  www.stpetebeach.org
-  155 Corey Avenue, St. Pete Beach
FL 33706



Amber LaRowe

From: Amber LaRowe
Sent: Tuesday, June 21, 2022 9:42 AM
To: Alex Rey
Cc: Jennifer McMahon; Tara Salmieri; Michelle Gonzalez
Subject: Re: BOA agenda

no response ↓

Okay I don't add anything other than minutes. I wait for the green light from appropriate departments and publish to the board. Who will be adding her items to the agenda or does she have a log in?

Sent from my iPhone

On Jun 21, 2022, at 9:41 AM, Alex Rey <arey@stpetebeach.org> wrote:

Amber,

Please do not add anything to the BOA agenda that has not been released by Tara. We need to have a single point of control.



Alex Rey
City Manager
City Manager's Office | City of St. Pete Beach

📞 [727-363-9232](tel:727-363-9232)
✉ arey@stpetebeach.org
🌐 www.stpetebeach.org
📍 155 Corey Avenue, St. Pete Beach FL 33706



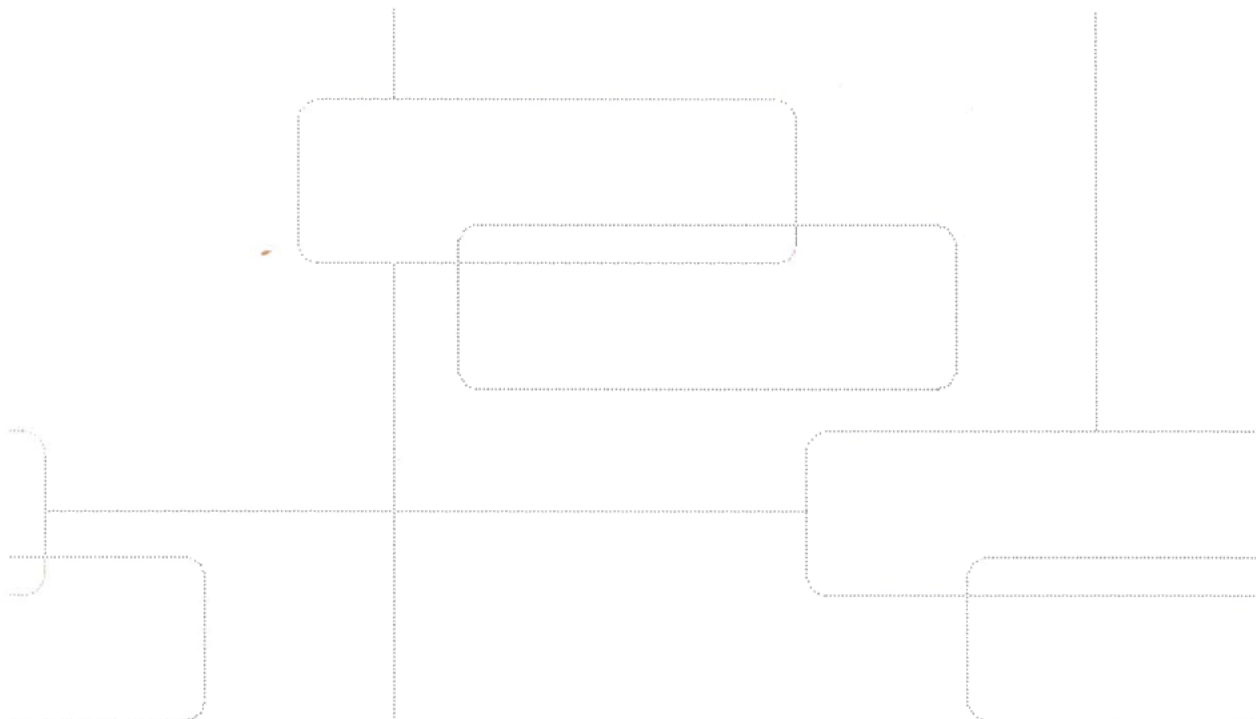
Amber LaRowe

alex never responded ↓

From: Amber LaRowe
Sent: Wednesday, May 17, 2023 7:52 AM
To: Alex Rey
Subject: Re: Joint Workshop Agenda

Add the list of public comments that were submitted along with staff's response?

From: Alex Rey <arey@stpetebeach.org>
Sent: Tuesday, May 16, 2023 4:36 PM
To: Jennifer McMahon <rddirector@stpetebeach.org>; Amber LaRowe <cityclerk@stpetebeach.org>
Subject: RE: Joint Workshop Agenda



Add Public Comments

From: Jennifer McMahon <rddirector@stpetebeach.org>
Sent: Tuesday, May 16, 2023 4:20 PM
To: Amber LaRowe <cityclerk@stpetebeach.org>; Alex Rey <arey@stpetebeach.org>
Subject: RE: Joint Workshop Agenda

Short and to the point

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Tuesday, May 16, 2023 2:34 PM
To: Alex Rey <arey@stpetebeach.org>; Jennifer McMahon <rddirector@stpetebeach.org>
Subject: Joint Workshop Agenda

Is this what you guys envision as the Agenda for the joint workshop?

Amber LaRowe

From: Alex Rey
Sent: Tuesday, April 18, 2023 2:19 PM
To: Amber LaRowe
Subject: FW: S. Renee Narloch & Associates

Amber, see me.

Alex

From: Vincent Tenaglia <vtenaglia@stpetebeach.org>
Sent: Tuesday, April 18, 2023 2:05 PM
To: Alex Rey <arey@stpetebeach.org>
Subject: FW: S. Renee Narloch & Associates

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Tuesday, April 18, 2023 2:01 PM
To: Vincent Tenaglia <vtenaglia@stpetebeach.org>
Subject: S. Renee Narloch & Associates

Are we still using this company for recruiting services? Their contract expires May 2023



Amber LaRowe, MMC, CPM
City Clerk

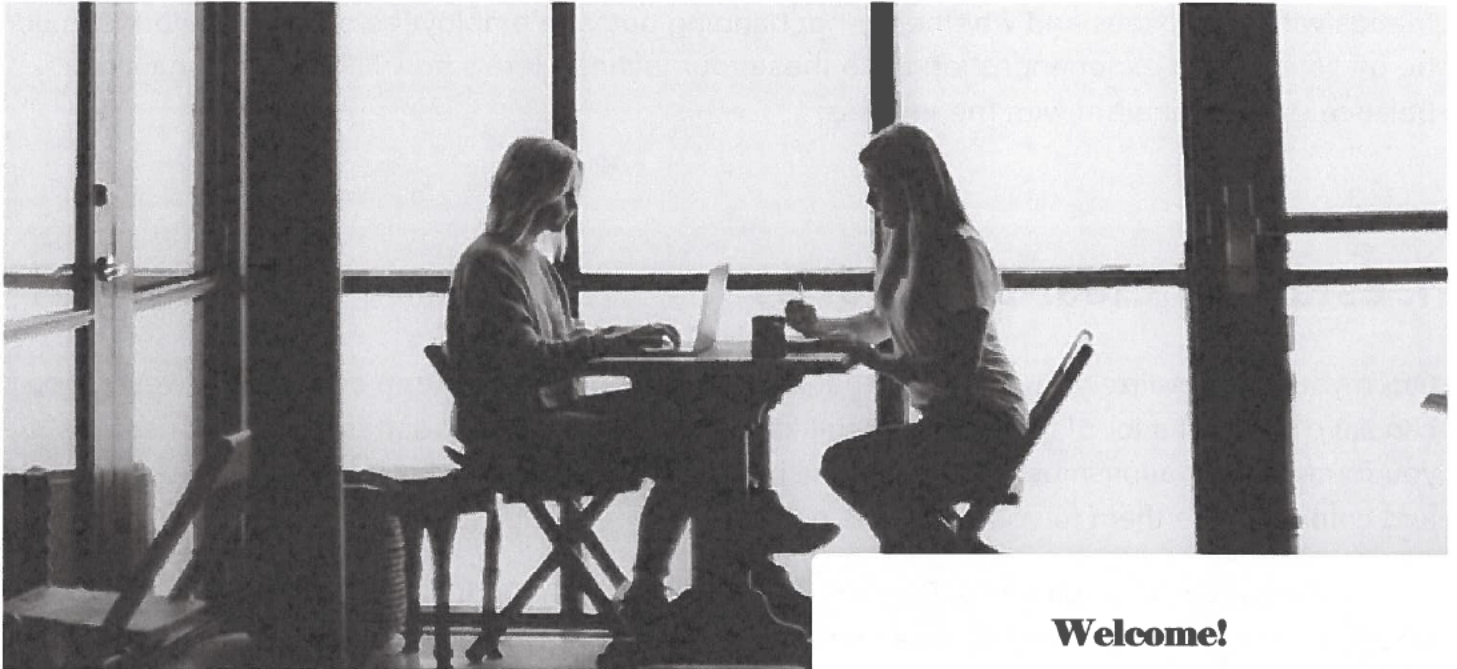
 727-363-9220
 alarowe@stpetebeach.org
 www.stpetebeach.org
 155 Corey Avenue, St. Pete Beach
FL 33706



Cliques

Every organization has people that like to hang out with or gravitate more to. With that being said, I have noticed that there is a divide between certain employees and others. I have noticed this when I sit in the director's meetings and watched how certain employees are talked to while others are not, I have seen this in the pay increases that some employees have received over others, and I have seen it with certain people being invited out and continuing to hang out but not invite others.

The Human Resources Manager is to be a professional that supports all employees so that they can help maintain employee satisfaction and morale. The HR Manager does not support all employees and often hangs out and goes drinking with a core group of individuals. This perception of friendship does not give the appearance of a neutral advocate for employees' well-being. The behavior of the HR Manager on June 13th during the City Commission meeting also does not give me the safe space I need to feel I can share my grievances about the City Manager or any employee within her core friend group.



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make your life easier and your
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Ready to learn more?

Let's schedule an intro call!

**I'm a Namely client and have
support questions.**

HR

Should HR Be Friends With Employees?

11.14.18

The HR function is inherently human. When working on HR management, you're bound to touch on several personal topics that otherwise share with coworkers. It can be hard to avoid employees who confide in you. However, it's important to separate HR from any other type of employee.

HR Calendar

From special events to important dates, our HR Calendar has everything you need to know.

What do you think? Should

576
Shares



employees, and if you fall into that group, keep in mind that your HR responsibilities may put you in a [challenging situation](#).

3. Avoid Gossip

As an agent of HR, it's your job to set an example for employee behavior and report on any conduct that goes against [company policies](#). Most employees are conscious of the fact that HR is not the place for rumors, but if you have friends across the company, you may encounter gossip. As a rule, beware of employee gossip and always be ready to respond as HR.

Caroline Siemers, owner of [Corplandia Communications](#), recalls the moment she realized she couldn't be both an agent of HR and a personal friend. "I was working in a position that ultimately rolled up to HR. I had friends across the company, and one day I went to lunch with one. She mentioned inappropriate behavior going on in the team, but said she didn't want to stir the pot. I went back to my manager who told me that I had to report it. I realized then that I am an agent of HR at every single lunch I attend. I hadn't thought of myself that way before, but it taught me how to be an employee advocate without being a friend."

HR is the moral compass of the company. This doesn't have to mean HR is the bad guy or the "[Principal's office](#)," but HR should set an example for employee behavior.

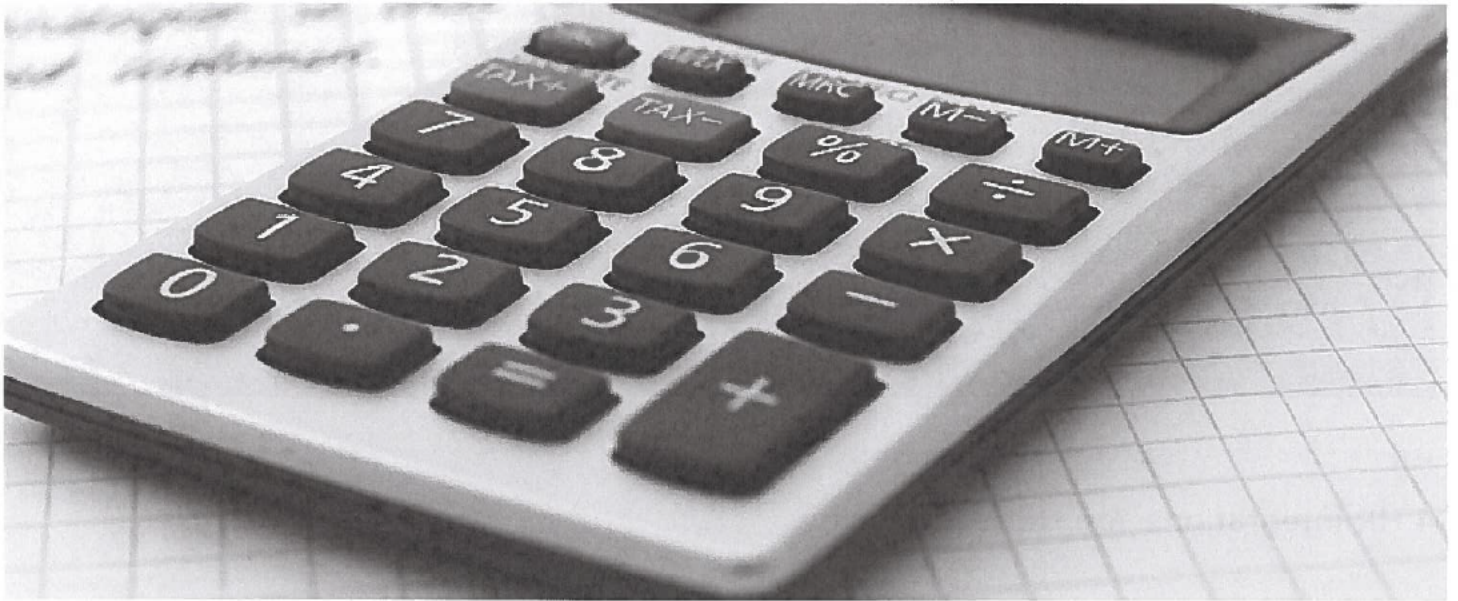
4. Be Personal

While the need for maintaining boundaries are plenty of ways to be warm, open, and [respectful](#) in their respective roles," says Shand. Striking this balance empowers HR professionals to be empowered in their role, while also approaching their role with a personal touch.

According to Shand, HR's number one priority is employee well-being. "I was interviewing a candidate who was a great fit for the role, but the candidate broke down and shared a lot of personal information with me. It was a challenging conversation, but it was a great experience for me and the candidate."

HR Calendar

From special occasions like "National Coffee Day" to important compliance deadlines, Namely's HR Calendar features all the key dates HR professionals need to know.



HR

Presentation Due? Don't Forget These 3 Common HR Metrics

Lyssa Test / 09.27.18

HR Calendar

From special occasions like "National Coffee Day" to important compliance deadlines, Namely's HR Calendar features all the key dates HR professionals need to know.



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HR Calendar

From special occasions like "National Coffee Day" to important compliance deadlines, Namely's HR Calendar features all the key dates HR professionals need to know.

Lack of Safe Environment to Express Contrary Views

Because of Alex's management style, I have stopped participating in the bi-weekly director's meetings. The saying "go along to get along" was becoming a mantra of mine, that I no longer felt was appropriate nor served me in the capacity I wanted. Often these sessions became vent sessions with inappropriate discussions of the elected officials. I no longer desire to participate in and be associated with such conversations. Removing myself has created a divide between me and the other staff as now I am no longer involved in these operations. I do not feel that I can safely express my contrary views to the City Manager because I feel that he will try to talk in circles to get me to feel his way or discount my opinions and thoughts. I have seen him do that to others and have heard them when they come to vent to me about the experiences, they have had with them. Most of the time I keep my thoughts to myself unless I have been asked to do something that is against policy, procedure, ethics, or my morals.

Not only is it not a safe space for me to express my knowledge and opinions to the City Manager it is not a safe space for me to express anything to the Human Resources Manager. I cannot bring anything to her in confidence for fear she will discount me, talk to me, or share it with the City Manager. Not being able to work in an environment where I can feel safe has caused a lot of hardship and stress during my tenure here.

Amber LaRowe

From: Amber LaRowe
Sent: Friday, May 5, 2023 7:50 AM
To: Vincent Tenaglia
Subject: CWA 2022

Going through my list of outstanding agreements and noticed that this was never provided in a fully executed format to the Clerk's Office. Please send for our records when able.

Thanks,



Amber LaRowe, MMC, CPM
City Clerk

 727-363-9220
 alarowe@stpetebeach.org
 www.stpetebeach.org
 155 Corey Avenue, St. Pete Beach
FL 33706



Amber LaRowe

From: Vincent Tenaglia
Sent: Thursday, May 25, 2023 12:06 PM
To: Amber LaRowe
Subject: FW: Scanned image from Communications Workers of America
Attachments: DoNotReply_20220121_094653.pdf; CWA Contract 2021-2024.pdf

Hi – here's what Keri found. CWA district rep signed but not the other members. She reached back out for Ron Rice's signature but nothing back yet.

From: Keri Nelson <knelson@stpetebeach.org>
Sent: Wednesday, May 17, 2023 11:45 AM
To: Vincent Tenaglia <vtenaglia@stpetebeach.org>
Subject: FW: Scanned image from Communications Workers of America

Here's a copy of the signed contract from Kevin. Did Ray and or Ron email you directly a copy with their signatures?
Keri

From: Kevin Kimber <kkimber@cwa-union.org>
Sent: Friday, January 21, 2022 9:35 AM
To: Ron Rice <ronrice525@gmail.com>; Vincent Tenaglia <vtenaglia@stpetebeach.org>; Rashi Young <ryoung@stpetebeach.org>; Ray Gallant <rgallant@stpetebeach.org>; Keri Nelson <knelson@stpetebeach.org>
Subject: Fwd: Scanned image from Communications Workers of America

CAUTION: This message has originated from **Outside of the Organization**. Do Not Click on links or open attachments unless you are expecting the correspondence from the sender and know the content is safe

Signed

Kevin Kimber
CWA Staff Representative District 3
2180 West State Road 434 Suite ** New Suite #****2104**
Longwood, FL 32779
407-772-0266 Fax 407-772-2516 New Cell# 1-386-837-5311

----- Forwarded message -----

From: DoNotReply <rmunoz@cwa-union.org>
Date: Fri, Jan 21, 2022 at 9:33 AM
Subject: Scanned image from Communications Workers of America
To: <kkimber@cwa-union.org>

Reply to: DoNotReply <rmunoz@cwa-union.org>
Device Name: Communications Workers of America
Device Model: MX-M4051
Location: Not Set

File Format: PDF MMR(G4)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

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Date	Item	Internal Distribution				External Distribution				Date Returned	City Created	UF Location:	Terms
		Date Sent	To	Date Returned	Date Sent	To	Date Returned	UF Location:					
1/12/2023	Malden Beach Youth Baseball League License Agmt.	1/18/2023	AD	1/18/2023	AL	1/18/2023	AD	1/26/2023	gatorrealtor@gmail.com	3/6/2023	CITY CLERK/CON-000	Unknown, have not rec'd executed copy	
1/12/2023	Illicit Discharge Agreement-PC	1/18/2023	AD	1/23/2023				1/26/2023		3/6/2023	CITY CLERK/CON-000	1/1/30/2027	
1/19/2023	Sole Source - BSV Technical Center	Issued by Sharon											
1/19/2023	Sole Source - Southern Sewer	Issued by Sharon											
1/19/2023	SOE Paving Poles							1/24/2023	Julia Marcus	5/5/2023	CITY CLERK/CON-000	Expires end of Election	
1/21/2023	Comune Telecom Services							1/26/2023	MG/AG	1/26/2023	CITY CLERK/CON-000		
2/1/2023	PMC-EBIP Grant	2/14/2023	BW	3/6/2023				3/7/2023		3/7/2023	CITY CLERK/CON-000	1/28/2024	
2/1/2023	Sunrise Arts Center - MODU	2/14/2023	RB	3/5/2023						3/5/2023	SALEAS/AGREEMENTS/Non-Capital Projects	6/30/2025	
2/14/2023	Don Cesar Boat Ramp, Shantee	2/14/2023	BW	3/13/2023						3/13/2023	CITY CLERK/CON-000	2/19/2025	
2/14/2023	Ordinance 2023-01 Budget Appropriations	2/14/2023	AD							2/15/2023	CITY CLERK/CON-000	N.D.	
2/24/2023	Dickman Law Firm Retainer Agreement	N/A	AL	2/27/2023						2/27/2023	CITY CLERK/CON-000	After a contract	
2/28/2023	Half 45th Ave. Drainage Improvements									2/28/2023	CITY CLERK/CON-000	N.D.	
2/28/2023	Half 45th Ave. Drainage Improvements									2/28/2023	CITY CLERK/CON-000	N.D.	
2/28/2023	QRC Annual Water and Reclaimed Water Repair and Extensions	3/3/2023	AD	3/6/2023	MC	3/13/2023	AD	3/29/2023		3/29/2023	CITY CLERK/CON-000	N.D. -- provided a product	
3/8/2023	Res. 2023-01 Wastewater Asset Management Plan	3/8/2023	AD	3/8/2023						3/8/2023	CITY CLERK/CON-000	3 one year terms.	
3/8/2023	PlanActive Studio, Planning Support Services 03112024	3/8/2023	AD	3/8/2023						3/9/2023	CITY CLERK/CON-000	Not a contract	
3/8/2023	Half Associates, 3610 Ave Eastern Terminus Seawall Repair	3/8/2023	BW	3/13/2023						3/9/2023	CITY CLERK/CON-000	3/1/2024	
3/13/2023	TLC-UR Station Rehab 03132023	3/13/2023	AD	3/24/2023	MC	3/27/2023	AD	3/27/2023		3/27/2023	CITY CLERK/CON-000	n.d	
3/22/2023	Planning Svcs, Lynn Rosetti	3/22/2023	AD	3/23/2023						3/23/2023	CITY CLERK/CON-000	8/6/2024	
3/22/2023	Aclarian LLC Procurement	3/22/2023	AD	3/23/2023						3/23/2023	CITY CLERK/CON-000	12/28/2023	
3/24/2023	Half Seawall Permit Application	3/24/2023	AD	3/28/2023						3/28/2023	CITY CLERK/CON-000	6/29/2023	
3/24/2023	Nancy Bostock, Intergovernmental	3/27/2023	AD	3/28/2023						3/30/2023	CITY CLERK/CON-000	n.d	
3/24/2023	KRH Hospitality, Chill, Parklet Agmt	3/27/2023	AD	3/28/2023						3/30/2023	CITY CLERK/CON-000	2/28/2026 -- may be renewed for 2 additional one year terms	
3/28/2023	Kammings & Roodvoets, Emergency Valve Replacement	3/28/2023	AD	3/28/2023						3/30/2023	CITY CLERK/CON-000		
3/28/2023	Family International Builders, Shared Parking Agmt	3/28/2023	AD	3/28/2023						3/30/2023	CITY CLERK/CON-000	3/24/2024	
3/30/2023	USSJ, Smoke and Dye Testing	3/28/2023	AD	3/28/2023						3/30/2023	CITY CLERK/CON-000	Link	
3/30/2023	Southern Road & Bridge, Rehab 1st ave Fishing Pier	4/3/2023	AD	4/5/2023	AL	4/20/2023	AD	4/3/2023		4/3/2023	CITY CLERK/CON-000	3/28/2024	
4/13/2023	Sunset Way and 731st Ave Sidewalk Improvements	4/13/2023	AR	4/20/2023	BW	4/21/2023	AD	4/21/2023		4/21/2023	CITY CLERK/CON-000	9/30/2023	
4/20/2023	BMS St. Peterburg College Field Internship Agmt.	5/11/2023	AD	6/2/2023						4/20/2023	CITY CLERK/CON-000		
5/11/2023	Pinellas County Golf Woods Drive Interlocal Agreement	5/11/2023	AD	6/2/2023						5/11/2023	CITY CLERK/CON-000		
5/24/2023	Res. 2023-03 CUP - The Wharf Restaurant Commercial Dock	5/24/2023	AD	6/2/2023	MC/KR	6/2/2023	AD	6/2/2023		6/2/2023	CITY CLERK/CON-000		
5/24/2023	Progressive, Fireworks Display	5/24/2023	AD	6/2/2023						6/2/2023	CITY CLERK/CON-000		
5/24/2023	Half Water Threats Sea Level Rise Adaptation	5/24/2023	AD	6/2/2023	AM	6/2/2023	AD	6/2/2023		6/2/2023	CITY CLERK/CON-000		
5/24/2023	Kimley Horn, Bear Crag Drive Design Amendment 1	5/24/2023	AD	5/26/2023						5/24/2023	CITY CLERK/CON-000		
5/26/2023	Finance Services, V Tenaglia 05262023	5/31/2023	AD	6/2/2023						6/2/2023	CITY CLERK/CON-000		
6/1/2023	Paypoint Ink, Comp Shop	6/1/2023	AD							6/1/2023	CITY CLERK/CON-000		
6/1/2023	Cybersecurity Grant Agmt, IT Dept of Management Svcs	6/1/2023	CG							6/1/2023	CITY CLERK/CON-000		
6/1/2023	Caladesi Construction, Operations Yard Wall Change Order1	6/1/2023	BW	6/14/2023						6/14/2023	CITY CLERK/CON-000	6/2/2028	
6/1/2023	IMF	6/1/2023	RB	6/23/2023						6/23/2023	CITY CLERK/CON-000		

Date		Internal Distribution				External Distribution				Fully Executed		LF Name:		LF Locations:		Term	
Date	Item	Date Sent	To	Date Returned	Date Sent	To	Date Returned	Date Sent	To	Date returned	To	Date Sent	LF Name:	LF Locations:	Term		
1/5/2022	Planning Socs. Lynn Rosetti	1/5/2022	AD-City Att.	1/6/2022	1/6/2022	AL	1/6/2022	1/6/2022	AL	1/6/2022	AL	1/6/2022	Planning Services Lynn Rosetti	SPB/City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	12/20/2022		
1/20/2022	Res. 2022-04 Shared Parking Agreement	1/20/2022	AR	1/21/2022	1/21/2022	JM	3/11/2022	3/11/2022	JM	3/11/2022	JM	3/11/2022	Res. 2022-04 Shared Parking Agreement	City Clerk/CON-000, RESOLUTIONS/2020/2021/Res. 2022-04	End of 2022 Election		
1/12/2022	SOL SPB Agmt	1/12/2022	AR	1/12/2022	1/12/2022	AD-City Att.	1/12/2022	1/12/2022	AD-City Att.	1/12/2022	AD-City Att.	1/12/2022	01122022 Signed SOL Agreement	City Clerk/Election/2020/2021/01122022 Signed SOL Agreement	End of 2022 Election		
1/28/2022	CWA SPB Agmt	1/28/2022	VT											Remitted Vote via email 5/5/2023			
1/28/2022	Ord. 2022-01 Budget Amendment	1/28/2022	AD-City Att.	1/28/2022									Ordinance 2022-01 Budget Amendment	SPB/City Clerk/ORD-000, City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	11/17/2022		
2/8/2022	Auctioneer Services, Royal Auction Group	2/8/2022											Auctioneer Services, Royal Auction Group	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non			
2/8/2022	Kelly Brothers, Merry Pier Restoration C.O. No. 04	2/8/2022											Kelly Brothers, Merry Pier Restoration C.O. No. 04	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Capital			
2/9/2022	City Commission Minutes 01/11/2022	2/9/2022	AJ	2/11/2022									01112022 CC Minutes	City Clerk/ORD-000, Agendas/2020/2021/01 January/01112022			
2/9/2022	Ord. 2022-02 Parks and Recreation Impact Fees	2/9/2022	AJ	2/11/2022	2/12/2022	AD-City Att.	2/12/2022	2/12/2022	AD-City Att.	2/12/2022	AD-City Att.	2/12/2022	Ordinance 2022-02 Parks and Recreation Impact Fees	City Clerk/ORD-000, ORDINANCES/2000/2020/2021/Ordinance			
2/9/2022	Res. 2022-05 Business Site Improvement Grant Program	2/9/2022	AJ	2/11/2022	2/15/2022	AD-City Att.	2/15/2022	2/15/2022	AD-City Att.	2/15/2022	AD-City Att.	2/15/2022	Res. 2022-05 Business Site Improvement Grant Program	City Clerk/RES-000, RESOLUTIONS/2020/2021/Res. 2022-05			
2/23/2022	Res. 2022-06 Boca Ciega Drive Grant Agreement	2/23/2022	AD-City Att.	2/23/2022	2/23/2022	AL-Clerk	2/23/2022	2/23/2022	AL-Clerk	2/23/2022	AL-Clerk	2/23/2022	Res. 2022-06 Boca Ciega Drive Grant Agreement	City Clerk/RES-000, RESOLUTIONS/2020/2021/Res. 2022-06			
2/23/2022	Ord. 2022-05 Appendix A - Lobbyist Annual Registration Fee	2/23/2022	AD-City Att.	2/23/2022	2/23/2022	AL-Clerk	2/23/2022	2/23/2022	AL-Clerk	2/23/2022	AL-Clerk	2/23/2022	Ordinance 2022-05 Appendix A - Lobbyist Annual Registration Fee	City Clerk/ORD-000, ORDINANCES/2000/2020/2021/Ordinance			
2/23/2022	Ord. 2022-04 Lobbying	2/23/2022	AD-City Att.	2/23/2022	2/23/2022	AL-Clerk	2/23/2022	2/23/2022	AL-Clerk	2/23/2022	AL-Clerk	2/23/2022	Ordinance 2022-04 Lobbying	City Clerk/ORD-000, ORDINANCES/2000/2020/2021/Ordinance			
2/23/2022	Ord. 2022-07 Supplemental Budget Appropriations	2/24/2022	AD-City Att.	2/24/2022									Ordinance 2022-07 Supplemental Budget Appropriations	City Clerk/ORD-000, ORDINANCES/2000/2020/2021/Ordinance			
2/24/2022	City Commission Minutes 02/25/2022												CC Minutes 01252022	City Clerk/ORD-000, ORDINANCES/2000/2020/2021/Ordinance			
2/24/2022	City Commission Minutes Regular	02/08/2022											CC Reg Minutes 02082022	City Clerk/CON-000, Agendas/2020/2021/January/0125/2022			
2/24/2022	City Commission Executive Minutes 02/08/2022												CC Exec Minutes 02082022	City Clerk/CON-000, Agendas/2020/2021/02/02			
3/10/2022	Kimley Horn Sunset Way & Fishermans Park Design													City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non			
3/11/2022	PlanActive Studio, Planning Support Services	3/11/2022	AD-City Att.	3/16/2022	3/11/2022	AL-Clerk	3/11/2022	3/11/2022	AL-Clerk	3/11/2022	AL-Clerk	3/11/2022	PlanActive Studio, Planning Support Services	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	3.11.2023		
3/11/2022	Res. 2022-03 The Corey Landings Project Conditional Use	3/11/2022	AD-City Att.	3/16/2022	3/16/2022	AD-City Att.	3/16/2022	3/16/2022	AD-City Att.	3/16/2022	AD-City Att.	3/16/2022	Res. 2022-03 The Corey Landings Project Conditional Use	City Clerk/RES-000, RESOLUTIONS/2020/2021/Res. 2022-03			
3/11/2022	Ord. 2022-03 The Corey Landings Project	3/11/2022	AD-City Att.	3/16/2022	3/16/2022	AD-City Att.	3/16/2022	3/16/2022	AD-City Att.	3/16/2022	AD-City Att.	3/16/2022	Ordinance 2022-03 The Corey Landings Project	City Clerk/ORD-000, ORDINANCES/2000/2020/2021/Ordinance			
3/24/2022	Res. 2022-07 Election Results	3/24/2022	AD-City Att.	3/28/2022	3/28/2022	AD-City Att.	3/28/2022	3/28/2022	AD-City Att.	3/28/2022	AD-City Att.	3/28/2022	Res. 2022-07 Election Results	City Clerk/RES-000, RESOLUTIONS/2020/2021/Res. 2022-07			
3/24/2022	Res. 2022-08 Florida Fish and Wildlife Grant	3/24/2022	AD-City Att.	3/28/2022	3/28/2022	AD-City Att.	3/28/2022	3/28/2022	AD-City Att.	3/28/2022	AD-City Att.	3/28/2022	Res. 2022-08 Florida Fish and Wildlife Grant	City Clerk/RES-000, RESOLUTIONS/2020/2021/Res. 2022-08			
3/24/2022	Dagger Dumpsters, Dumpster Cleaning Services	3/24/2022	AD-City Att.	3/28/2022	3/28/2022	AD-City Att.	3/28/2022	3/28/2022	AD-City Att.	3/28/2022	AD-City Att.	3/28/2022	Dagger Dumpsters, Dumpster Cleaning Services	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	3.31.2023		
3/24/2022	CivilSurv Design Group, Planning Services	3/24/2022	AD-City Att.	3/28/2022	3/28/2022	AD-City Att.	3/28/2022	3/28/2022	AD-City Att.	3/28/2022	AD-City Att.	3/28/2022	CivilSurv Design Group, Planning Services	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	3.31.2023		
3/29/2022	Total Pressure Cleaning Socs, Pressure Cleaning Socs	3/29/2022	AD-City Att.	3/30/2022	3/30/2022	AD-City Att.	3/30/2022	3/30/2022	AD-City Att.	3/30/2022	AD-City Att.	3/30/2022	Total Pressure Cleaning Socs, Pressure Cleaning Socs	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	3.31.2025		
4/7/2022	Ricky E. Dumm, Contract Socs Building Code Admin	4/27/2022	AD-City Att.	4/27/2022	4/12/2022	AL-Clerk	4/12/2022	4/12/2022	AL-Clerk	4/12/2022	AL-Clerk	4/12/2022	Ricky E. Dumm, Contract Socs Building Code Admin	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	4.1.2023 with 2 one-year renewals		
4/13/2022	J-Way Architectural, Quality Control	4/13/2022	AD-City Att.	4/14/2022	4/13/2022	AL-Clerk	4/13/2022	4/13/2022	AL-Clerk	4/13/2022	AL-Clerk	4/13/2022	J-Way Architectural, Quality Control	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	3.15.2023 - emailed JM and VT		
4/14/2022	Shumaker Advisors, Services	4/14/2022	AD-City Att.	4/18/2022	4/14/2022	AL-Clerk	4/14/2022	4/14/2022	AL-Clerk	4/14/2022	AL-Clerk	4/14/2022	Shumaker Advisors, Services Agreement	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	3.31.2023 auto renewal		
4/14/2022	Res. 2022-09 PRM Notice	4/14/2022	AD-City Att.	4/18/2022	4/18/2022	AD-City Att.	4/18/2022	4/18/2022	AD-City Att.	4/18/2022	AD-City Att.	4/18/2022	Res. 2022-09 PRM Notice	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non			
4/14/2022	Florida Job Growth Grant Fund Agmt	4/14/2022	AD-City Att.	4/18/2022	4/18/2022	AD-City Att.	4/18/2022	4/18/2022	AD-City Att.	4/18/2022	AD-City Att.	4/18/2022	Florida Job Growth Grant Fund Agmt	City Clerk/CON-000, RESOLUTIONS/2020/2021/Res. 2022-10			
4/21/2022	Half Associates, Landscape Architecture Design Svcs	4/20/2022	AJ	4/20/2022									Half Associates, Landscape Architecture Design Svcs	City Clerk/CON-000, RESOLUTIONS/2020/2021/Res. 2022-10			
4/28/2022	Half Associates 51st & 52nd Ave Dune Crossover												Half Associates 51st & 52nd Ave Dune Crossover	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non			
5/8/2022	S. Renee Narloch & Assoc., Recruiting Services	5/3/2022	AD-City Att.	5/4/2022	5/3/2022	AL-Clerk	5/3/2022	5/3/2022	AL-Clerk	5/3/2022	AL-Clerk	5/3/2022	S. Renee Narloch & Assoc., Recruiting Services	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	4.30.2023 - emailed VT and AR repositioned, no info on renewal 4/5/2023		
5/11/2022	Ord. 2022-06 Off Street Parking	5/3/2022	AJ	5/6/2022	5/11/2022	AD-City Att.	5/11/2022	5/11/2022	AD-City Att.	5/11/2022	AD-City Att.	5/11/2022	Ord. 2022-06 Off Street Parking	City Clerk/ORD-000, ORDINANCES/2000/2020/2021/Ordinance	3/31/2025		
5/11/2022	City Manager Third Addendum	5/11/2022	AD-City Att.	5/11/2022	5/11/2022	AD-City Att.	5/11/2022	5/11/2022	AD-City Att.	5/11/2022	AD-City Att.	5/11/2022	City Manager Third Addendum	City Clerk/ORD-000, ORDINANCES/2000/2020/2021/Ordinance			
5/11/2022	Ordinance 2022-08 Parking Fines	6/23/2022	AD-City Att.	6/30/2022	5/25/2022	AI	6/17/2022	6/17/2022	AI	6/17/2022	AI	6/17/2022	Ordinance 2022-08 Parking Fines	City Clerk/ORD-000, ORDINANCES/2000/2020/2021/Ordinance			
5/17/2022	Ordinance 2022-09 General Pension												Ordinance 2022-09 General Pension	City Clerk/ORD-000, ORDINANCES/2000/2020/2021/Ordinance			
5/17/2022	IBC Inspection Socs, Quorum Services												Quorum Services IBC Inspection Services	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Non	9/30/2022		
5/25/2022	Sweet Sparkman Architecture & Interiors, FS 22	5/25/2022	AD-City Att.	5/26/2022	6/2/2022	VT to Todd Sweet	6/2/2022	6/2/2022	VT to Todd Sweet	6/2/2022	VT to Todd Sweet	6/2/2022	Sweet Sparkman Architecture & Interiors, FS 22	City Clerk/CON-000, CONTRACTS/LEASES/AGREEMENTS/Capital			

Other Concerns

1. Other employees expressing concerns to me:
 - a. Wesley Wright – many times once he was “demoted” from Community Development Director up until the time he left the City, he came in to share his concerns and grievances. He would share with me how Alex treated him and the things he was told to do. He cried in my office, in actual tears, and told me that the environment he was forced to work in was causing too much stress for him that he couldn’t take it. I watched Wesley be called an idiot and I heard the things employees would say to me about him. I know of the trouble he had with an employee he hired from the Library and the lack of support he felt from his supervisor or HR – these issues still occur with other staff members and this employee despite Wes being gone.
 - b. Kathy Kapusta – many times she would come to my office and cry real tears of feeling unsupported, unvalidated, unheard, and feeling that she was being forced to do things that were against the policy or what she knew about the procurement field.
 - c. Sharon Smith – from the time she started until she left, she would come and share her concerns with me about the unethical practices she was being told to do and things that were against policy and code. She told me she brought up many concerns to the City Manager and Assistant City Manager with no help or understanding. She also cried real tears expressing how this was causing her undue stress and hardship; she quit as well.
2. Emotional well-being
 - a. Because of this hostility, unethical practices, inconsistent leadership, and aggression, it has caused me to experience elevated anxiety. I now see FS 456.057 bi-weekly and am FS 456.057 to help me cope and maintain a healthy mind and soul. I suffer from FS 456.057 over the last year and have been FS 456.057 that I cannot take consistently because I must function the next day. This has disrupted a healthy balance for me.
3. Doing my job
 - a. Contracts – constant follow-up and not providing them to me
 - b. Not following standard rules of Agenda uploading and templated formatting

Ariana Wilson

From: Ariana Wilson
Sent: Friday, January 13, 2023 11:44 AM
To: Keri Nelson
Subject: RE: 1st Employee of the Quarter

Keri,

I apologize if I've upset you as that was not my intention at all. I, as a committee member, felt very out of the loop. If I didn't work in the Clerk's office, I wouldn't have known about the recognition at all. My ideas were solely just suggestions and as I said I'm very interested in everyone's thoughts so we can work together as a team. I'm more than happy to create a certificate that can be presented at the meeting once someone has been selected. The voting team can create a short blurb about the winner and why they were selected so the Mayor(or whomever) has some background on the employee. Please let me know if I can help in the future at all.

Have a great weekend!

From: Keri Nelson <knelson@stpetebeach.org>
Sent: Friday, January 13, 2023 11:03 AM
To: Ariana Wilson <awilson@stpetebeach.org>
Cc: Intern <intern@stpetebeach.org>; Rita Bishop <rbishop@stpetebeach.org>; Andrew Butterfield <abutterfield@stpetebeach.org>; Andria Nicholson <anicholson@stpetebeach.org>; Patricia Kordis <pkordis@stpetebeach.org>; Jan Pellegrino <jpellegrino@stpetebeach.org>; Mike Elder <melder@stpetebeach.org>
Subject: RE: 1st Employee of the Quarter

Ariana,
I think you have some great suggestions. Which of your suggestions do you want to take the lead on? Promotion of the recognition programs is part of the responsibilities of those include in this email.

There were several things going on in the background prior to the Tuesday meeting that you are not aware of which resulted in this last-minute recognition. In the future, it may be helpful to have all of the facts before sending out an email blast. My door is always open.

Keri

From: Ariana Wilson <awilson@stpetebeach.org>
Sent: Friday, January 13, 2023 10:20 AM
To: Keri Nelson <knelson@stpetebeach.org>; Intern <intern@stpetebeach.org>; Rita Bishop <rbishop@stpetebeach.org>; Andrew Butterfield <abutterfield@stpetebeach.org>; Andria Nicholson <anicholson@stpetebeach.org>; Patricia Kordis <pkordis@stpetebeach.org>; Jan Pellegrino <jpellegrino@stpetebeach.org>; Mike Elder <melder@stpetebeach.org>
Subject: 1st Employee of the Quarter

Good morning Employee Recognition Committee,

Happy New Year!

Upon watching this week's City Commission Meeting (1/10) I noticed that Joanne Boland was recognized as employee of the first quarter, however, she was not presented with her congratulatory letter or symbolic certificate when she was

standing before the Commission. I personally feel it would have been less awkward if she had been presented with something on the City's behalf.

I hope that we as a committee can work together on a better approach for the second quarter recognition. Perhaps the Mayor can announce why said employee won and give a short background/bio on their title and responsibilities, then he could present the employee with a certificate(many templates in Word or Canva) at the meeting and take a photo that can be placed in the city newsletter/ City Website. I also feel that an email should've gone out to all city employees recognizing Jo and reminding everyone that this program is in motion since it does not seem like many know about it.

I'm happy to hear everyone's thoughts, Thanks!



Ariana Wilson

Administrative Assistant - City Clerk's Office

☎ 727-363-9201

✉ awilson@stpetebeach.org

🌐 www.stpetebeach.org

📍 155 Corey Avenue, St. Pete Beach FL 33706

From: [Amber LaRowe](#)
To: [Ariana Wilson](#)
Subject: Fwd: Online Form Submittal: Request to Speak to City Commission or City Board/Commission
Date: Tuesday, June 21, 2022 8:48:18 AM

LF for 6/28 public comment

Sent from my iPhone

Begin forwarded message:

From: noreply@civicplus.com
Date: June 21, 2022 at 8:43:59 AM EDT
To: Amber LaRowe <cityclerk@stpetebeach.org>
Subject: Online Form Submittal: Request to Speak to City Commission or City Board/Commission

CAUTION: This message has originated from **Outside of the Organization. Do Not Click** on links or open attachments unless you are expecting the correspondence from the sender and know the content is safe

Request to Speak to City Commission or City Board/Commission

IF YOU WISH TO SPEAK before the City Commission or a City Board/Commission please fill in the following information. If the item you wish to address is on the agenda, you will be given an opportunity to speak during the Public Comments section of the agenda. Once the City Commission or City Board/Commission has begun deliberation, no one will be permitted to speak. You will have a maximum of three (3) minutes to address Commission or City Board/Commission on any one topic.

Members of the public who wish to submit their written comments on a listed agenda item must submit their comments by completing the below form or emailing City Clerk at cityclerk@stpetebeach.org by 5:00 p.m. on the day of the meeting

First Name Amanda

Last Name Sanyigo

Questions for employee town hall

- Why is there no employee recognition such as employee of the month, quarter, or year?
- Who does what in the city? Such as who handles red tide, reclaimed water, fallen trees, and street lights that are out.
- Why is the elevator locked at all times if the city manager has an "open door policy"? It use to be open for years.
- Why are we not informed of departmental changes such as employees leaving, introduction of new hires etc.?

- I was close with the old receptionist and she confided in me multiple times how difficult her job was due to Alex and Michell making exceptions for residents/friends when it came to parking. She would have to void parking tickets or sell parking passes for less than normal because Alex would make exceptions for friends and/or was granting favors on the side. She even stated in her exit interview (which btw was not included in the original PRR response that Keri provided) that her job was difficult due to exceptions being made and then not being made aware of them.
- During my time with SPB I have had to work with 3 different procurement managers and 2 different procurement contractors (both with Aclarian). This has made my job increasingly difficult since every procurement person works differently. I've had to learn new processes and have helped the new employees by telling them the way I'm used to doing it because they are placed in this position with no training or Standard Operating Procedure (from what I've been told).
- Last April, all positions that directly deal with customers were sent to a 'customer service training'. (I was later told that this training had only taken place because ex-employee Andrea had recently dealt with a difficult customer and she did not handle the situation well. So rather than having a one-on-one with her (which she had many residents complain about her attitude in the past), they made all lower-level employees attend mandatory training. At this training, we were told that all Supervisors and middle management would also have to attend mandatory training, however, that training never happened. Multiple people in leadership roles lack the qualities of a supervisor and this comes back to CM not making training a requirement or hiring candidates that would be fit for the job.
- We were encouraged to send in questions for an employee town hall meeting that would take place in May of 2022. I anonymously submitted a few questions via interoffice, due to the lack of trust I have in the HR dept. One of my questions is, "Why are we not informed of departmental changes such as employees leaving, the introduction of new hires, etc.?" What triggered me to ask this question was the fact that I would consistently see new people in the building but was never introduced to them. CM's response at the Town hall was to make the new hires (if remember correctly there were 3/4 people) stand up as he said their names and position with the City. When I was hired Keri walked me around the entire building and introduced me to everyone on my first day. This no longer happens. The only way we are introduced to new hires is if someone from that direct department walks around with them and introduces them. Many employees including myself left the Town Hall with the feeling that we had been jipped of an opportunity to speak up. It was clear that the CM had an agenda that day and wanted to avoid the real questions that were asked by his employees. Another one of my questions was regarding the elevator being locked even though the CM has an 'open door policy'. CM's response was to unlock the elevator for a few days and then it was suddenly locked again and it still is to this very day. About a week after the Town Hall meeting, Alaina Grundy was covering the reception desk. She was unable to attend the Town Hall and when I stepped out of the office to check the mail, she asked me how I thought it went. I gave her a brief rundown and commented on how the Q&A portion of the meeting was honestly a joke. She then told me that she had been speaking to now ex-employee Sean Dunham, who was IT Manager, and he confided in her that many questions had not been addressed. A few weeks after that someone requested these questions. There were about 40 questions submitted and he chose to speak on

maybe 4 of those questions. You can't encourage employees to submit questions for what was said to be an open forum and then not address the real concerns they have.

- Covid testing, I was informed Covid testing would be mandatory for those not vaccinated. I fell into that category so unfortunately, I had to do weekly testing every Monday morning as soon as I clocked in. The first covid testing took place in the upstairs conference room. After that, it became evident that Keri no longer took it seriously or cared about confidentiality since she would make us go to her office to take these tests with the door wide open. I know for a fact that [REDACTED] FS 456.057 and [REDACTED] FS 456.057 were some of the few who also had to do this testing, so I believe they can all testify to the following. Keri NEVER monitored us while we tested ourselves nor was there any confidentiality. I had to close the door multiple times since she wouldn't. I am confident that those in accounting were very aware of what was going on. Never did I feel that anything COVID related was taken seriously by our HR. I had to trust that those who were also testing were doing it correctly since she didn't watch us. There was also a point in which she had to buy a new brand of covid tests and when I commented on this being a different test, she told me to read the instructions because she didn't know what they were and had not bothered to look at it.
- CDD closed for a very long time due to COVID, one day we came into work and CDD had multiple signs all over their windows, and doors stating that they were closed because of covid. They asked people to call or email them however if someone called the call was always rolled over to me which I then would have to fwd the call back to them and the initial call would go to the person's VM. This went on for weeks. I received so many disgruntled employees because of this decision. I remember thinking that as soon as Alex saw the overkill with signs, he would say something to them or have them tone it back however he walked by almost every day and never said anything to them. We even received a public comment from someone stating that this was the "longest running covid case". They refused to come out and speak to people and residents would get very angry when they couldn't even ask a simple question after making the effort of coming into the building. Fast forward to 2022, they were supposed to get a new counter installed and due to a communication error, their new counter was not delivered and they had already removed the existing counter. So, they closed the office again and this went on for a solid month. How as a City Manager you would be ok with having a very vital department closed for an extended period is beyond me. There are still currently signs posted that say an appointment is mandatory however our website does not say that.
- Employee safety manual copying Miami. - When I was hired back in 2020, I was placed on the Safety Committee. When I went to my first meeting, I was told that the committee was currently going through the safety manual since it was very outdated. At these meetings we collectively as a group went through page by page to remove or edit paragraphs. During 2021, Collette who would run these meetings was out for some extended time due to medical reasons so our meetings were either canceled or never rescheduled. All of a sudden in late 2022 I received an email from Keri stating that there would be a meeting and to review the documents she attached (the original Safety Manual). When I attended this meeting, it was very clear that Keri did not want to be there as she stated more than once that she had another meeting to attend and wanted to fly through this. Committee member Bonnie Traiman spoke up multiple times at this meeting trying to inform Keri of the way the Committee was redoing the manual and where

we left off. Keri did not want to listen to any of Bonnie's comments and said over and over that we would no longer be using that process since we now had a deadline date that the city must comply with the CWA by the fiscal year 2024. We were all tasked with certain sections to review and make edits/comments to. When we returned to our following meeting, we were informed that Rita would be taking the City of Miami Beach Safety Manual and making edits as fit for SPB. I left that meeting very annoyed and defeated that we as committee members were given a task to make edits to our safety manual for essentially no reason. I cannot tell you when the next meeting is or if there is even one scheduled because I stopped giving it so much effort when I noticed my comments were never even listened to.

- There have been many times when I've had to call around endlessly or scour the City website to refer someone to the right person because we are never told who handles what or if there are changes. There has always been a huge lack of communication in the city. Announcements are never made. Countless current and ex-employees will tell you the city lacks communication yet nothing is done.
- A huge part of my job is handling PRRs. There was a day that Alex sent Rita down to question why I had provided certain documents for a PRR when he claimed the document did not fall into what was requested. I believe he wanted me to remove the email in question. I immediately got defensive because I knew that what I provided did fall within the scope of the PRR and there was nothing confidential or exempt that would require me to remove this email. I would never take direction from Alex to begin with because he's not my supervisor and especially because he's not well-versed in PRRs. I immediately had Rita walk into Amber's office with me and had her explain to Amber why Alex was disgruntled. After reviewing the document in question, we concluded that the document did fall within the scope and would not have to be removed. After Rita went back upstairs and explained it to him, he said he wanted to see the rest of the documents that we provided, which if I remember correctly Amber referred him to look on the public portal. A short time after this he came down into the Clerk's Office and asked Ginny that any PRR that came in that would have something to do with him be written on a piece of paper and taken upstairs for him to review. I do not doubt in my mind that he has asked Keri to do the same thing.
- I was hired in October 2020 and I took Keri's position of Admin Assistant in the Clerk's Office. I was very flustered at having to catch up and learn the job. I essentially had to bring myself up to speed by looking at how she processed previous requests, contracts, and invoices since she provided no training to me whatsoever. I had zero background in government and office work was completely new to me. I spent months trying to organize and make sense of the work that Keri left for me. The one time I did call her for help, she referred me to a "cheat sheet" she created for me however this "cheat sheet" only had GL codes for invoices and very minimal information about the key parts of my position. I know that she was trying to learn her new role but it was very frustrating to me that she had been thrown into her new position and couldn't make time to train me on her old position. When I had to piece stuff together, is when I realized how scary it was that that was now our new HR, who would be trusted with personal information.

- One day I came into work and was told by my Deputy Clerk that there was a new HR intern named Vanessa. I eventually met Vanessa after running into her and introducing myself. I later found out that she was making more money than I was. She essentially was hired at a higher pay rate than I had ever made with pay increases in my 2+ years. This position was never advertised in office or ever even placed on our website. I still to this day don't know what qualifications she has that I don't, that would qualify her to make more. She isn't the only employee who gets paid more than I do, there are a few others who get more even though they all started way after I did. At the employee town hall, someone asked a question on this specific topic. Why is it that new employees get paid more than those who have been employed and CM response was "Focus on yourself and what you do and if you feel you should get an increase, my advice is to talk to your supervisor". Andy then stood up and called Alex out on this comment since the supervisors had taken their employee's comments and concerns involving pay to the CM and CM would always say there was no money in the budget for increases. This altercation was very awkward to witness because Alex then tried to take the mic away from Andy which resulted Andy in snatching the mic back because he was not finished speaking. This is a consistent excuse us lower-level employees hear, even though new positions are constantly created and increases are given to a select few. There are no in-house postings ever or opportunities for all who are interested, the person is hand selected.
- Just recently when Commissioners were speaking to CM about this investigation taking place, his response was "Just a few disgruntled employees". I know there are going to be employees who don't like the way things are handled, but when you have more than one employee constantly telling you about very specific problems, wouldn't you want to try to fix that as the City Manager?
- I was placed on the Employee Recognition Committee and I was super excited as this topic had been one of my major concerns shortly after I was hired. There had never been any employee recognition, and this was finally an opportunity to shine a light on those who work hard daily. I attended my first meeting and we reviewed the program, there were a few minor changes that the committee wanted to change. After this I never heard anything until weeks later Joanne Boland was being presented with an award at the Commission Meeting. Had I not been a staff member of the City Clerk's Office, I don't think I would have heard about this for weeks. So, I decided to send an email to the committee voicing my concerns. Keri immediately responded in a negative light making me feel stupid for even speaking up. This Committee has been nothing but a headache. What I was once super excited to be part of, I now dread. Concerns are never listened to or ideas are shot down by Keri, even though in the very beginning she said she was not in charge of this committee.

This City Manager, who some of you elected officials seem hell bent on overpaying, has almost single handedly set our city backwards in his short tenure. St Pete Beach was #1 beach in 2021, for the first time! The team who made our beach #1 is no longer in charge of the beaches. Mr. Rey thought it logical to move it to another department just as they were awarded the #1 title. As a result, guess what we were rated in 2022? We are now number #22. While that is certainly not our biggest problem, this is a direct reflection of Mr. Rey's subpar decision making, planning and management skills.

Many residents are aware he refers and hires friends without properly advertising the position or simply creates new positions on his own. Fortunately some "friends" of his haven't been able to pass a standard background check to gain employment in our City. While others have passed the background check, they are not qualified or properly vetted for the positions he unilaterally appoints to them. An example would be the genius who developed our new parking system.

Are you aware Mr. Rey doesn't lead or manage during an impending an emergency, he instead he historically evacuates himself when a hurricane approaches leaving his underpaid work force to self manage and handle the natural disaster.

I am curious to ask the commissioners about Mr. Rey's use of consultants. Particularly those who's contracts are for \$24,999. One dollar short of having to get your approval? No one sees or knows about these mystery consultants? I am requesting the commissioners report to citizens at the next meeting, a total number of these contracts since he has been City Manager. We are entitled to know how tax dollars are spent.

Union workers were granted a mere 3% COLA and some of the non union workers got no COLA since 2020. In our current spike in inflation, this is unacceptable. Some of our skilled front line workers make only \$12 an hour and work a lot harder than Mr. Rey does for his hourly rate. If you're curious, check out City hall after 1 or 2pm on a Friday, it will be a ghost town. Meanwhile, other critical departments continue to operate on Fridays and weekends without him. It seems clear Mr. Rey is here to collect a pay check - with those benefits, who would blame him. You let him get away with it for nearly 3 years now. No 360 review, no input from the 100+ people who work under him.

Mr Rey has gotten a significant raise each year in addition to huge benefits including a contribution equal to 15% of his salary into his retirement. All the while he already draws a sizable pension from the State of Florida. This has to stop. Of all his bad behavior here, the worst has to be the disrespect he displays to his citizens and our City staff on a daily basis. Or I should say, on the days he is physically here, vs those he "works from home" at his home in the Bahamas.

Not only must you commissioners NOT grant Mr. Rey the 3 year extension he is requesting tonight along with yet another large, unwarranted pay hike, No, instead you must end his contract and fire him tonight with no severance pay. Failure to do this drastic but very necessary action will doom this great city to the corrupt ways Mr Rey has brought here. We all deserve better and will not tolerate corruption.

Andrew A. Butterfield, MPA/MA

LEADER / MUNICIPAL MANAGER / COLLEAGUE / VETERAN

813.504.6622 | andybutfield@gmail.com | 230 N Tessier Drive, St Pete Beach

CUSTOMER-FOCUSED CITY MANAGEMENT PROFESSIONAL

Visionary city representative who leverages administrative and municipal government experience to implement strategic practices and policies that promote community growth, organizational responsiveness, inter-governmental cooperation, and long-term financial stability. Goal-oriented decision-maker with excellent communication skills, solid reputation of integrity, and strong commitment to customer care. Proactive servant-leader known for maximizing effectiveness of city employees and elected officials through accountability and fact-based recommendations on key community issues.

Leadership Profile

- ✓ **20+ years of operations, management, and leadership experience** in local government, public service, and diverse military settings.
- ✓ **Prioritizes efficient resource stewardship and building relationships** with community members, staff, and elected officials to improve municipal services.
- ✓ **“Begin with the end in mind. Communication is key. Well-trained personnel are the most valuable resource. Leave a place better than you found it.”**

Areas of Expertise

- City Operations
- Strategic Planning
- Budgeting
- Intergovernmental Relations
- Resource Utilization
- Personnel Management

PROFESSIONAL EXPERIENCE

CITY OF ST. PETE BEACH, PUBLIC WORKS DEPARTMENT

St. Pete Beach, FL

Operations Manager

2019-Present

Recruited to provide stability and ethical leadership following difficult management transition. Oversees Ops Team of 10+ and budget, managing operations across all divisions. Knowledgeable Strategic TF, ICMA, and APWA member.

Strategic Planning | Municipal Operations | Vehicle Fleet Maintenance | Personnel Training

St. Pete Beach named “Best Beach” by TripAdvisor for the first time in 2021 under his Beach Division stewardship

- **Operational Leadership:** Drives efficiency, productivity, and alignment across local government through collaboration with all City departments and elected officials.
- **Asset Management:** Maximized asset value with proactive maintenance of City facilities and \$5M vehicle fleet. Improved efficiency of vehicle repairs by creating mechanic workspace and hiring additional mechanic.
- **Organizational Improvement:** Revitalized City operations to focus on preventative planning. Reorganized staff schedules to implement weekend hours of operation to support peak City activity.
- **Financial Management:** Saved funds and improved public safety communications by establishing in-house sign printing capabilities. Efficiently achieved all annual objectives, coming in under budget each year.
- **Intergovernmental Relations:** Strengthened regional partnerships as City rep on 3 Pinellas County boards: Solid Waste Technical Management Committee, Pinellas Partners in Recycling, and the Veterans’ Task Force.
- **Personnel Functions:** Achieved 100% retention by transforming department culture to create positive work environment. Elevated performance with improved training program and bi-annual review process.

BROWN UNIVERSITY

Providence, RI

Director, Office of Veterans Affairs

2013-2014

Hired to re-establish Veterans Affairs services after decades of dormancy. Recruited and trained 3 direct reports to help Veterans effectively utilize GI benefits and navigate university experience. Reported to Dean of Student Affairs.

Special Event Operations | Program Administration | Intergovernmental Partnerships | Community Liaison

- **Strategic Initiatives:** Strengthened on-campus support for Veterans by re-instating Veterans Affairs program. Developed various ROTC commissioning options, enrolling 3 students in Army ROTC.
- **Advocacy & Engagement:** Increased visibility of Veterans through on-campus and community events. Garnered support from military agencies and state elected officials, including two RI senators.
- **Community Partnerships:** Raised crucial financial support in collaboration with Veteran alumni.

MILITARY SERVICE

JOINT BASE MCGUIRE-DIX-LAKEHURST

Trenton, NJ

Deputy Commander & Commanding Officer

2009-2012

Founding senior leader of nation's first Tri-Service Joint Base with dual responsibilities as Commanding Officer of Naval Support Activity at Lakehurst. Responsible for executing complete integration of 3 neighboring military bases.

Operations Policies & Procedures | Budgeting | Community Relations | Organizational Improvement

- **Master Plan Execution:** Achieved compliance with federal legislation and regulatory guidelines during consolidation of 3 independent military bases, including 80+ units from across all military branches.
- **Municipal Oversight:** Streamlined on-base operations through management of programs, policies, and budgeting for all municipal systems and personnel.
- **Safety & Productivity:** Prioritized clear communication to ensure efficient interoperability between military counterparts at two busy airfields, recording zero aviation mishaps during entire tenure.
- **Community Engagement:** Built strong partnerships with neighboring towns by establishing working relationships with elected officials and local leaders to identify creative initiatives and solutions.
- **Crisis Leadership:** Coordinated on-base disaster relief accommodations and resources for nearly 1K Haitian citizens following devastating earthquake in January 2010.

UNITED STATES SPECIAL OPERATIONS COMMAND (USSOCOM)

Tampa, FL

Deputy Chief of Staff | Deputy Director

2005-2009

Reported directly to Chief of Staff for Commander of USSOCOM. Managed multiple offices including Public Affairs. Oversaw 30 direct reports and Care Coalition liaison to support partnership with Wounded Warriors.

Strategic Planning | Personnel | Operations | Growth Management | Communication

- **Organizational Improvement:** Drove unprecedented growth of Special Operations Forces, capabilities, and physical infrastructure via administrative leadership and strategic planning for Quadrennial Defense Review process. Helped plan budget to ensure adequate facilities to accommodate growth.
- **Operational Effectiveness:** Synchronized global activities for Special Operations Forces, coordinating efforts for 3K+ military, civilian, and contract vendors/personnel.

UNITED STATES NAVY

Deployed to Iraq, Kuwait & at sea

Squadron Commanding Officer & Executive Officer | Naval Officer | Joint Specialist

1985-2005

Led 250-member squadron and managed human capital, training, budgeting, and long-range planning efforts.

Leadership | Resource Allocation | Performance Monitoring | Strategic Initiatives

- **Resource Utilization:** Managed budget and assets to support both on land and at sea operations.
- **Collaboration:** Forged partnerships across military branches and government agencies to achieve objectives. Negotiated with Army to utilize existing housing resources to accommodate Navy troops.
- **Personnel Retention:** Established voluntary fitness program to help enlisted individuals better prepare for increasingly rigorous physical evaluations, decreasing dismissals due to poor performance.
- **Safety Standards:** Led squadron to Aviation Excellence Award as expert instructor with 3K+ flight hours.

EDUCATION

Master of Public Administration (MPA) | Harvard University, Harvard Kennedy School • Cambridge, MA

Master of Arts (MA) | US Naval Post-Graduate School • Monterey, CA

Bachelor of Science (BS) | US Naval Academy • Annapolis, MD

Amber LaRowe

From: Alex Rey
Sent: Wednesday, March 22, 2023 10:33 AM
To: Amber LaRowe; Ariana Wilson
Subject: Re: Public Records Request

None

Get [Outlook for iOS](#)

From: Amber LaRowe <cityclerk@stpetebeach.org>
Sent: Wednesday, March 22, 2023 10:15:15 AM
To: Ariana Wilson <awilson@stpetebeach.org>
Subject: Public Records Request

Good morning,

If you are receiving this email, it is because we have received a public records request for all text messages from you to Rob Ruvin and/or Michael Liberatore both of whom are employees with Sherman & Associates.

As you recall, a public record is any record, including text messages, no matter the device (personal cell phone included) that is made in the connection with official City business. If you have had any text messages with either Rob or Michael, on a City issued cell phone or personal cell phone, please forward those to me as soon as possible.

If you have none, please respond confirming the same.

Thank you,

RE: City of St. Pete Beach, FL - Records Request PRR2023-91 Clarification Request

Tue, Mar 21, 2023 at 2:04 pm

Allison C. Doucette >

Select All



Hi, Amber-

I was hopeful the City could just do a general search based upon the emails and it will probably not be a substantial amount, but if not, I am specifically interested in the City Attorney's office, the mayor, city manager, commissioners, and any planning/zoning code enforcement division employees. Please let me know if that helps!

Thanks,

Allison

From: Ariana Wilson (St. Pete Beach, FL) <SPeteBeachFL@justfoia.com>

Sent: Tuesday, March 21, 2023 2:01 PM

To: Allison C. Doucette <AllisonD@bhnlaw.com>

Subject: City of St. Pete Beach, FL - Records Request PRR2023-91 Clarification Request

Dear Allison Doucette,

To respond to your public records request number [Request Number: PRR2023-91](#) we need clarification from you as follows:

Are there specific employees you are interested in or all St. Pete Beach employees?

Please respond to this email or call the City of St. Pete Beach Clerk's Office at [727.363.9220](tel:727.363.9220).

Thank you,

[Amber L. Rowe](#)

Request Details

Name of Requestor
Allison Doucette

Phone
813-223-3888

Email
allisond@bhnlaw.com

Address
100 N. Tampa Street, Suite 2050

City
Tampa

State
Florida

Zip
33629

Description of Request (Be as specific as possible)
All e-mail or text communications with the City and Rob Ruvin (rruvin@sherman-associates.com), Michael Liberatore (mliberatore@sherman-associates.com).

1 request (select one)

Filter

+ ADD NEW

Discuss this request

OLDEST ↑



awilson@stpetebeach.org Mar 22, 2023 @ 09:14 AM

Email Search

Ryan,

Can you please do an email search for all emails between Rob Ruvin, rruvin@sherman-associates.com and Michael Liberator, mliberator@sherman-associates.com with the following SPB Employees:

- o Andrew Dickman
- o Matthew McConnell
- o Al Johnson
- o Alex Rey
- o Chris Graus
- o Mark Grill
- o Melinda Pletcher
- o Ward Friszolowski
- o Kristin Connan
- o Brandon berry
- o Jennifer Ledford
- o Pety Dewar
- o Chuck Newman
- o Patrick Hawk
- o Luis Cruz
- o Steven Rivera
- o Deb Johnson

Please let me know if you have any questions, Thanks!

Request Details

Name of Requestor
Allison Doucette

Phone
813-223-3888

Email
allisond@bhflaw.com

Address
100 N. Tampa Street, Suite 2050

City
Tampa

State
Florida

ZIP
33629

Description of Request (Be as specific as possible)
All e-mail or text communications with the City and Rob Ruvin (rruvin@sherman-associates.com), Michael Liberator (mliberator@sherman-associates.com).

- 2019 issues with City Clerk. Undermining/disrespectful/toxic/confrontational. City Clerk retires early.
- HR/Personnel Rules and Regulations violated. Unethical.
- Hiring friends/acquaintances – data breach – no leadership.
- 2020 Personnel Rules and Regs amended for City Clerk security,
- “Intern” – Spain – Visa
- Lien Reduction Ordinance violated repeatedly.
- Drinks with employees during business hours.
- Drinks before/after City functions with city staff at home.
- Chief Operating Officer?
- Public Record ‘tip offs’. ~~3/22/23~~ 3/22/23
- Employee Town Hall – pointless.
- 2023 issues with City Clerk. Undermining/disrespectful/toxic.

CODE ENFORCEMENT SPECIAL MAGISTRATE

Fine and Lien Assessment Worksheet

Case Number: 202220662

GlushkovShevchenko

2403 W Vina Del Mar

Employee/Associate	Hourly Rate	Total Hours	Total
Code Enforcement Manager	\$35.00	1.00	\$35.00
City Attorney	\$180.00	1.00	\$180.00
Special Magistrate	\$200.00	1.00	\$200.00
Total hours			\$415.00

Administrative fees of \$415.00 plus \$2500.00 for a total, as of 03/09/2023, \$25,415.00. Reduced to \$1500.00 by City Manager

Total Administrative Fines	\$415.00
Lien	\$1,500.00

Total \$1,915.00

CODE ENFORCEMENT SPECIAL MAGISTRATE

Fine and Lien Assessment Worksheet

Case Number: 20190106

Respondent: Triple C Investments LLC

Address: 207 55th Ave

Employee/Associate	Hourly Rate	Total Hours	Total
Building	\$45.00	4.00	\$180.00
Code Enforcement	\$23.00	9.00	\$207.00
City Attorney	\$250.00	1.00	\$250.00
Special Magistrate	\$175.00	1.00	\$175.00
Total hours		15.00	\$812.00

At the June 10, 2019 SM hearing fines were imposed at \$250 a day, retroactive to May 20, 2019 and the fines continue to accrue until October 7, 2020, totaling \$126,750, plus administrative fees. The City Manager has agreed to reduce the lien to \$2500.00, plus administrative fees.

Total Administrative Fines	\$812.00
Lien Reduction Amount	\$2,500.00

Total \$3,312.00

Respectfully,

Aaron Marceron
Enforcement/Assurance Officer
City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706
Office-727-363-9209
Cell-727-216-5056



CODE ENFORCEMENT SPECIAL MAGISTRATE

Fine and Lien Assessment Worksheet

Case Number: 20210173

Respondent: L J P Solutions

200 73rd Ave

Employee/Associate	Hourly Rate	Total Hours	Total
Code Enforcement	\$20.00	2.00	\$40.00
City Attorney	\$250.00	1.00	\$250.00
Special Magistrate	\$175.00	1.00	\$175.00
<small>Fines were assessed at \$250.00 per day for 5/26/2021 - 6/14/2021 (20 days) totaled \$10000.00 plus \$465.00 Administrative fees. City Manager agreed to reduce lien amount to \$2500.00 plus administrative fees of \$465.00, totaled \$2,965.00.</small>		Total hours	\$465.00

Total Administrative Fines	\$465.00
Lien Reduction Amount	\$2,500.00

Total \$2,965.00



CODE ENFORCEMENT SPECIAL MAGISTRATE

Fine and Lien Assessment Worksheet

Case Number: 20210130

Respondent: Kyash Enterprises LLC.

525 73rd Unit#2

Employee/Associate	Hourly Rate	Total Hours	Total
Code Enforcement	\$20.00	2.00	\$40.00
City Attorney	\$250.00	1.00	\$250.00
Special Magistrate	\$150.00	1.00	\$150.00
		Total hours	\$440.00

Fines were assessed at \$250.00 per day for 3/7/2021, 3/19/2021-3/21/2021, 3/27/2021-3/29/2021 totaled \$1750.00 plus \$440.00 Administrative fees. City Manager agreed to reduced lien to \$500.00 plus \$440.00 administrative fees. Totalled \$940.00.

Total Administrative Fines	\$440.00
Lien Reduction Amount	\$500.00

Total \$940.00



CODE ENFORCEMENT SPECIAL MAGISTRATE

Fine and Lien Assessment Worksheet

Case Number: 20210085

**Respondent: Island Oasis Beach Rentals LLC
640 75th Ave.**

Employee/Associate	Hourly Rate	Total Hours	Total
Code Enforcement	\$31.25	2.00	\$62.50
City Attorney	\$250.00	1.00	\$250.00
Special Magistrate	\$175.00	1.00	\$175.00
		Total hours	\$487.50

Fines were assessed at \$250.00 per day for 2/8/2021- 2/23/2021 totaled \$4000.00 plus \$487.50 Administrative fees. City Manager agreed to reduced lien to \$1000.00 plus \$487.50 administrative fees. Totalled \$1487.50.

Total Administrative Fines	\$487.50
Lien Reduction Amount	\$1,000.00

Total \$1,487.50



CODE ENFORCEMENT SPECIAL MAGISTRATE

Fine and Lien Assessment Worksheet

Case Number: 20200178

Respondent: CHARLES COLLOM

Address: 2132 W VINA DEL MAR BLVD

Employee / Director	Hourly Rate	Total Hours	Total
Code Enforcement	\$19.00	2.00	\$38.00
City Attorney	\$250.00	1.00	\$250.00
Special Magistrate	\$150.00	1.00	\$150.00
Total (Total)		4.00	\$438.00

Fines were assessed at \$250.00 per day, from August 29th through August 31st, and September 8 through September 21st totaled \$4250.00 plus Administrative fees City Manager

Total Administrative Fines	\$438.00
Lien Reduction Amount	\$1,000.00

Total **\$1,438.00**



CODE ENFORCEMENT SPECIAL MAGISTRATE

Fine and Lien Assessment Worksheet

Case Number: 20200181

Respondent: TOFORYOU LLC

Address: 2183 W VINA DEL MAR BLVD

Employee/Associate	Retrospective	Prospective	Total
Code Enforcement	\$19.00	2.00	\$38.00
City Attorney	\$250.00	1.00	\$250.00
Special Magistrate	\$150.00	1.00	\$150.00
	Total Total	4.00	\$438.00

Fines were assessed at \$250.00 per day, from August 29th through August 31st, and September 8 through September 21st totaled \$4250.00 plus Administrative fees. City Manager approved a lien reduction amount of \$1000.00 plus Administrative fees.

Total Administrative Fines	\$438.00
Lien Reduction Amount	\$1,000.00

Total

\$1,438.00



CODE ENFORCEMENT SPECIAL MAGISTRATE

Fine and Lien Assessment Worksheet

Case Number: 20200389

Respondent: SZAK

430 59th Ave.

Employee/Associate	Hourly Rate	Total Hours	Total
Code Enforcement	\$20.00	2.00	\$40.00
City Attorney	\$250.00	1.00	\$250.00
Special Magistrate	\$150.00	1.00	\$150.00
		Total hours	\$440.00

Fines were assessed at \$500.00 per day for 12/15/2020-12/22/20 totaled \$4000.00 plus \$440.00 Administrative fees. City Manager agreed to reduce Lien to \$500.00

Total Administrative Fines	\$440.00
Lien Reduction Amount	\$500.00

Total \$940.00



CODE ENFORCEMENT SPECIAL MAGISTRATE

Fine and Lien Assessment Worksheet

Case Number: 20210024

Respondent: Christopher Spencer

7131 Bay St.

Employee/Associate	Hourly Rate	Total Hours	Total
Code Enforcement	\$20.00	2.00	\$40.00
City Attorney	\$250.00	1.00	\$250.00
Special Magistrate	\$150.00	1.00	\$150.00
Fines were assessed at \$250.00 per day for 1/22/2021-1/27/2021 totaled \$1500.00 plus \$440.00 Administrative fees. City Manager reduced lien to 500.00 plus administrative fees.		Total hours	\$440.00

Total Administrative Fines	\$440.00
Lien Reduction Amount	\$500.00

Total \$940.00



CODE ENFORCEMENT SPECIAL MAGISTRATE

Fine and Lien Assessment Worksheet

Case Number: 20200399

Respondent: WATSON FAMILY TRUST

433 HERMOSITA DR.

Employee/Associate	Hourly Rate	Total Hours	Total
Code Enforcement	\$20.00	2.00	\$40.00
City Attorney	\$250.00	1.00	\$250.00
Special Magistrate	\$150.00	1.00	\$150.00
Fines were assessed at \$250.00 per day for 12/22/2020-12/31/20 totaled \$4000.00 plus \$440.00 Administrative fees. City Manager agreed to reduce lien amount to \$1000.00		Total hours	\$440.00

Total Administrative Fines	\$440.00
Lien Reduction Amount	\$1,000.00

Total \$1,440.00

CITY OF ST. PETE BEACH REQUEST FOR LETTER OF INTEREST PUBLIC INFORMATION OFFICER SERVICES

The City of St. Pete Beach is seeking the services of an independent contractor to serve as the City's **Public Information Officer** for a term not to exceed three (3) years.

The activities assigned to this position will include, but not be limited to, the following:

- Manage the City's social media presence
- Serve as liaison between the City and newspaper, radio and television media
- Disseminate relevant information regarding the City's projects and special events which will require the contractor to conduct an initial meeting with the City to assess the City's needs in areas such as:
 - o Road Construction
 - o Bus Rapid Transit
 - o Community Support/Outreach
 - o Events
 - o Nature/ Beach Updates
- Assist elected officials and senior management to prepare information to disseminate to the community.
- Attend meetings and events as directed by City Manager, including a bi-monthly meeting with the City at the City's place of business to review the progress of the marketing plan and determine if any modifications are appropriate. These meetings shall be scheduled by the City with the Independent Contractor and the Independent Contractor shall make him/herself reasonably available to the City during the City's normal business hours.
- Assist the City in developing a marketing strategy/plan and develop the tools necessary to implement said strategy.
- Within the scope of these services and basic work assignment, the Independent Contractor shall be responsible for creating content based upon agreed schedule, assisting with community outreach opportunities as are reasonably necessary, along with Facebook/Instagram/Twitter posts up to three (3) times a week for the City. Independent Contractor shall compose and disseminate any press releases that the parties mutually agreed upon, after obtaining prior approval of any proposed press release by the City (one press release per month or 12 within 12 months).
- Independent Contractor shall also provide updated information on Chamber of Commerce information, events and offers that may be relevant to the City.
- Independent Contractor will assist in design creation and advertising opportunities for the City based upon the budget in place.
- Independent Contractor will respond to additional requests by the City within 24 hours.

The City Commission has allocated a budget of \$20,000 per year for these activities with the understanding that this is a part-time job and the selected individual or firm would not be required to have office hours but will need to be available as circumstances require.

Both corporate and sole proprietor companies can compete for this assignment, however, a strong weight will be given to the person specifically assigned to serve in the position. The proposers should limit their proposals to five pages and outline only experience directly relevant to the duties of the position.

The selected individual or firm will enter into an Independent Contractor Agreement with the City. The agreement will require the individual or firm to agree to various terms, including but not limited to insurance (comprehensive general liability, contractual liability, workers' compensation, if applicable; automotive liability, and indemnification).

This position will remain open until filled. Proposals received by 4:30 pm on October 4, 2019 will receive first consideration.

Interested individuals or firms should submit a proposal to the following address:

The Office of the City Clerk
CITY OF ST. PETE BEACH
155 Corey Avenue
St. Pete Beach, FL 33706

CITY OF ST. PETE BEACH
 LETTER OF INTEREST - PUBLIC INFORMATION OFFICER
 Beginning on October 4, 2019
 LOI Tabulation

Name	Firm	Contact Information	Email	Offer
Sarah Laracuente	Sail Marketing, LLC	727.324.7461	slaracuente@stpetebeach.org	N/A
N/A				
N/A				
N/A				



11:15am
relw.



10/2/19

The Office of the City Clerk
City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706

Dear City Clerk,

As I have been working for the City of St. Pete Beach as the Public Information Officer since June 2019, I would like to continue to in the role through the next year and beyond. I am life-long resident of the area and have been a business advocate and volunteer in St. Pete Beach for over 10 years. My skill set and passion to help the community are well-aligned with the needs of the city.

News Coverage

One of my objectives will be to continue to stay ahead of the media's coverage of events to ensure our story is told with accuracy and timeliness. The City of St. Pete Beach has amazing stories to tell, and we can be the first to share the news rather than following up with the accurate information. Since working alongside our amazing team, we've been able to do just that. From the community forum we held at the beginning of August 2019, to the story breaking about the new micro transit program launching in November, we've been able to keep the information accurate and prompt.

Community

My goal is to get the facts out before events occur. The City has many upcoming projects and developments, and I have and will continue to organize community forums in an effort to ensure the community, residents and business owners alike, stay informed and have the ability to be proactive in all situations. Through my connections in the community I've had great success publicizing the Corey Avenue project, the 8th Ave. Project in Pass-A-Grille, and the 2020 Forum held in August. With new projects on schedule and our connections in the community increasing in numbers, we are sure to have high numbers of informed citizens.

Social Media

Not only have we shared our story through contacts at local news sources, we now have our social media platform helping us to get the word out. The Facebook page has had solid growth since launching in July, and proved to be a great resource during the threat of Hurricane Dorian.

4,254 individuals visited StPeteBeach.org during the storm prep. The content regarding our preparations on Facebook was viewed by 17,109 individuals a total of 24,562 times. My goal is to continue to create content that locals need and want, breaking news along with great photos of our beautiful beaches. We have the ability to tell our compelling story online, everything from Environmental News to Construction Updates, anything that has an impact on our residents and visitors alike.

From: Alex Rey </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=969D76C21BD94039965B715618261265-ALEX REY>
Subject: RE: Internship details for Vanessa Sanchez
To: Keri Nelson <knelson@stpetebeach.org>
Cc: Vincent Tenaglia <vtenaglia@stpetebeach.org>
Sent: September 22, 2022 1:53 PM (UTC-04:00)

Ok

From: Keri Nelson <knelson@stpetebeach.org>
Sent: Thursday, September 22, 2022 1:52 PM
To: Alex Rey <arey@stpetebeach.org>
Cc: Vincent Tenaglia <vtenaglia@stpetebeach.org>
Subject: FW: Internship details for Vanessa Sanchez

Alex,
\$5000/mo?
Keri

From: Andrew Dybevik <adybevik@allianceabroad.com>
Sent: Thursday, September 22, 2022 1:44 PM
To: Keri Nelson <knelson@stpetebeach.org>; Pablo Fraile <pfraile@allianceabroad.es>
Cc: Sara Vivas <SVivas@allianceabroad.es>
Subject: RE: Internship details for Vanessa Sanchez

CAUTION: This message has originated from **Outside of the Organization**. Do Not Click on links or open attachments unless you are expecting the correspondence from the sender and know the content is safe

Hi Keri,

Happy to help! She needs to be paid at the amount listed on her training plan, attached. According to the signed training plan, she will be paid \$5000/month.

Thanks,
Andrew

From: Keri Nelson <knelson@stpetebeach.org>
Sent: Thursday, September 22, 2022 7:35 AM
To: Andrew Dybevik <adybevik@allianceabroad.com>; Pablo Fraile <pfraile@allianceabroad.es>
Cc: Sara Vivas <SVivas@allianceabroad.es>
Subject: RE: Internship details for Vanessa Sanchez

Hi Andrew,
Thank you for getting back to me so quickly. This is our first experience with a J-1 visa holder and was not aware she needed a Social Security Number. We will assist Vanessa with the social security information.

Another question is we wanted to offer her a monthly stipend. What are the guidelines with your organization regarding compensation?

Thank you,
Keri



U.S. Department of State

*OMB APPROVAL NO. 1405-0170
 EXPIRATION DATE: 05-31-2024
 ESTIMATED BURDEN: 2 hours

TRAINING/INTERNSHIP PLACEMENT PLAN

SECTION 1: ADDITIONAL EXCHANGE VISITOR INFORMATION				
Trainee/Intern Name (Surname/Primary, Given Name(s) (must match passport name))			E-mail Address	
Sanchez Barciela		Vanesa	vsanchezbarciela@gmail.com	
Program Sponsor		Program Category		
Alliance Abroad Group		Trainee		
Occupational Category	Current Field of Study/Profession		Experience in Field (number of years)	
Public Administration and Law	Business Administration		7	
Type of Degree or Certificate	Date Awarded (mm-dd-yyyy) or Expected		Training/Internship Dates (mm-dd-yyyy)	
International MBA	05-15-2021		From	10-01-2022 To
04-01-2024				
SECTION 2: HOST ORGANIZATION INFORMATION				
Organization Name		Phase Site Address		Suite
St Pete beach City Hall		155 Corey Avenue		
City	State	ZIP Code	Website URL	
St. Pete Beach	FL	33706	www.stpetebeach.org	
Employer ID Number (EIN)	Exchange Visitor Hours Per Week	Stipend <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? <u>\$5000</u> per _____ Month		Compensation
596000423	32	Non-Monetary Compensation <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, value? _____ per _____		
Workers' Compensation Policy			Does your Workers' Compensation policy cover exchange Visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, exempt <input type="checkbox"/> No, but equivalent coverage	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name of Carrier _____			World Risk Management, LLC	
Number of FT Employees Onsite at Location	Annual Revenue			
130	<input type="checkbox"/> \$0 to \$3 Million <input type="checkbox"/> \$3 Million to \$10 Million <input type="checkbox"/> \$10 Million to \$25 Million <input checked="" type="checkbox"/> \$25 Million or More			
SECTION 3: CERTIFICATIONS				
Trainee/Intern - I certify that:				
1. I have reviewed, understand, and will follow this Training/Internship Placement Plan (T/IPP);				
I am entering into this Exchange Visitor Program in order to participate as a Trainee or Intern as delineated in this T/IPP and not simply to				
2. engage in labor or work within the United States.				
3. I understand that the intent of the Exchange Visitor Program is to allow me to enhance my skills and gain exposure to U.S. culture and business in a way that will be useful to me when I return home upon completion of my program.				
4. I understand that my internship/training will take place only at the organization listed on this T/IPP and that working at another organization while on the Exchange Visitor Program is prohibited.				
5. I will contact the Sponsor at the earliest available opportunity regarding any concerns, changes in, or deviations from this T/IPP.				
6. I will respond in a timely way to all inquiries and monitoring activities of my sponsor.				
7. I will follow all of my sponsor's guidelines required for my participation in my program.				
8. I will contact the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) at the earliest possible opportunity if I believe that my sponsor or supervisor (as set forth on page 3, section 4), is not providing me with a legitimate internship or training, as delineated on my T/IPP; and				
9. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.				
Printed Name of Trainee/Intern <u>Vanesa Sanchez Barciela</u>			Date (mm-dd-yyyy) <u>06-09-2022</u>	
Participant Email			Participant IP <u>217.27.5.252</u>	
Signature of Trainee/Intern <u>Vanesa Sanchez Barciela</u>			Verification Code: 51329/20220609	

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY CYCLE	HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
						MONTHLY	ANNUAL
01-0121	PERNA, TERRY L	B H	22.007		33.011	5,340.37	64,084.38
01-0123	PETERSON, BRIAN T	B H	22.007		33.011	5,340.37	64,084.38
01-0167	GRASTON, COLETTE	B H	34.159		51.239	5,920.89	71,050.72
01-0183	ST JOHN, MICHELLE	B H	27.633		42.317	6,705.61	80,467.29
01-0185	SANFORD, SHAWN T	B H	22.007		33.011	5,340.37	64,084.38
01-0198	DAHLSTROM, BRIAN L	B H	26.317		39.663	6,386.26	76,635.10
01-0215	KILPATRICK, JAMES D	B S	54.065	4,325.21	81.777	9,371.29	112,455.46
01-0219	PHILLIPS, NEAL T	B H	24.658		36.987	4,274.05	51,288.64
01-0230	WITTE, JAY S	B H	21.642		32.463	3,751.28	45,015.36
01-0256	TRAIMAN, BONNIE F	B H	17.490		26.235	1,894.75	22,737.00
01-0262	MANDIA, CHRIS J	B H	24.543		37.002	5,955.77	71,469.21
01-0274	ANDERSON, BRYAN	B H	23.607		35.411	4,091.88	49,102.56
01-0293	EDMUNDS, AMANDA L	B S	35.334	2,826.70	421.620	6,124.52	73,494.20
01-0330	HEHENBERGER, STEWART W	B H	27.633		41.825	6,705.61	80,467.29
01-0341	BENEFIELD, JOSHUA C	B H	24.824		37.424	6,023.96	72,287.48
01-0344	GARNETT, BRIAN K	B H	24.824		37.236	6,023.96	72,287.48
01-0357	BISHOP, RITA M	B H	33.125		93.750	5,741.67	68,900.00
01-0362	MATTSON, AARON G	B H	24.032		36.236	5,831.77	69,981.18
01-0386	MCMAHON, JENNIFER R	B H	63.657			11,033.88	132,406.56
01-0393	MAILHOT, KORTNIE R	B H	18.832		28.248	1,632.11	19,585.28
01-0406	D'AMICO, KEVIN J	B H	19.779		30.165	4,799.70	57,596.44
01-0408	VIA, THOMAS D	B H	20.389		30.584	3,534.09	42,409.12
01-0410	STRONG, PATRICK W	B H	19.779		30.348	4,799.70	57,596.44
01-0435	FRISZOLOWSKI, WARD J	M S	7.418	450.00		450.00	5,400.00
01-0437	WING, JASON J	B H	24.032		36.236	5,831.77	69,981.18
01-0448	BOLAND, JOANNE	B H	33.125		49.688	5,741.67	68,900.00
01-0480	PELLEGRINO, JANNETTE H	B H	15.900		23.850	1,378.00	16,536.00
01-0482	LOGGINS, TROYTON M	B H	18.750		28.434	4,550.00	54,600.00
01-0488	YOUNG, RASHI A	B H	19.277		36.506	3,341.35	40,096.16
01-0490	TORRES, EILEEN	B H	35.334		50.001	6,124.56	73,494.72
01-0501	MAILHOT, MORGAN L	B H	15.494		23.241	1,342.81	16,113.76
01-0511	DALTON, SHEILA A	B S	48.077	3,846.16		8,333.35	100,000.16
01-0515	KETTELLS, BETCINDA L	B H	52.490			9,098.27	109,179.20
01-0520	LEDFORD, JENNIFER	B H	21.200		31.800	3,674.67	44,096.00
01-0522	CLARKE, MICHAEL	B H	61.685			10,692.07	128,304.80
01-0532	HORAN, ROBERT	B H	15.000		22.500	1,300.00	15,600.00
01-0536	DEWAR, PEYT	B H	35.411		42.854	6,137.91	73,654.88
01-0538	COOPER, JAMES	B H	18.171		34.412	3,149.64	37,795.68
01-0539	RUCKDESCHEL, AYAKO C	B H	27.885		41.828	4,833.40	58,000.80
01-0542	ROSE, LEONARD	B H	16.565		24.848	2,871.27	34,455.20
01-0546	TENAGLIA, VINCENT	B S	69.710	5,576.80		12,083.07	144,996.80
01-0550	VAIL, COLEMAN A	B H	20.594		30.891	4,997.48	59,969.72
01-0552	POIRRIER, ADAM	B S	37.341	4,182.21	56.691	9,061.46	108,737.46
01-0553	INTZES, KALLIOPI S	B H	39.276		58.914	6,807.84	81,694.08
01-0554	HAYS, MICHAEL N	B H	20.594		31.079	4,997.48	59,969.72
01-0555	HOSCH, JACOB	B H	20.593		30.890	4,997.23	59,966.81
01-0556	SWEENEY, BLAKE E	B H	20.594		30.891	4,997.48	59,969.72

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY CYCLE	TYPE	HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
							MONTHLY	ANNUAL
01-0716	SAWYER, ALEXA R	B	S	26.759	2,140.69	550.320	4,638.16	55,657.94
01-0717	BUENO, JAMES M	B	H	17.085		25.937	2,072.98	24,875.76
01-0718	LAWS, ANTHONY B	B	H	17.546		26.319	4,257.83	51,093.95
01-0721	KALKE, ALICIA E	B	H	24.275		0.429	4,207.67	50,492.00
01-0723	ROY, KAITLYN	B	H	22.567		33.851	3,911.61	46,939.36
01-0724	KOSBAB, KENNETH	B	H	16.695		25.043	2,893.80	34,725.60
01-0725	HOLLO, NORMA JEAN	B	H	19.440		29.160	3,369.60	40,435.20
01-0726	KORDIS, PATRICIA	B	H	22.260		33.390	3,858.40	46,300.80
01-0727	SMITH, RYAN	B	H	32.514		48.771	5,635.76	67,629.12
01-0728	GRIMES, LIANNA	B	H	15.900		23.850	1,378.00	16,536.00
01-0729	JONES, CARLY H	B	H	15.900		23.850	2,756.00	33,072.00
01-0730	CRETELLA, DAVID	B	H	22.260		33.390	3,858.40	46,300.80
01-0731	SCRIVANI, FRANK	B	H	23.320		34.980	4,042.13	48,505.60
01-0732	JOSEPH, FERLIN	B	H	15.000		22.500	1,300.00	15,600.00
01-0733	ZACOT, SETON	B	H	26.928		40.392	4,667.52	56,010.24
01-0736	HOGAN, CATHY	B	H	13.500		20.250	1,170.00	14,040.00
01-0739	FINOCCHI, LUCIA	B	H	15.000		22.500	1,300.00	15,600.00
01-0742	COMAN, KRISTIN	B	H	37.712			6,536.75	78,440.96
01-0743	MAKOWSKI, CAMRYN	B	H	15.000		22.500	1,300.00	15,600.00
01-0744	CARRANZA, SOFIA	B	H	15.000		22.500	1,300.00	15,600.00
01-0745	NOGA, ABIGAIL	B	H	15.000		22.500	1,300.00	15,600.00
01-0746	DOOLITTLE, MEG	B	H	15.000			1,300.00	15,600.00
01-0747	BURKE, AINSLEY	B	H	12.650		18.975	1,096.33	13,156.00
01-0748	ZAMPARELLI, MICHAEL	B	H	17.085		25.628	4,145.96	49,751.52
01-0749	VASQUEZ, MARK	B	S	49.433	3,954.61		8,568.32	102,819.86
01-0750	HAWK, PATRICK	B	H	21.200		31.800	3,674.67	44,096.00
01-0753	ORIGLIO, KAREN	B	H	16.430		24.645	711.97	8,543.60
01-0754	SWEAT, CAMERON	B	H	17.615		26.423	2,289.95	27,479.40
01-0755	JOHNSON, GRETCHEN	B	H	16.097		24.146	1,395.07	16,740.88
01-0756	SANCHEZ, VANESSA	B	H	22.740		34.110	3,941.60	47,299.20
01-0757	CROCKETT, ACHIA I	B	H	16.500		24.750	1,430.00	17,160.00
01-0758	CRUZ, JR, LUIS	B	H	23.100		34.650	4,004.00	48,048.00
01-0760	LARACUENTE, SARAH	B	H	30.000		45.000	2,600.00	31,200.00
01-0761	SHELTON, ROBERT	B	H	21.000		31.500	3,640.00	43,680.00
01-0762	KURANT, NICOLE	B	H	38.462			6,666.75	80,000.96
01-0763	OLSON, CHLOE	B	H	15.000		22.500	1,300.00	15,600.00
01-0764	WONG, TYRONE	B	H	17.960		26.940	1,556.53	18,678.40
01-0765	BRAFFORD, ANDREW	B	H	17.084		25.626	4,145.72	49,748.60
01-0766	GALLOWAY, CANDYCE	B	H	50.481			8,750.04	105,000.48
01-0767	OSMANOVIC, ZINETA	B	H	17.000		25.500	2,946.67	35,360.00
01-0768	ROBERTS, ZACHARY	B	H	15.000		22.500	1,300.00	15,600.00
01-0769	RIVERA, STEVEN	B	H	24.500		36.750	4,246.67	50,960.00
01-0770	CARRILLO, GABRIELLA	B	H	15.000		22.500	1,300.00	15,600.00
01-0771	BUETE, CHRISTINE	B	H	15.000		22.500	1,300.00	15,600.00
01-0772	CASTAGNER, JOSELYN	B	H	15.000		22.500	1,300.00	15,600.00
01-0773	HAHN, FINN	B	H	15.000		22.500	1,300.00	15,600.00
01-0774	FISHER, JESSE D	B	H	24.000		36.000	4,160.00	49,920.00

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY		HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
		CYCLE	TYPE				MONTHLY	ANNUAL
01-0106	BARBER, ROBERT W	B	H	21,281		31,922	5,164.19	61,970.27
01-0114	PALMER, WILLIAM J	B	H	43,354		37,128	7,514.69	90,176.32
01-0121	PERNA, TERRY L	B	H	21,281		31,922	5,164.19	61,970.27
01-0123	PETERSON, BRIAN T	B	H	21,281		31,922	5,164.19	61,970.27
01-0167	GRASTON, COLETTE	B	H	34,159		51,239	5,920.89	71,050.72
01-0183	ST JOHN, MICHELLE	B	H	26,721		40,082	6,484.30	77,811.55
01-0185	SANFORD, SHAWN T	B	H	20,720		31,080	5,028.05	60,336.64
01-0198	DAHLSTROM, BRIAN L	B	H	24,576		36,864	5,963.78	71,565.31
01-0215	KILPATRICK, JAMES D	B	S	51,004	4,080.39	76,506	8,840.85	106,090.14
01-0219	PHILLIPS, NEAL T	B	H	23,262		34,893	4,032.08	48,384.96
01-0230	WITTE, JAY S	B	H	20,417		30,626	3,538.95	42,467.36
01-0256	TRAIMAN, BONNIE F	B	H	13,680		20,520	1,482.00	17,784.00
01-0260	GARRISON, RUBY A	B	H	14,993		22,490	1,299.39	15,592.72
01-0262	MANDIA, CHRIS J	B	H	22,919		34,379	5,561.68	66,740.12
01-0274	ANDERSON, BRYAN	B	H	21,623		32,435	3,747.99	44,975.84
01-0293	EDMUNDS, AMANDA L	B	S	33,333	2,666.70	421,620	5,777.85	69,334.20
01-0330	HEHENBERGER, STEWART W	B	H	24,919		37,379	6,047.01	72,564.12
01-0341	BENEFIELD, JOSHUA C	B	H	23,373		35,060	5,671.85	68,062.17
01-0344	GARNETT, BRIAN K	B	H	23,373		35,060	5,671.85	68,062.17
01-0362	MATTSON, AARON G	B	H	21,672		32,508	5,259.07	63,108.86
01-0366	DECAIR, THOMAS P	B	H	11,437		17,156	991.21	11,894.48
01-0386	MCMAHON, JENNIFER R	B	H	60,054			10,409.36	124,912.32
01-0393	MAILHOT, KORTNIE R	B	H	13,841		20,762	1,199.55	14,394.64
01-0401	JONES, MARK A	B	H	15,796		23,694	1,368.99	16,427.84
01-0406	D'AMICO, KEVIN J	B	H	18,132		27,198	4,400.03	52,800.38
01-0408	VIA, THOMAS D	B	H	18,675		28,013	3,237.00	38,844.00
01-0410	STRONG, PATRICK W	B	H	18,132		27,198	4,400.03	52,800.38
01-0417	FLETCHER, MELINDA M	M	S	7,418	450.00		450.00	5,400.00
01-0435	FRISZOLOWSKI, WARD J	M	S	7,418	450.00		450.00	5,400.00
01-0437	WING, JASON J	B	H	21,672		32,508	5,259.07	63,108.86
01-0448	BOLAND, JOANNE	B	H	24,028		36,042	4,164.85	49,978.24
01-0464	LEONARD, SHARA L	B	H	13,105		19,658	1,135.77	13,629.20
01-0466	GALLANT, RAYMOND R	B	H	20,097		30,146	3,483.48	41,801.76
01-0480	PELLEGRINO, JANNETTE H	B	H	12,074		18,111	1,046.41	12,556.96
01-0482	LOGGINS, TROYTON M	B	H	17,190		25,785	4,171.44	50,057.28
01-0488	YOUNG, RASHI A	B	H	17,657		26,486	3,060.55	36,726.56
01-0490	TORRES, EILEEN	B	H	28,201		42,302	4,888.17	58,658.08
01-0501	MAILHOT, MORGAN L	B	H	12,414		18,621	1,075.88	12,910.56
01-0506	MILLER, SARAH	B	H	12,052		18,078	2,089.01	25,068.16
01-0511	DALTON, SHEILA A	B	S	38,461	3,076.92		6,666.66	79,999.92
01-0512	DUNHAM, SEAN	B	S	33,413	2,673.08	40,800	5,791.67	69,500.08
01-0515	KETTELLS, BETCINDA L	B	H	49,519			8,583.29	102,999.52
01-0520	LEDFORD, JENNIFER	B	H	13,221		19,832	2,291.64	27,499.68
01-0522	CLARKE, MICHAEL	B	H	56,498			9,792.99	117,515.84
01-0525	SMITH, SHARON M	B	H	16,052		24,078	1,043.38	12,520.56
01-0532	HORAN, ROBERT	B	H	10,723		16,085	929.33	11,151.92
01-0536	DEWAR, PEYT	B	H	33,406		42,854	5,790.37	69,484.48

EMPLOYEE#	NAME	CYCLE	PAY TYPE	HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
							MONTHLY	ANNUAL
01-0538	COOPER, JAMES	B	H	15.851		23.777	2,747.51	32,970.08
01-0539	RUCKDESCHEL, AYAKO C	B	H	24.045		36.068	4,167.80	50,013.60
01-0542	ROSE, LEONARD	B	H	15.172		22.758	2,629.81	31,557.76
01-0543	JOHNSON, ALAN P	M	S	24.107	675.00		675.00	8,100.00
01-0546	TENAGLIA, VINCENT	B	S	63.954	5,116.33		11,085.38	133,024.58
01-0550	VAIL, COLEMAN A	B	H	18.879		28.319	4,581.30	54,975.64
01-0551	MARINO, JAMES R	B	H	18.879		28.319	4,581.30	54,975.64
01-0552	POIRRIER, ADAM	B	S	34.257	3,836.89	51.386	8,313.26	99,759.14
01-0553	INTZES, KALLIOPI S	B	H	36.367		54.551	6,303.61	75,643.36
01-0554	HAYS, MICHAEL N	B	H	18.879		28.319	4,581.30	54,975.64
01-0555	HOSCH, JACOB	B	H	18.879		28.319	4,581.30	54,975.64
01-0556	SWEENEY, BLAKE E	B	H	18.879		28.319	4,581.30	54,975.64
01-0557	KOBEL, DEREK A	B	H	18.382		27.573	4,460.70	53,528.38
01-0560	GEORGE, ANSELM A	B	H	14.449		21.674	1,252.25	15,026.96
01-0563	NEWMAN, CHARLES F	B	H	16.959		25.439	1,469.78	17,637.36
01-0567	SAMS, JULIE A	B	H	10.468		15.702	1,814.45	21,773.44
01-0568	GELOCK, BRIAN K	B	H	29.266		43.899	5,072.77	60,873.28
01-0571	WARNER, BRETT	B	S	43.577	3,486.16		7,553.35	90,640.16
01-0574	CLARK, SHAWN D	B	H	23.483		35.225	4,070.39	48,844.64
01-0575	DEANER, TIMOTHY L	B	H	16.616		24.924	2,880.11	34,561.28
01-0581	KAMMERER, NANCY E	B	H	28.415		42.623	4,925.27	59,103.20
01-0584	MOELLER, MADISON J	B	H	16.151		24.227	2,099.63	25,195.56
01-0587	CLARK, LORI L	B	H	20.193		30.290	2,625.09	31,501.08
01-0588	GASKINS, JAMES D	B	H	16.725		25.088	2,899.00	34,788.00
01-0589	MORRIS, JEREMEY S	B	H	17.052		25.578	2,955.68	35,468.16
01-0590	HERMAN, DEREK R	B	H	16.967		25.451	4,117.33	49,407.90
01-0591	WRIGHT, WESLEY T	B	S	46.815	3,745.20		8,114.60	97,375.20
01-0592	WAGGONER, TYLER A	B	S	23.139	1,851.15	34.709	4,010.83	48,129.90
01-0597	BENNETT, SHEA	B	H	12.052		18.078	522.25	6,267.04
01-0599	DOWNEY, TYLER	B	H	12.052		18.078	1,044.51	12,534.08
01-0600	KAPUSTA, KATHLEEN	B	S	33.153	2,652.25	40.371	5,746.54	68,958.50
01-0606	ADKINS, CHAD E	B	H	16.240		24.360	2,814.93	33,779.20
01-0607	BERRY, BRANDON	B	S	29.581	2,366.54		5,127.50	61,530.04
01-0608	TRAUSCH, GEORGE S	B	H	15.136		22.704	2,623.57	31,482.88
01-0613	FARRINGTON, ANDREA	B	H	17.895		26.843	3,101.80	37,221.60
01-0614	WILLIAMS, KAITLIN	B	H	18.841		28.262	3,265.77	39,189.28
01-0615	HARDY, MINDY L	B	H	15.466		23.199	2,680.77	32,169.28
01-0617	JACOBSEN, LUKE C	B	H	14.728		22.092	2,552.85	30,634.24
01-0618	JOHNSON, DEBORAH A	B	H	10.991		16.487	762.04	9,144.51
01-0619	WESTPHAL, KENNETH A	B	H	26.383		39.575	4,573.05	54,876.64
01-0623	REY, ALEX	B	S	95.914	7,673.08		16,625.01	199,500.08
01-0624	HENRY, RYAN W	B	H	17.426		26.139	4,228.71	50,744.51
01-0626	KEETER-BODKIN, VIRGINIA	B	H	25.778		38.667	4,468.19	53,618.24
01-0627	FERENC NELSON, KERI	B	S	31.971	2,557.69	32.756	5,541.66	66,499.94
01-0628	HOFI, JORDAN S	B	H	16.959		25.439	734.99	8,818.68
01-0630	OATES, KAYLA N	B	H	10.410		15.615	902.20	10,826.40
01-0631	COLEY, DENNIS B	B	H	21.623		32.435	3,747.99	44,975.84

STATUS: ACTIVE
TIME: EVERY EMPLOYEE

PREVIOUS INTERN #10HR

EMPLOYEE#	NAME	CYCLE	PAY TYPE	HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
							MONTHLY	ANNUAL
01-0632	GARDNER, JULIA	B	H	12.052		18.078	1,044.51	12,534.08
01-0635	ROSS, SHANNON	B	H	12.052		18.078	1,044.51	12,534.08
01-0637	BUTTERFIELD, ANDREW	B	H	33.500			5,806.67	69,680.00
01-0638	ELDER, MICHAEL D	B	S	29.015	3,249.73	43.523	7,041.08	84,492.98
01-0639	ROSETTI, LYNN M	B	S	34.169	2,733.59		5,922.78	71,073.34
01-0642	SERVIS, MICHAEL S	B	H	15.449		23.174	3,748.96	44,987.48
01-0643	BAYTOPS, ROMELLO R	B	H	13.360		20.040	2,315.73	27,788.80
01-0644	PERKINS, VICTOR	B	H	14.700		22.050	2,548.00	30,576.00
01-0647	ANDERSON, JULIE M	B	S	40.803	3,264.31		7,072.67	84,872.06
01-0648	RICHARDSON, JASON T	B	H	18.220		27.330	3,158.13	37,897.60
01-0661	GONZALEZ, MICHELLE M	B	S	57.500	4,600.00		9,966.67	119,600.00
01-0667	VELEZ CUEVAS, JOESHUAL	B	H	16.967		25.451	4,117.33	49,407.90
01-0668	DAVIS, ABIGAIL	B	S	22.465	1,797.22		3,893.98	46,727.72
01-0669	GRAUS, CHRISTOPHER J	M	S	7.418	450.00		450.00	5,400.00
01-0670	TARKENTON, CHRISTOPHER L	B	H	31.561		47.342	5,470.57	65,646.88
01-0671	PATON, JEFFREY	B	H	14.373		21.560	2,491.32	29,895.84
01-0672	GRUNDY, ALAINA	B	H	19.595		29.393	3,396.47	40,757.60
01-0673	HENNESSY, KEVIN P	B	H	16.967		25.451	4,117.33	49,407.90
01-0674	GARCEAU, LAUREN N	B	H	15.042		22.563	3,650.19	43,802.30
01-0677	GRIFFITH, NICHOLAS R	B	H	10.212		15.318	885.04	10,620.48
01-0679	BATHON, SAMUEL B	B	H	16.967		25.451	4,117.33	49,407.90
01-0680	LAROWE, AMBER	B	S	36.057	2,884.63		6,250.03	75,000.38
01-0681	REECE, ETHAN M	B	H	12.052		18.078	1,044.51	12,534.08
01-0684	WILSON, ARIANA	B	H	20.203		30.305	3,501.85	42,022.24
01-0685	MAILHOT, ERIC	B	H	12.052		18.078	1,044.51	12,534.08
01-0686	SHERBURN, KURT G	B	H	21.500		32.250	2,795.00	33,540.00
01-0689	NICHOLSON, ANDRIA	B	H	12.655		18.983	1,096.77	13,161.20
01-0690	GRILL, MARK J	M	S	7.418	450.00		450.00	5,400.00
01-0691	KAYLOR, MARIAH J	B	H	16.151		24.227	1,049.82	12,597.78
01-0695	HUTCHISON, ASHTON	B	H	12.052		18.078	1,044.51	12,534.08
01-0696	SHEAFFER, BECK	B	H	12.052		18.078	1,044.51	12,534.08
01-0697	KOSAR, BOHDAN	B	H	13.282		19.923	1,151.11	13,813.28
01-0698	ELMORE, JORDAN	B	H	21.083		31.625	3,654.39	43,852.64
01-0699	MATTSEN, DANIEL J	B	H	16.521		24.782	4,009.10	48,109.15
01-0700	JUDAH, LINDSAY C	B	H	29.773		44.660	7,224.91	86,698.97
01-0701	FITYO, AUTUMN M	B	H	16.110		24.165	2,792.40	33,508.80
01-0702	RICHARD, LAUREN A	B	H	12.052		18.078	1,044.51	12,534.08
01-0703	LEE, LOLA K	B	H	12.050		18.075	1,044.33	12,532.00
01-0705	MITCHELL, KEVIN	B	H	12.052		18.078	1,044.51	12,534.08
01-0706	KNOUS, ANNELEISE	B	H	12.052		18.078	1,044.51	12,534.08
01-0707	KNOUS, ARIANNA	B	H	12.052		18.078	1,044.51	12,534.08
01-0708	NERO, ORGILON	B	H	16.959		25.439	1,469.78	17,637.36
01-0709	FONT, ASHLEY	B	H	12.052		18.078	1,044.51	12,534.08
01-0710	ROTEAU, ISABELLA M	B	H	12.000		15.000	433.33	5,200.00
01-0711	HUMPHREYS, OWEN	B	H	16.521		24.782	4,009.10	48,109.15
01-0712	O'NEIL, MATTHEW	B	S	0.240	2,269.24		4,916.69	59,000.24
01-0713	COTTRELL, JEREMY	B	H	19.230		28.845	3,333.20	39,998.40

GRAND TOTALS: 532,560.98 6,390,731.16

SELECTION CRITERIA

PAYROLL: 01-CITY OF ST PETE BEACH
SEQUENCE: Employee #
STATUS: Active
TIME: ALL
RATE CODE: 1

George Trausch

From: Alex Rey
Sent: Monday, July 31, 2023 12:24 PM
To: George Trausch
Cc: Rita Bishop
Subject: RE: Request
Attachments: Article 24 CWA Contract 2021-2024.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

George,

I hope that you understand that I am doing my best to retain you as a SPB employee, within the guidelines of the labor contract, which allows me to issue a 5% increase for each license obtained, this is in addition to the 4% that you will be receiving on October 1, subject to your performance review, but I do not expect that to be a problem due to your prior history.

I agree with your concern and fairness issue about you making less than someone who just got here. I rejected that recruitment several times but, in the end, upon PW management's insistence, I approved it, and that was probably a mistake.

Let me research as to what happened in 2020, and how it is consistent with the labor contract. I am enclosing a copy of the relevant section for your benefit.

I will have Rita schedule a meeting.

Alex

From: George Trausch <gtrausch@stpetebeach.org>
Sent: Friday, July 28, 2023 3:51 PM
To: Alex Rey <arey@stpetebeach.org>
Subject: Request

Mr. Alex Rey,

I would like to thank you for the counter offer of \$18.22. Although it does confuse me that a counter offer is less than another companies offer of \$19.35. I also do not understand how it is alright to hire someone at \$18.50 and have me train him while I'm making less money and have many more years' experience than the new hire. Back in 2020, I was transferred to Reclaimed Water. I was promised a 5% increase in pay. It was in the budget. It also was a union contract deal. I never received that 5% increase in pay. In addition to the \$18.22 pay, I am asking for an additional 5% that was in the budget back in 2020 and was promised to me. With my best estimate this would bring my hourly wage to \$19.50. I really do enjoy working in St. Pete Beach, helping residents and working with everyone here. It has been a wonderful 5 years. I do believe I have been unfairly compensated and I am asking for \$19.50 which would bring me to the correct wages that I should be at today. Please consider it. As I would like to continue working here where it feels like a second home to me. If you would like to speak to me in person about this request. I am available anytime.

Sincerely, George Trausch

ARTICLE 24
PAY PLAN

Section 1. Wages.

- A. Effective October 1, 2021, employees covered by this agreement shall be paid in accordance with the Pay Plan attached as Appendix II. Employees covered by this agreement shall be eligible to receive a 3.0% merit increase based upon performance as outlined in Section 3 below retroactive to October 1, 2021. Employees covered by this agreement shall be eligible to receive a 6.0% merit increase based upon performance outlined in Section 3 below on October 1, 2022. Employees covered by this agreement shall be eligible to receive a 4.0% merit increase based upon performance as outlined in Section 3 below on October 1, 2023.
- B. For the fiscal year beginning October 1, 2021 employees who are at the top of the pay scale will receive a lump sum bonus of 3% of their base annual salary upon receiving a satisfactory rating. For the fiscal year beginning October 1, 2022 employees who are at the top of the pay scale will receive a lump sum bonus of 6.0% of their base annual salary upon receiving a satisfactory rating. For the fiscal year beginning October 1, 2023, employees who are at the top of the pay scale will receive a lump sum bonus of 4% of their base salary upon receiving a satisfactory rating.

Section 2. Status Quo.

No wage increases shall be granted after September 30, 2024, absent a ratified successor Agreement.

Section 3. Progression.

The City shall complete a performance evaluation for each member annually on or before October 1st. In the first year of the contract a satisfactory annual performance rating shall determine the member's eligibility for a merit increase. If the employee feels he/she has received an unfair review and merit increase, they may appeal the evaluation by following the steps as outlined in Article 9 of this contract.

Section 4. Pay Upon Promotion.

An employee who is promoted to a position in a higher grade shall receive an increase in pay. The employee's hourly rate will increase by five percent (5%) or to the maximum of the new classification grade, whichever is lower.

Section 5. Lateral Transfer.

An employee who receives a lateral transfer to a new position at the same grade level shall not be eligible for an increase in pay. The lateral transfer shall not affect the anniversary date in classification.

Section 6. Pay Upon Demotion.

An employee who is demoted to a position in a lower grade shall receive a decrease in pay. The employee's hourly rate will be decreased by five percent (5%) or to the minimum of the new classification grade, whichever is higher. Progression of the employee in the Pay Plan shall continue in accordance with Section 3.

Section 7. Reclassification.

- A. The City's current reclassification policy is as follows:

“When work performed on a particular job substantially changes, through design or evolution, the position shall be reclassified through the Point Factor Evaluation System. Reclassification can result in a promotion to a higher pay grade, a demotion to a lower pay grade or no change to the pay grade.”

- B. When a position is reclassified to a higher or lower grade, the employee’s anniversary date for merit increase shall remain unchanged.
- C. When a position is reclassified to the same grade, the employee shall not be eligible for a change in pay, but shall be permitted to receive merit pay increases to the maximum of the grade. The employee's anniversary date for merit increase shall remain unchanged.
- D. All reclassifications shall be approved by the City Manager.
- E. The Employer and the Union endorse the concept of classification audits performed periodically by Human Resources. The Union may request classification audits to be completed by Human Resources.

Section 8. Economic Reopener

In the event there is a change in the means of calculating or 10% or more reduction in the amount of revenue received or to be received (1) from the State of Florida, or from any other source, including but not limited to from sales, ad valorem, gasoline, cigarette, property, alcohol or any other taxes, the City shall have the right to reopen any or all of the economic items or benefits covered by this Agreement by notifying the Union in writing within 45 days of receiving notice of the change. Upon receipt of said notice from the City, if the City does not reopen all economic items covered by the Agreement, the Union within 15 days of receipt of the notice from the City may elect to reopen any other Articles and/or Sections of this Agreement covering any economic items or benefits not reopened by the City. Should the parties be unable to reach an agreement, the dispute will be resolved pursuant to the impasse procedure of Florida Statutes Chapter 447.

Section 9. Promotion Standards

- A. Employees in 'Level 1' positions as specified in Appendix 1 shall be eligible for promotion to the corresponding 'Level 2' position upon completion of the following:
 - 1) Completion of two consecutive years of employment on the 'Level 1' position.
 - 2) Obtaining two consecutive annual reviews of superior performance (i.e., Scoring 80% or better).
 - 3) Receiving no written disciplinary actions for two consecutive years.
 - 4) Completing two consecutive years with superior attendance (i.e., scoring 5 points or greater on 'attendance' criterion).
 - 5) Completing two consecutive years without safety incident (i.e., scoring 5 points or greater on 'safety skills' criterion).

Upon completion of the above, the 'Level 1' employee shall be promoted to and receive all the benefits and compensation of the 'Level 2' employee within 30 days.

- B. Employees in 'Level 2' positions as specified in Appendix 1 shall be eligible for promotion to the corresponding 'Level 3' position upon completion of the following:
 - 1) Completion of two consecutive years of employment in the 'Level 2' position.
 - 2) Obtaining two consecutive annual reviews of superior performance (i.e., Scoring 80% or better).
 - 3) Receiving no written disciplinary actions for two consecutive years.
 - 4) Completing two consecutive years with superior attendance (i.e., scoring 5 points or

- greater on 'attendance' criterion).
- 5) Completing two consecutive years without safety incident (i.e., scoring 5 points or greater on 'safety skills' criterion).
 - 6) Attainment of the designation(s) listed in Appendix 3* applicable to the respective operations of the 'Level 3' position.

Upon completion of the above, the 'Level 2' employee shall be promoted to and receive all the benefits and compensation of the 'Level 3' employee within 30 days.

*The City Manager, or their designee, and the Union President, or their designee, shall through mutual agreement determine the appropriate designations for the 'Level 3' positions listed in Appendix 3. No changes to the determined list of appropriate designations once created shall be made without the mutual agreement of the above stated City and Union representatives. Mutual agreement shall refer to selection by committee.

George Trausch

From: Alex Rey
Sent: Thursday, August 10, 2023 12:23 PM
To: George Trausch
Subject: RE: Thankyou very much

Follow Up Flag: Follow up
Flag Status: Flagged

I should have a response tomorrow.

Alex

From: George Trausch <gtrausch@stpetebeach.org>
Sent: Tuesday, August 8, 2023 1:11 PM
To: Alex Rey <arey@stpetebeach.org>
Subject: Thankyou very much

Alex,

Thank you very much for taking the time to talk to me yesterday. I really appreciated it. I look forward to your decision.

Sincerely, George

George Trausch

From: Alex Rey
Sent: Wednesday, August 16, 2023 10:26 AM
To: George Trausch
Cc: Keri Nelson
Subject: Thankyou very much

Follow Up Flag: Follow up
Flag Status: Flagged

George,

I told Keri to get back to you with the conclusions as to what we can do now with the existing certificates and training that you have completed. While it is not what you were looking for, as I explained, we are trying to achieve consistency.

I do hope you stay with us, and we can plan for and get you additional certifications that will be entitled to extra pay over the coming year. FYI, we are working with a consultant that will be reviewing all classifications and compensations through out the city and compare to other entities to ensure a fair compensation system.

Alex Rey
City Manager

From: George Trausch <gtrausch@stpetebeach.org>
Sent: Tuesday, August 8, 2023 1:11 PM
To: Alex Rey <arey@stpetebeach.org>
Subject: Thankyou very much

Alex,

Thank you very much for taking the time to talk to me yesterday. I really appreciated it. I look forward to your decision.

Sincerely, George

To: Alex Rey <arey@stpetebeach.org>

Subject: Thankyou very much

Alex,

Thank you very much for taking the time to talk to me yesterday. I really appreciated it. I look forward to your decision.

Sincerely, George

George Trausch

From: George Trausch
Sent: Wednesday, August 16, 2023 6:31 PM
To: George Trausch
Subject: FW: Thankyou very much

From: George Trausch
Sent: Wednesday, August 16, 2023 5:08 PM
To: Alex Rey <arey@stpetebeach.org>
Subject: RE: Thankyou very much

Alex,

I want you to know that I am very happy with the offer. Right now the new hourly wage is \$18.72. In October with the 4% increase after my performance evaluation, my new hourly rate will be \$19.46. That is only 4 cents shy of (\$19.50) what I was asking. I am very happy for this pay increase. I look forward to completing and obtaining additional certificates that will increase my knowledge and entitle me to extra pay over the coming year. I also appreciate that you hope I stay with St. Pete Beach. My answer is: Yes, I am definitely staying with St. Pete Beach. I look forward to working for you and with my co-workers for the next 6 years until I retire. I really appreciate what you have done for me. Thank you very much.

Sincerely; George

From: Alex Rey <arey@stpetebeach.org>
Sent: Wednesday, August 16, 2023 10:26 AM
To: George Trausch <gtrausch@stpetebeach.org>
Cc: Keri Nelson <knelson@stpetebeach.org>
Subject: Thankyou very much

George,

I told Keri to get back to you with the conclusions as to what we can do now with the existing certificates and training that you have completed. While it is not what you were looking for, as I explained, we are trying to achieve consistency.

I do hope you stay with us, and we can plan for and get you additional certifications that will be entitled to extra pay over the coming year. FYI, we are working with a consultant that will be reviewing all classifications and compensations through out the city and compare to other entities to ensure a fair compensation system.

Alex Rey
City Manager

From: George Trausch <gtrausch@stpetebeach.org>
Sent: Tuesday, August 8, 2023 1:11 PM

George Trausch

From: Keri Nelson
Sent: Tuesday, August 22, 2023 4:59 PM
To: George Trausch
Subject: RE: Thank you very much

Hi George,
I don't have authorization for retro pay. Your new hourly rate is effective with the last pay period beginning Aug 7.

Thank you,
Keri

From: George Trausch <gtrausch@stpetebeach.org>
Sent: Thursday, August 17, 2023 1:25 PM
To: Keri Nelson <knelson@stpetebeach.org>
Subject: FW: Thank you very much

Hi Keri,

I'm just curious, am I getting any retro-pay from last April 8th? And thank you again for helping me with the pay increase.

Sincerely, George

From: George Trausch
Sent: Wednesday, August 16, 2023 5:14 PM
To: Keri Nelson <knelson@stpetebeach.org>
Subject: Thank you very much

Keri,

Thank you very much for the pay increase and also letting me know that I can look into certifications pertaining to my job and that your door is always open, so that I can talk to you about the possibility of an approval for any possible training I can do and become certified for an increase in knowledge and my pay rate.

Sincerely; George

1st Pay Increase Request

Page 1



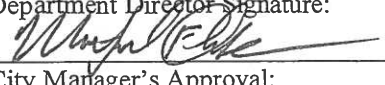
**CITY OF ST. PETE BEACH
PERSONNEL ACTION FORM**

Name of Employee: George Trausch
Employee #: 608
Effective Date: 04/03/2023

<input type="checkbox"/> Transfer	<input type="checkbox"/> Retirement
<input type="checkbox"/> Promotion	<input type="checkbox"/> Resignation
<input type="checkbox"/> Demotion	<input type="checkbox"/> Suspension
<input checked="" type="checkbox"/> Pay Change	<input type="checkbox"/> Dismissal
<input type="checkbox"/> Title Change	<input type="checkbox"/> Other

From:	To:
Department/Division: Public Works/Streets	Department/Division: Public Works/Streets
Title: Streets Maintenance Worker II	Title: Streets Maintenance Worker II
Grade/Step: 111	Grade/Step: 111
Hourly Rate: \$17.353	Hourly Rate: \$18.50
Annual Salary: \$36,094.24	Annual Salary: \$38,480.00
Number of Bi-weekly Hours: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PTR <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> 30-hr	Number of Bi-weekly Hours: <input type="checkbox"/> FT <input type="checkbox"/> PTR <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> 30-hr

Explanation (include additional pages if necessary)
Pay change to bring employee up to comped rate for title and experience level within Department and Division.

Department Director Signature: 	Date: 12 April 2023
City Manager's Approval:	Date:
Human Resources Acknowledgement:	Date:
Finance Acknowledgement:	Date:

Alex and Keri deny that they received this pay increase request.

My boss Andy Butterfield
told Mike Clarke that
the 1st Pay Increase request
was ignored.
Therefore; Andy and Mike put in
A 2nd Request for \$21.50

MIKE!
THIS WAS SCANNED
& EMAILED TO HR 3+
MONTHS AGO AND
WE'VE HEARD
NOTHING BACK - AT
THIS POINT I'D LIKE TO
RE-SUBMIT FOR \$20./HR
AND LVL III WITH
BACK PAY - V/R ANDY

2nd Request For
 PAY INCREASE to \$21.50
 Done on July 11th, 2023

COPY

Page 5



**CITY OF ST. PETE BEACH
 PERSONNEL ACTION FORM**

Name of Employee: George Trausch
 Employee #: 0608
 Effective Date: 04/12/2023

<input type="checkbox"/> Transfer	<input type="checkbox"/> Retirement
<input checked="" type="checkbox"/> Promotion	<input type="checkbox"/> Resignation
<input type="checkbox"/> Demotion	<input type="checkbox"/> Suspension
<input checked="" type="checkbox"/> Pay Change	<input type="checkbox"/> Dismissal
<input type="checkbox"/> Title Change	<input type="checkbox"/> Other

From:	To:
Department/Division: Public Works/Streets	Department/Division Public Works/Streets
Title: Streets Maintenance Worker II	Title: Streets Maintenance Worker III
Grade/Step: 111	Grade/Step: 113
Hourly Rate: \$17.353	Hourly Rate: \$21.500
Annual Salary: \$36,094.24	Annual Salary: \$44,720.00
Number of Bi-weekly Hours: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PTR <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> 30-hr	Number of Bi-weekly Hours: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PTR <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> 30-hr

Promised to me.

Explanation (include additional pages if necessary) PAF for pay change to bring employee up to comped rate for title and experience level within Department and Division from \$17.353/hour to \$18.500/hour submitted on 04/12/2023 to HR (effective date of 04/03/2023) was not processed. Employee has received employment offer from Sarasota County for \$19.350/hour. Request for promotion and counter offer to keep dedicated and qualified employee with City.

Asks for a counter offer

Department Director Signature: <i>[Signature]</i>	Date: July 11, 2023
City Manager's Approval:	Date:
Human Resources Acknowledgement:	Date:
Finance Acknowledgement:	Date:

Counter offer from Alex Rey & H.R. Kerri.

\$18.21

without retro-PAY.



CITY OF ST. PETE BEACH
PERSONNEL ACTION FORM

Name of Employee: George Trausch
Employee #: 608
Effective Date: 07/24/2023

<input type="checkbox"/> Transfer	<input type="checkbox"/> Retirement
<input type="checkbox"/> Promotion	<input type="checkbox"/> Resignation
<input type="checkbox"/> Demotion	<input type="checkbox"/> Suspension
<input checked="" type="checkbox"/> Pay Change	<input type="checkbox"/> Dismissal
<input type="checkbox"/> Title Change	<input type="checkbox"/> Other

From:

To:

Department/Division: Public Works/Streets	Department/Division
Title: Streets Maintenance Worker II	Title:
Grade/Step: 111	Grade/Step:
Hourly Rate: \$17.353	Hourly Rate: \$18.221
Annual Salary: \$36,094.24	Annual Salary: \$37,899.68
Number of Bi-weekly Hours: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PTR <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> 30-hr	Number of Bi-weekly Hours: <input type="checkbox"/> FT <input type="checkbox"/> PTR <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> 30-hr
Explanation (include additional pages if necessary) 5% for heavy equipment operator certification.	
Department Director Signature:	Date:
City Manager's Approval:	Date:
Human Resources Acknowledgement:	Date:
Finance Acknowledgement:	Date:

Keri Nelson

From: Mike Clarke
Sent: Monday, July 17, 2023 3:50 PM
To: Keri Nelson
Cc: Alex Rey
Subject: RE: George Trausch promotion

Thanks Keri,

How about we 'un-check' the promotion box and just make it a pay change?

Mike

From: Keri Nelson <knelson@stpetebeach.org>
Sent: Monday, July 17, 2023 3:43 PM
To: Mike Clarke <mclarke@stpetebeach.org>
Cc: Alex Rey <arey@stpetebeach.org>
Subject: George Trausch promotion

Mike,

Alex asked me to review the PAF for G. Trausch dated 7/11/23.

The CWA contract outlines the requirements for an employee to be eligible for promotion from a level II to a level III position. The first requirement is completion of two consecutive years of employment in the level II position. George was promoted to Streets Maintenance Worker II on 9/5/22 and has not completed two years at that level, therefore does not meet the first requirement for promotion eligibility.

We do not have record of an PAF with an effective date of 4/12/23. Please resend the email with that PAF for a review of the request.

Keri

Keri Ferenc Nelson
Human Resources Administrator
City of St. Pete Beach
155 Corey Ave.
St. Pete Beach, FL 33706
727.363.9233 www.stpetebeach.org

3:07

📶 LTE 🔋



Amber LaRowe >

Okay!

One day I'm going to lose it on Keri. I swear to G

Oh Lordy

Michael F. Clarke

2811 Emerald Drive, Davenport, Iowa 52804 Mclarke@ci.davenport.ia.us (563) 332-1182

Director of Public Works and Executive Engineer Professional with over 25 years experience in complex and challenging positions in local and global environments.

PUBLIC WORKS STORM WATER MANAGEMENT STRATEGIC PLANNING

Career Objective

Serve with a world class public works and engineering team where decisions on how and where positive impacts, large and small, immediate and long term are implemented to sustain and improve the quality of life for the population we serve.

Professional Summary

Proven leader utilizing creative, forward thinking and teambuilding to align resources to sustain services and solve problems. Demonstrated expertise in managing all aspects of Public Works including sanitation services, storm water MS4 requirements, streets maintenance, engineering design and construction, facilities maintenance and emergency operations. Enjoys leading and training people to meet the needs of the future.

Education and Training

PhD Business Administration, Currently Enrolled at St. Ambrose University
Harvard Kennedy School, Senior Executives in State and Local Government
MS Engineering Management, California State University, Northridge
BS Civil Engineering Technology, Old Dominion University
U.S. Army Command and General Staff College

Selected Career Assignments

DIRECTOR OF PUBLIC WORKS

June 09 to Present
Davenport, Iowa

Lead and manage the Directorate of Public Works to provide excellent public services to the citizens of Davenport. Public Works is one of ten Directorates supervised by the City Manager who is responsible to the City Mayor and a Council of eight elected and two at-large Ward Aldermen. Public Works is influenced by a wide range of internal and external individuals and organizations both public and private. This highly complex and diverse organization consists of 19 operational departments totaling 350 personnel and an operational budget over \$40 million.

Departments include Engineering Design and Traffic Management, City Capital Improvement Program, Construction Management, Solid Waste, Recycling and Compost, Natural Resources including Creeks and Watershed Management, Urban Forestry, Streets Maintenance, Storm and Sanitary Sewer Maintenance including MS4 compliance, Building Permits and Inspections, Zoning and Nuisance Code Enforcement, Public Bus Transit, Regional Airport, Fleet Maintenance, Facilities Maintenance, Regional Water Pollution Control Plant Operations, Safety and Training, Logistics Management, Administrative Support and Public Education.

CHIEF OF STAFF

Aug 06 to June 09

Rock Island District, U.S. Army Corps of Engineers, Rock Island, Illinois

Serve the Rock Island District by coordinating the administrative activities that support the 900 employees executing civil works missions including operating 23 locks, dams and flood control reservoirs, and integrating interagency water resource solutions for five major river basins throughout the five state area including Iowa, Illinois, Minnesota, Wisconsin and Missouri. Coordinate the executive strategic planning and execute the implementing actions through various boards and committees.

CHIEF OF CONSTRUCTION

Nov 07 to Aug 08

U.S. Army Corps of Engineers Afghanistan Engineer District, Kabul, Afghanistan

On special assignment serving as the chief of the construction program responsible for all Corps of Engineers lead construction operations throughout Afghanistan and supporting U.S. Central Command's emerging construction program in Tajikistan, Kyrgyzstan, Kazakhstan and Pakistan. Manage a diverse work force of over 250 personnel to execute the design and construction of 330 contracts containing over 1,250 construction projects including building over 1,000 miles of roads, 300 police stations throughout the nation and 12 new Afghan Army Installations billeting over 50 thousand personnel in a program valued in excess of \$2.3 billion.

DIRECTOR OF PUBLIC WORKS

Jan 03 to Aug 03

Fort Stewart and Hunter Army Airfield, Savannah, Georgia

Lead a government and contract work force of over 450 people and manage a budget of \$64 million to maintain the utilities, housing and all infrastructure for the 3rd Infantry Division and assigned units on the third largest training installation in the military and the largest capacity airfield in the Army. As America prepared for the first Gulf War, the installation was tasked to train over 30,000 Soldiers in rotating time lines. The DPW had to transition from normal operations to supporting the maintenance and assignment of our housing, offices, motor pools and training ranges to successive units quickly rotating Soldiers from over 20 states in less than 8 months. New processes were developed to assign facilities from one organization to another and just in time maintenance programs were created to support the highly successful effort.

DIRECTOR OF PUBLIC WORKS

Jul 97 to Jul 99

20th Support Group, Area IV, Taegu, Korea

Lead a government work force of over 220 people and manage a budget of \$54 million to maintain the utilities, housing and all infrastructure for all U.S. Department of Defense organizations stationed on 16 separate installations located throughout the southern half of the Republic of South Korea. Specific accomplishments included reducing the backlog of maintenance and repair in a climate of diminishing resources, reducing the warehouse and materials storage footprint and realigning the focus of the maintenance organizations from managing a backlog to executing current requirements. Labor Union cooperation, implementation of a new credit card purchasing program and just in time supply delivery practices were some of the key elements I used to build a great maintenance organization.

Additional Professional Experience

Team Chief , Rapid Equipping Force Serve as the liaison officer to the combat units operating in Northern Iraq to bring new technology to the battlefield	Jan 06 to July 06 Mosul, Iraq
Operations Officer , Installation Management Agency Lead a team to integrate the impacts of unit movements on Garrison sustainment and engineering operations.	Aug 04 to Jan 06 Rock Island, IL
Team Chief , U.S. Special Operations Command Update and improve Engineer, Chemical and Explosive Ordnance Disposal school curriculum for the Royal Saudi Land Forces.	Aug 03 to Aug 04 Saudi Arabia
Deputy Commander , Savannah District, U.S. Army Corps of Engineers Supervise the administrative, logistical and personnel support to a 1,000 person work force executing a \$900 million program in 3 states.	Jul 01 to Jan 03 Savannah, GA
Operations Officer , Savannah District, U.S. Army Corps of Engineers Liaison officer for the District Commander and Director of Public Works coordinating \$500 million in design and construction projects.	Jul 99 to Jul 01 Fort Bragg, NC
Program Manager Military Design and Construction	1996 Taegu, Korea
Deputy Resident Engineer Military Construction at Edwards Air Force Base	1995 Edwards, CA
Construction Project Manager Military Construction at Edwards Air Force Base	1994 Edwards, CA
Company Commander, Executive Officer and Platoon Leader Various commands at Ft. Belvoir, VA, Republic of Korea, Ft. Eustis, VA, and Germany	1981 to 1994

Professional Affiliations

Davenport Rotary
American Public Works Association, Member
Society of American Military Engineers, Life Member
Army Engineer Regiment, Life Member
Army Museum Foundation, Founding Member
Military Officers Association of America, Member
Old Dominion University ROTC Alumni Chapter, Founding Member
U.S. Army Deep Sea Divers Association, Founding Member

The first invoicing from Alpha Corporation was dated **August 5th, 2020**. There was \$ 20,966.95 invoiced and paid by September 1st, 2020, with no PO issued for both invoices that both exceeded \$2,500.00.

On **September 1st, 2020**, the City of St. Pete Beach entered a contract with Alpha Corporation executed by the City Manager, Alex Rey. The contract included a not to exceed amount of \$25,000.00 and identified scope of services outlined in exhibit "B" to include supervising Kimley-Horn in their assessment of the Gulf Blvd Phase I (75th Ave to 55th Ave) engineering consultant firm, CPWG.

The individual tasks were:

- Meet with different municipalities in the area that have had recent utility undergrounding projects, and discuss steps taken and lessons learned.
- Meet with Duke Energy, design consultant, city staff and Kimley Horn staff to clarify status.
- Work together with St. Pete Beach and Kimley Horn to develop road map to move the project forward.
- Develop a clear understanding of the roles and responsibilities of all team members
- Manage the process towards the successful issue of a construction contract as time allows under the limits of this task order.

The stated deliverables were "Report documenting finding from conversations with St. Pete Beach, utility companies and consultants and provide recommendations for next steps.

The hourly rate was \$245.00 per hour.

During this time Alex Rey removed Public Works from the management of the Gulf Blvd Undergrounding project and informed all the vendors that Carmen Olazabal with Alpha Corporation was the project manager, and she would be reporting directly to him. Alex took control of all approvals for invoicing.

On **October 23rd, 2020**, purchase order 21-01231 (central square #P003402) was issued for a total amount of \$25,000.00 and authorized by Alex Rey. By this date there had been \$ 23,518.45 in charges invoiced without a PO by Alpha Corporation for the Gulf Blvd undergrounding project.

On **December 18, 2020**, a CCNA agreement for planning and resiliency was presented to the commission by Alex Rey and approved for execution.

On **January 26th, 2021**, Alex Rey brought a consent item to the City Commission:

"c. Program Manager for Electrical Undergrounding Project" – Motion Unanimously approved by Commission. This motion included the project management for Gulf Blvd Undergrounding Phase I (75th Ave to 55th Ave). The task budget was \$36,640.00, and PO#21-01316 (CS#P003482) was issued on **February 1st, 2020**.

On **March 29th, 2021**, Alex Rey authorized purchase order PO# 21-01378 (CS#P003539) for Alpha Corporation in the amount of \$24,980.00 for Project Management services for the Gulf Blvd Undergrounding project.

On **November 10th, 2021**, Alex Rey brought an agenda item to the City Commission for Alpha Corporation Project Management of the Gulf Blvd Undergrounding Phase II project in the amount of \$58,660.00. The motion was unanimously approved. There was no purchase order issued for this approved task order and no invoices were billed against it. As of the date this agenda item was taken to commission there had been a total of \$92,826.48 invoiced by Alpha for the Gulf Blvd undergrounding project and only \$36,640.00 of it went to commission for approval. There were two PO's for just under 25K each issued without approval, there was also a total of \$ 27,152.33 invoiced and paid with no PO, most of them over \$ 2,500.00.

CONTRACTS & PURCHASE ORDERS

Entity	Action	Doc #	Description	Date	Outcome	Approved Amount	PO Amount	PO Invoices
Alpha – V004873	Contract		Alpha Contract – Underground PHI Assessment	9-1-20	Executed	\$ 25,000.00		
Alpha – V004873	PO	P003402	Underground Project	10-23-20	Created		\$ 25,000.00	\$ 24, 988.03
Commission	Contract		CCNA Contract With Alpha	10-23-20	Approved			
Commission	Task Order		Motion to approve Program Management with Alpha	1-26-21	Approved	\$ 36,640.00		
Alpha – V004873	PO	P003482	Program Management Task 1	2-1-21	Created		\$ 36,640.00	\$ 36,640.00
Alpha – V004873	PO	P003539	Underground Project Phase II Gulf 35 th Ave to 55 th Ave	3-29-21	Created		\$ 24,980.00	\$ 21,000.00
Commission	Task Order		Project Management Phase II	11-10-21	Approved	\$ 58,660.00		
Sub Totals						\$ 120,300.00	\$ 86,620.00	\$ 82,628.03

INVOICES & TRANSACTIONS

Vendor Name	Description	Invoice #	Date Occurred	Invoice Amount	PO
Alpha Corp	Alpha Corp	20P655-010-001	08/05/20	-\$13,293.76	
Alpha Corp	Alpha Corp	20P655-010-001	08/05/20	\$13,293.76	
Alpha Corp	Alpha Corp	20P655-010-001	08/05/20	\$13,292.76	
Alpha Corp	Alpha Corp	20P655-010-001	08/05/20	-\$13,293.76	
Alpha Corp	Alpha Corp	20P655-010-001	08/06/20	\$13,293.76	
Alpha Corp	Project #20P655.000.010	20P655.000.010	08/17/20	-\$7,674.19	
Alpha Corp	Project #20P655.000.010	20P655.000.010	08/17/20	\$7,674.19	
Alpha Corp	Project #20P655.000.010	20P655.000.010	08/17/20	\$7,674.19	
Alpha Corp	Alpha Corp	20P655.000.010	08/17/20	-\$7,674.19	
Alpha Corp	Alpha Corp	20P655.000.010	08/20/20	\$7,674.19	
Alpha Corp	Aug20PMT Proj#20P655.000.010	20P655-101-003	09/15/20	-\$2,065.50	
Alpha Corp	Aug20PMT Proj#20P655.000.010	20P655-010-003	09/15/20	\$2,065.50	
Alpha Corp	Aug20PMT Proj#20P655.000.010	20P655-010-003	09/15/20	\$2,065.50	
Alpha Corp	Alpha Corp	20P655-010-003	09/15/20	-\$2,065.50	
Alpha Corp	Alpha Corp	20P655-010-003	09/18/20	\$2,065.50	

Alpha Corp	Sept20 PMT Proj#20P655.000.010	20P655-010-004	09/30/20	-\$486.00	
Alpha Corp	Sept20 PMT Proj#20P655.000.010	20P655-010-004	09/30/20	\$486.00	
Alpha Corp	Sept20 PMT Proj#20P655.000.010	20P655-010-004	09/30/20	\$486.00	
Alpha Corp	Alpha Corp	20P655-010-004	09/30/20	-\$486.00	
Alpha Corp	Alpha Corp	20P655-010-004	11/02/20	\$486.00	
Alpha Corp	Underground Project	20F633-010-001	12/07/20	\$2,695.00	P003402
Alpha Corp	Underground Project	20F633-010-003	12/23/20	\$5,389.30	P003402
Alpha Corp	Underground Project	20F633-010-004	01/20/21	\$6,553.98	P003402
Alpha Corp	Underground Project	20F633-010-002	02/17/21	\$6,674.75	P003402
Alpha Corp	Underground Project	20F633-010-005	02/17/21	\$3,675.00	P003402
Alpha Corp	Task Order 1	20C586-010-001	03/16/21	\$5,628.00	P003482
Alpha Corp	Billing from 2-1-21 to 3-26-21	20C586-030-001	04/28/21	-\$240.00	
Alpha Corp	Billing from 2-1-21 to 3-26-21	20C586-030-001	04/28/21	\$240.00	
Alpha Corp	Billing from 2-1-21 to 3-26-21	20C586-030-001	04/28/21	\$240.00	
Alpha Corp	Alpha Corp	20C586-030-001	04/28/21	-\$240.00	
Alpha Corp	Alpha Corp	20C586-030-001	04/29/21	\$240.00	
Alpha Corp	Task Order 1	20C586-010-002	05/11/21	\$7,911.74	P003482
Alpha Corp	Phase II	20C586-040-001	06/08/21	\$2,280.00	P003539
Alpha Corp	Task Order 1	20C586-010-003R	06/21/21	\$8,852.15	P003482
Alpha Corp	Phase II	20C586-040-002	06/22/21	\$1,440.00	P003539
Alpha Corp	Task Order 1	20C586-010-004	06/22/21	\$4,111.20	P003482
Alpha Corp	Phase II	20C586-040-003	07/22/21	\$960.00	P003539
Alpha Corp	Task Order 1	20C586-010-005	07/28/21	\$3,389.11	P003482
Alpha Corp	Task Order 1	20C586-010-006	08/31/21	\$4,581.91	P003482
Alpha Corp	Phase II	20C586-040-004	08/31/21	\$1,320.00	P003539
Alpha Corp	Phase II	20C586-040-005	09/22/21	\$720.00	P003539
Alpha Corp	Task Order 1	20C586-010-007	09/22/21	\$2,165.89	P003482
Alpha Corp	Svc through 9-30-21	20C586-010-008	09/30/21	-\$2,493.88	
Alpha Corp	Svc through 9-30-21	20C586-010-008	09/30/21	\$2,493.88	
Alpha Corp	Svc through 9-30-21	20C586-010-008	09/30/21	\$2,493.88	
Alpha Corp	Alpha Corp	20C586-010-008	09/30/21	-\$2,493.88	
Alpha Corp	Phase II	20C586-040-006	09/30/21	\$720.00	P003539
Alpha Corp	Alpha Corp	20C586-010-008	11/19/21	\$2,493.88	
Alpha Corp	Svc through 10-31-21	20C586-010-009	11/22/21	-\$900.00	

Alpha Corp	Svc through 10-31-21	20C586-010-009	11/22/21	\$900.00	
Alpha Corp	Svc through 10-31-21	20C586-010-009	11/22/21	\$900.00	
Alpha Corp	Alpha Corp	20C586-010-009	11/22/21	-\$900.00	
Alpha Corp	Alpha Corp	20C586-010-009	11/24/21	\$900.00	
Alpha Corp	Phase II	20C586-040-007	12/03/21	\$4,080.00	P003539
Alpha Corp	Phase II	20C586-040-008	12/20/21	\$1,680.00	P003539
Alpha Corp	Phase II	20C586-040-009	01/14/22	\$2,400.00	P003539
Alpha Corp	Phase II	20C586-040-010	02/25/22	\$2,400.00	P003539
Alpha Corp	Phase II	20C586-040-011	03/23/22	\$1,320.00	P003539
Alpha Corp	Phase II	20C586-040-012	04/08/22	\$1,680.00	P003539
				\$109,780.36	

CHARGE CODES

Invoice	Invoice Date	Description	Amount	Account	Check #	Check Date	PO
20F633-010-001	12/07/20	Underground Project	\$2,695.00	301-0047 (Gulf Blvd Underground)	00006038	12/07/20	P003402
20F633-010-004	01/20/21	Underground Project	\$6,553.98	301-0047 (Gulf Blvd Underground)	00006264	01/20/21	P003402
20F633-010-002	02/17/21	Underground Project	\$6,674.75	301-0047 (Gulf Blvd Underground)	00006359	02/17/21	P003402
20F633-010-005	02/17/21	Underground Project	\$3,675.00	301-0047 (Gulf Blvd Underground)	00006359	02/19/21	P003402
20F633-010-003	12/23/21	Underground Project	\$5,389.30	301-0047 (Gulf Blvd Underground)	00006107	12/31/20	P003402
		PO Total	\$24,988.03				

Invoice	Invoice Date	Description	Amount	Account	Check #	Check Date	PO
20C586-010-001	03/16/21	Task Order 1	\$5,628.00	301-0047 (Gulf Blvd Underground)	00006460	03/18/21	P003482
20C586-010-002	05/11/21	Task Order 1	\$7,911.74	301-0047 (Gulf Blvd Underground)	00006653	05/13/21	P003482
20C586-010-003R	06/21/21	Task Order 1	\$8,852.15	301-0047 (Gulf Blvd Underground)	00006812	06/24/21	P003482
20C586-010-004	06/22/21	Task Order 1	\$4,111.20	301-0047 (Gulf Blvd Underground)	00006812	06/22/21	P003482
20C586-010-005	07/28/21	Task Order 1	\$3,389.11	301-0047 (Gulf Blvd Underground)	00006959	07/28/21	P003482
20C586-010-006	08/31/21	Task Order 1	\$4,581.91	301-0047 (Gulf Blvd Underground)	00007070	09/03/21	P003482
20C586-010-007	09/22/21	Task Order 1	\$2,165.89	301-0047 (Gulf Blvd Underground)	00007171	09/30/21	P003482
		PO Total	\$36,640.00				

Invoice	Invoice Date	Description	Amount	Account	Check #	Check Date	PO
20C586-040-001	06/08/21	Phase II	\$2,280.00	301-0047 (Gulf Blvd Underground)	00006767	06/10/21	P003539
20C586-040-002	06/22/21	Phase II	\$1,440.00	301-0047 (Gulf Blvd Underground)	00006812	06/24/21	P003539
20C586-040-003	07/22/21	Phase II	\$960.00	301-0047 (Gulf Blvd Underground)	00006959	07/22/21	P003539
20C586-040-004	08/31/21	Phase II	\$1,320.00	301-0047 (Gulf Blvd Underground)	00007070	08/31/21	P003539
20C586-040-005	09/22/21	Phase II	\$720.00	301-0047 (Gulf Blvd Underground)	00007171	09/30/21	P003539
20C586-040-006	09/30/21	Phase II	\$720.00	301-0047 (Gulf Blvd Underground)	00007362	11/15/21	P003539
20C586-040-007	12/03/21	Phase II	\$4,080.00	301-0047 (Gulf Blvd Underground)	00007525	12/09/21	P003539
20C586-040-008	12/20/21	Phase II	\$1,680.00	301-0047 (Gulf Blvd Underground)	00007466	03/08/20	P003539
20C586-040-009	01/14/22	Phase II	\$2,400.00	301-0047 (Gulf Blvd Underground)	00007615	01/20/22	P003539
20C586-040-010	02/25/22	Phase II	\$2,400.00	301-0047 (Gulf Blvd Underground)	00007814	02/25/22	P003539
20C586-040-011	03/23/22	Phase II	\$1,320.00	301-0047 (Gulf Blvd Underground)	00007928	03/31/22	P003539
20C586-040-012	04/08/22	Phase II	\$1,680.00	301-0047 (Gulf Blvd Underground)	00008036	04/15/22	P003539
PO Total			\$21,000.00				

Invoice	Invoice Date	Description	Amount	Account	Check #	Check Date	PO
20P655-010-001	08/05/20	Alpha Corp	\$13,293.76	001-202100	00005540	08/05/20	
20P655-010-001	08/05/20	Alpha Corp	\$13,293.76	5601-5310	00005540	08/05/20	
20P655-010-001	08/05/20	Alpha Corp	\$13,292.76	888-131001	00005540	08/05/20	
20P655-010-001	08/05/20	Alpha Corp	\$13,293.76	888-202100	00005540	08/05/20	
20P655-010-001	08/06/20	Alpha Corp	\$13,293.76	888-202100	00005540	08/06/20	
20P655.000.010	08/17/20	Project #20P655.000.010	-\$7,674.19	001-202100	00005587	08/17/20	
20P655.000.010	08/17/20	Project #20P655.000.010	\$7,674.19	5601-5310	00005587	08/17/20	
20P655.000.010	08/17/20	Project #20P655.000.010	\$7,674.19	888-131001	00005587	08/17/20	
20P655.000.010	08/17/20	Alpha Corp	-\$7,674.19	888-202100	00005587	08/17/20	
20P655.000.010	08/20/20	Alpha Corp	\$7,674.19	888-202100	00005587	08/20/20	
20P655-101-003	09/15/20	Aug20PMT Proj#20P655.000.010	-\$2,065.50	001-202100	00005733	09/15/20	
20P655-010-003	09/15/20	Aug20PMT Proj#20P655.000.010	\$2,065.50	5601-5301	00005733	09/15/20	
20P655-010-003	09/15/20	Aug20PMT Proj#20P655.000.010	\$2,065.50	888-131001	00005733	09/15/20	


20P655-010-003	09/15/20	Alpha Corp	-2,065.50	888-202100	00005733	09/15/20
20P655-010-003	09/18/20	Alpha Corp	\$2,065.50	888-202100	00005733	09/18/20
20P655-010-004	09/30/20	Sept20 PMT Proj#20P655.000.010	-\$486.00	001-202100	00005878	09/30/20
20P655-010-004	09/30/20	Sept20 PMT Proj#20P655.000.010	\$486.00	5601-5301	00005878	09/30/20
20P655-010-004	09/30/20	Sept20 PMT Proj#20P655.000.010	\$486.00	888-131001	00005878	09/30/20
20P655-010-004	09/30/20	Alpha Corp	-\$486.00	888-202100	00005878	09/30/20
20P655-010-004	11/02/20	Alpha Corp	\$486.00	888-202100	00005878	11/02/20
20C586-030-001	04/28/21	Billing from 2-1-21 to 3-26-21	-\$240.00	001-202100	00006602	04/28/21
20C586-030-001	04/28/21	Billing from 2-1-21 to 3-26-21	\$240.00	5601-5310	00006602	04/28/21
20C586-030-001	04/28/21	Billing from 2-1-21 to 3-26-21	\$240.00	888-131001	00006602	04/28/21
20C586-030-001	04/28/21	Alpha Corp	-\$240.00	888-202100	00006602	04/28/21
20C586-030-001	04/29/21	Alpha Corp	\$240.00	888-202100	00006602	04/29/21
20C586-010-008	09/30/21	Svc through 9-30-21	-\$2,493.88	301-202100	00007378	09/30/21
20C586-010-008	09/30/21	Svc through 9-30-21	\$2,493.88	301-0047 (Gulf Blvd Underground)	00007378	09/30/21
20C586-010-008	09/30/21	Svc through 9-30-21	\$2,493.88	888-131301	00007378	09/30/21
20C586-010-008	09/30/21	Alpha Corp	-\$2,493.88	888-202100	00007378	09/30/21
20C586-010-008	11/19/21	Alpha Corp	\$2,493.88	888-202100	00007378	11/19/21
20C586-010-009	11/22/21	Svc through 10-31-21	-\$900.00	301-202100	00007407	11/22/21
20C586-010-009	11/22/21	Svc through 10-31-21	\$900.00	301-0047 (Gulf Blvd Underground)	00007407	11/22/21
20C586-010-009	11/22/21	Svc through 10-31-21	\$900.00	888-13101	00007407	11/22/21
20C586-010-009	11/22/21	Alpha Corp	-\$900.00	888-202100	00007407	11/22/21
20C586-010-009	11/24/21	Alpha Corp	\$900.00	888-202100	00007407	11/24/21
No PO Total						\$27,152.33



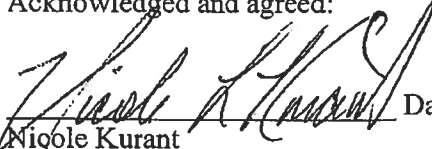
May 11th, 2023

By means of this letter I, Alex Rey, City Manager of St. Pete Beach, delegate the authority herein described to Nicole Kurant, Engineer, on the following terms and condition:

1. The Engineer may review, execute, or deny on my behalf any items related to the City's undergrounding project, and shall be named "Project Manager" during the duration of the project. ;
2. The effective date of this delegation is May 15th, 2023, and shall run until revoked by delegating official or his/her successor.
3. The authority delegated in this document shall not be sub-delegated.


Date: 5/15/2023
Alex Rey
City Manager

Acknowledged and agreed:


Date: 5-11-23
Nicole Kurant
City Engineer

cc: City Manager files
City Clerk

PROGRAM STATUS REPORT

Project: St Pete Beach Gulf Blvd Undergrounding of Electrical & Communications Facilities and Streetlighting.

Report Date: 6-23-23 – Data Current Through June 30, 2023

FUNDING

Penny III Pinellas	\$ 5,746,260.00
Penny IV Pinellas	\$ 7,998,277.00
SPB Contribution	<u>\$ 0.00</u>
	\$13,744,537.00

BUDGET

PH	Scope Item	Vendor	Contracted / Spent	Outstanding Budgetary Estimate
I	PH1 Engineering Consulting Services: Design, Easements, Construction Oversight, Drawings	CPWG	\$744,820.00	\$50,000.00
I	Duke Energy Power 75th Ave to 55th Ave: Power Cable, Power Equipment, anything energized	Duke Energy	\$2,131,690.10	\$0.00
I	Duke Energy Lighting 75th Ave to 55th Ave	Duke Energy	\$229,461.00	\$0.00
I	Construction Services: Power & Lighting Conduit, Pedestals, Pads, Permits	Hypower	\$2,294,830.17	\$0.00
I&II	Communications Facilities: Spectrum	Spectrum	\$66,938.81	\$0.00
I&II	Communications Facilities: Frontier	Frontier	\$0.00	\$0.00
I&II	Project Management Services	Alpha	\$113,773.33	\$0.00
I	PHI Assessment of CPWG Work Product	Kimley-Horn	\$15,116.40	\$0.00
II	PGII Engineering Consulting Services: Design, Easements, Construction Oversight, Drawings	Kimley-Horn	\$740,496.00	\$0.00
II	Duke Energy Work 55th Ave to 45th Ave: Power Cable, Power Equipment, anything energized	Duke Energy	\$3,610,642.46	\$0.00
II	Duke Energy Work 45th Ave to 35th Ave: Power Cable, Power Equipment, anything energized	Duke Energy	\$0.00	\$3,500,000.00
II	Duke Energy Lighting 55th to 35th Ave	Duke Energy	\$0.00	\$341,621.48
II	Construction Services: Power & Lighting Conduit, Pedestals, Pads, Permits	TBD	\$0.00	\$3,000,000.00
			\$9,947,768.27	\$6,891,621.48

- Red numbers are budgetary estimates, the binding estimates are not in yet.

BALANCE

Estimated Total Cost	\$ 16,839,389.75
Funding Total	<u>\$ 13,744,537.00</u>
Shortfall	\$ 3,094,852.75

* The construction contracts are to include a total of **\$ 450,000.00** of contingency

CASH FLOW

PO#	Vendor	Description	PO Date	P.O. Amount		Invoiced	Balance
				301-0047	301/5601-5310		
P002301	CPWG	Gulf Blvd UG PHI	09/27/17	\$0.00	\$538,900.00	\$481,324.53	\$57,575.47
P003193	CPWG	Gulf Blvd UG PHI	04/15/20	\$99,900.00	\$0.00	\$99,900.00	\$0.00
P003250	CPWG	Gulf Blvd Addendum	06/10/20	\$106,020.00	\$0.00	\$106,020.00	\$0.00
P003400	KH	Task 2	10/23/20	\$15,116.40	\$0.00	\$13,294.65	\$1,821.75
	Alpha	Underground		\$3,393.88	\$23,759.45	\$27,153.33	\$0.00
P003402	Alpha	Gulf Blvd UG PHI	10/23/20	\$25,000.00	\$0.00	\$24,988.03	\$0.00
P003420	Duke	Engineering Fee	11/02/20	\$10,376.00	\$0.00	\$10,376.00	\$0.00
P003482	Alpha	Underground	02/01/21	\$36,640.00	\$0.00	\$36,640.00	\$0.00
P003539	Alpha	Gulf Blvd UG PHII	03/29/21	\$24,980.00	\$0.00	\$21,000.00	\$3,980.00
	Duke	Power UG 75-55	04/08/21	\$2,121,314.10	\$0.00	\$2,121,314.10	\$0.00
	Spectrum	Comm UG PHI&PHII	04/27/21	\$53,513.56	\$0.00	\$53,513.56	\$0.00
P003664	Hypower	Construction PHI	08/13/21	\$2,294,830.17	\$0.00	\$986,201.33	\$1,308,628.84
	Duke	Power UG 55-45	09/27/21	\$3,610,642.46	\$0.00	\$3,610,642.46	\$0.00
P003808	KH	Gulf Blvd UG PHII	12/09/21	\$713,035.00	\$0.00	\$421,446.19	\$291,588.81
P003879	KH	Easement Support	03/22/22	\$23,206.00	\$0.00	\$8,694.80	\$14,511.20
P003918	KH	Gulf Blvd PHII	05/12/22	\$4,255.00	\$0.00	\$4,255.00	\$0.00
P003928	Duke	Streetlights 75-55	05/25/22	\$215,886.77	\$0.00	\$215,886.77	\$0.00
P003978	Duke	Streetlight Conduit	08/19/22	\$13,574.23	\$0.00	\$13,574.23	\$0.00
P004231	Spectrum	Comm UG C/O	04/24/23	\$13,425.25	\$0.00	\$0.00	\$13,425.25
				\$9,385,108.82	\$562,659.45	\$8,256,224.98	\$1,691,531.32

Total Contracted: \$ 9,947,768.27
Total Invoiced: \$ 8,256,224.98
Remaining PO's: \$ 1,691,531.32

PROGRAM HISTORY

INTRODUCTION

St. Pete Beach entered an electric and communications utility undergrounding project with funding from Penny for Pinellas with the County for Gulf Blvd beautification. The City of St. Pete Beach decided to spend their share of that funding undergrounding the electrical power service, streetlighting, and communications lines from 75th Ave to 35th Ave, broken into Phase 1 and Phase 2 execution. Activities related to the project began in 2015 with a feasibility study and continued through the present day with many changes to city management, scope, and engineering firms in that period. Below is the historical evolution of the Gulf Blvd Undergrounding project Phase I and Phase II.

2015

Cribb Philbech Weaver Group, CPWG, submitted a draft feasibility study to the City of St. Pete Beach Public Works for the undergrounding of the Gulf Blvd utilities. The feasibility study was for budgetary purposes and did not represent a firm price quote. They broke up Gulf Blvd from 75th to 35th into (6) sections, primarily to assist with the funding demands to calculate the probable costs for the entire project. The feasibility study assumes all activities that would be part of a standard design-build contract, as was done with the other barrier island contracts CPWG had executed for the same work. This scope of work would include distribution power, streetlighting, and communications utilities as well as restoration, and locating the equipment in the city ROW. The city would be contracting all work related to the project except for utility inspections, utility acceptance, and energization by Duke Energy.

CPWG was a vendor with an existing CCNA city contract for engineering services at the time and had done the undergrounding of Gulf Blvd for several of our neighboring communities.

The original study estimate was as follows:

1. 75 th Ave to 64 th Ave	\$ 810,000.00
2. 64 th Ave to 55 th Ave	\$ 2,320,000.00
3. 55 th Ave to 44 th Ave	\$ 3,070,000.00
4. 44 th Ave to 37 th Ave	\$ 2,470,000.00
5. 37 th Ave to 35 th Ave	\$ 482,000.00
6. Median Power/Lighting	\$ 174,000.00
	\$ 9,326,000.00

2016

In 2016 Duke Energy started to push for a scope of work where they were responsible for procurement and installation of anything that carried electricity, design, installation of all equipment, running of all cabling, acceptance of completed work, and energization. They also required equipment to be placed in easements and would not be responsible for any restoration work. Duke Energy submitted a non-binding cost estimate for undergrounding of electric distribution power, with the city performing the final design and underground construction (streetlights and communications not included). There was a large discrepancy between the feasibility study of probable costs done by CPWG and the non-binding cost estimate provided by Duke. The feasibility study done by CPWG was limiting the Duke executed work to the minimum allowable by tariff as they had done with our neighboring barrier islands. This decreased the probable costs significantly over the expense of doing the work with Duke Energy.

The sections of Gulf Blvd north of 64th Ave and south of 37th Ave only contain street lighting facilities and are not included in this estimate. Below is the non-binding cost estimate from Duke Energy for distribution power with the scope of work identified.

<u>Duke Distribution Power Scope</u>	<u>Duke Estimate</u>
A. East Side – 55 th Ave to 65 th Ave	\$ 550,000.00
B. West Side – 55 th Ave to 65 th Ave	\$ 615,000.00
C. East Side – 46 th Ave to 55 th Ave	\$ 1,385,000.00
D. West Side – 46 th Ave to 55 th Ave	\$ 1,050,000.00
E. East Side – 37 th Ave to 46 th Ave	\$ 1,320,000.00
F. West Side – 37 th Ave to 46 th Ave	<u>\$ 1,220,000.00</u>
	\$ 6,140,000.00

The Duke non-binding estimate which did not include streetlights, communications, or restoration exceeded the available funding alone. Additionally, a non-binding estimate is a standard calculation of miles, wires, and equipment in a template. A binding cost estimate requires field engineering and more due diligence around physical barriers, and engineering requirements and normally comes in higher than the non-binding. Therefore with this non-binding estimate the city could not move forward, but only use it for general budgeting. The next step was to bring our estimates into a common scope, as the CPWG study and Duke Estimates are based on very different scopes of work and the City needs to agree on who was doing what parts of the Gulf Blvd Underground project, and what scope is allowable under the Penny for Pinellas funding criteria.

The city requested the binding cost estimate which came with an engineering fee of **\$14,402.00** to Duke Energy.

The non-binding cost estimate proposal included several statements that the city took issue with as well, including but not limited to:

- All equipment was to be in easements at the city's expense and not in the ROW.
- Did not include communications utilities on the poles.
- Duke was not responsible for restoration of any kind.
- Did not include streetlights.
- Did not include any survey work.

Public Works investigated the contracts for the same work executed by our neighboring barrier islands and found several that had done a design/build contract with CPWG for the undergrounding of their distribution power, streetlights, and communications. CPWG submitted the Indian Rocks Beach contract as an example of the same work being done by our neighbors that the city could piggyback on. Public Works engaged the City Manager about possibly piggybacking on the successfully executed design-build contract. This would be with the CPWG scope that was estimated in the feasibility study. Public Works conferred with the city manager, Wayne Saunders, and informed CPWG of their desire to piggyback on the Indian Rocks Beach undergrounding contract with CPWG.

The Public Works Director, Mike Clarke, met with CPWG to determine the scope for the Gulf Blvd Undergrounding project and determine options for the Commission Workshop meeting.

There were (5) priorities identified:

1. South End: (Don Cesar) 35th Ave to 37th Ave
2. North End: 75th Ave to 65th Ave
3. Eliminate all Crosswires
4. Install Decorative Streetlights 35th Ave to 75th Ave.
5. Install Median Power

COMMISSION MEETING

Mike Clarke submitted an action item for the December 12, 2016, City Commission meeting for the City to piggyback on the CPWG contract with Indian Rocks Beach in the amount of **\$5,600,000.00** for Phase I of the project, 75th Ave to 55th Ave, to include:

- Design of all Utility Systems (Power, Streetlights, and Communications)

- Construction of all Utility Systems
- Procurement
- Conducting Public Meetings
- Facilitating the planning concept, planning study, and design
- Provide coordination in acquiring easements
- Provide management and coordination with electric and communications utilities
- Provide construction administration for any projects related to or associated with the undergrounding effort
- Provide engineering, landscape architecture related to restoration

The City Commission voted unanimously to **approve the motion.**

2017

COMMISSION MEETING

In early 2017, the City Commission voted unanimously to approve a consent item for continuing contracts for the professional design services of several vendors, CPWG included.

CPWG submitted a proposal for Work Order #1, an updated feasibility study that outlined the expected construction costs for Gulf Blvd undergrounding, at a cost of **\$20,150.00**. Public Works was notified by finance that the feasibility study funding needs to move to the operating budget from the project budget because it cannot be capitalized.

Feasibility Study	2017 Probable Costs
1. 75 th Ave to 64 th Ave	\$ 810,000.00
2. 64 th Ave to 55 th Ave	\$ 2,320,000.00
3. 55 th Ave to 44 th Ave	\$ 3,070,000.00
4. 44 th Ave to 37 th Ave	\$ 2,470,000.00
5. 37 th Ave to 35 th Ave	\$ 486,000.00
6. Median Power/Lighting	<u>\$ 150,000.00</u>
	\$ 9,306,000.00

COMMISSION MEETING

CPWG submitted Task Order #2 on 8-30-17 for the “Engineering of Construction Documentation for Gulf Boulevard Undergrounding of Existing Overhead Utilities” including the removal of existing systems, replacement of existing street lighting, and providing electrical enhancement of medians, in the amount of **\$538,900.00**. This task order was piggybacking off the existing Indian Rocks Beach contract with CPWG for the same work.

Public Works took the proposal to the City Commission on September 26, 2017, where the Commission unanimously approved the motion.

COMMISSION MEETING

CPWG submitted Task Order #3 on 12-8-17 for the “Engineering of Construction Documentation for Gulf Boulevard Undergrounding of Existing Overhead Utilities.” Including all coordination with related utilities, for undergrounding the electrical and telecommunications infrastructure wiring along Gulf Boulevard, including the removal of existing systems, replacement of existing street lighting and providing electrical enhancement of medians, in the amount of **\$495,010.00**. This task order was piggybacking off the existing Indian Rocks Beach contact with CPWG for the same work.

Public Works took the proposal to the City Commission on December 8, 2017, where the Commission unanimously approved the motion.

PURCHASE ORDERS

P002301	CPWG	9-27-17	\$538,900.00
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No purchase order was issued for Task Order #3, and although it went to commission and the motion was approved the City never executed Task Order #3. The breakout of what is included in Work Order #2 and Work Order #3 is as follows:

- | | |
|---|------|
| 1. 75 th Ave to 64 th Ave | WO#2 |
| 2. 64 th Ave to 55 th Ave | WO#3 |
| 3. 55 th Ave to 44 th Ave | WO#3 |
| 4. 44 th Ave to 37 th Ave | WO#2 |
| 5. 37 th Ave to 35 th Ave | WO#2 |
| 6. Remove all Road Crossings | WO#2 |
| 7. Enhance Street Lighting | WO#3 |
| 8. Median Power | WO#2 |

2018

Mike Clarke informs Duke Energy that the city will be moving forward with the (5) priorities voted on by the Commission, and formally requested a binding cost estimate for the balance of the work. The (5) priorities as determined by the Commission are as follows:

1. Underground Gulf Blvd from 75th Ave to 65th Ave
2. Underground Gulf Blvd from 35th Ave to 37th Ave
3. Installing LED streetlights on Gulf Blvd from 75th Ave to 35th Ave
4. Removing all power lines that cross over Gulf Blvd.
5. Providing power to the medians along Gulf Blvd from 75th Ave to 35th Ave.

Public Works worked with Duke Energy to get options for streetlights that were available for Gulf Blvd, meeting the FDOT requirements. Options for white streetlights were taken to the Commission in May.

COMMISSION MEETING

Public Works took the streetlight selection of the white Sanibel lights and poles to City Commission on May 22, 2018, and the motion was unanimously approved by the Commission.

Public Works met with Duke Energy to discuss the design of the Gulf Blvd Undergrounding. Duke informs Wayne Saunders, City Manager, that there are challenges with the design going into the ROW as there is too much existing infrastructure. Duke claimed many locations where equipment was needed in easements on private property. Wayne informed Duke the equipment had to go in the ROW.

City Manager, Wayne Saunders, later agreed to placing equipment such as transformers and new UG feed lines in private property easements with the cabling going into the ROW. The city requested a binding cost estimate for the completion of the project from Duke as follows:

- Gulf Blvd 74th Ave to 55th Ave:
Remove all facilities on both sides of Gulf Blvd including all crossings, new lighting in the corridor, and power to the medians. Cost of binding cost estimate \$4,290.00.
- Gulf Blvd 55th Ave to 44th Ave:
Remove all crossings, new lighting in the corridor, and power to the medians. Cost of binding cost estimate \$3,392.00.
- Gulf Blvd 44th Ave to 35th Ave:
Remove all facilities on both sides of Gulf Blvd including all crossings, new lighting in the corridor, and power to the medians. Cost of binding cost estimate \$2,694.00.

The Duke non-binding as well as binding cost estimates are still under a different scope of work than what we were getting from CPWG. The Duke estimates have Duke doing a much larger percentage of the work such as design, installation of all

electrical components, inspections, and energization. It still does not include communications, underground work, conduit design, restoration, or streetlighting.

CPWG did an updated estimate for the completion of Gulf Blvd undergrounding with the approach of two phases. The estimate went up from 2015 and 2017 numbers.

The expired previous cost estimates came in at

	2015	2017	2018
Phase I 75 th to 55 th	\$ 3,130,000.00	\$ 3,130,000.00	\$ 5,700,000.00
Phase II 55 th to 35 th	\$ 6,022,000.00	\$ 6,026,000.00	\$ 7,200,000.00
Medians	\$ 174,000.00	\$ 150,000.00	
	\$ 9,326,000.00	\$ 9,306,000.00 ↓	\$ 12,900,000.00 ↑

The estimate from 2018 was in an email and not a formal study. It did not provide any detail on scope other than to identify Phase I and Phase II. I do not know if medians were still part of the scope at this time and the increase between 2017 and 2018 was attributed to a cost increase with Duke Energy and work methods. In 2018 it was determined that to keep the utilities in the Right-Of-Way we would be required to open trench the conduit installation. This is an extremely expensive method over direct boring, but if necessary would allow the city to also install the 10' sidewalks at the same time. These increases represented a 39% increase over the estimate provided in 2017. This estimate was determined by using the completed cost of undergrounding along Gulf Blvd done by neighboring coastal communities.

Mike Clark notified City Hall that the estimate to complete Gulf Blvd Undergrounding from 75th Ave to 35th Ave to be **\$12.9M**, with an allocation of **\$5.7M** that leaves a difference of **\$7.2M** in what the city has from Pinellas county funding.

The 100% design was being completed and circulated through the City of St. Pete Beach for technical and legal review. CPWG contract had an original scope under Task Order #2, and after 100% design the amended scope was submitted to Commission as Task Order #3. Although both went to commission and were approved, only Task Order #2 was executed.

CPWG emailed Mike Clark that "Work Order #2 included the undergrounding of portions of the length, including 75th Ave to 64th Ave, and 44th Ave to 35th Ave, and removal of street crossings. These sections were identified as lower overhead wiring intensity and could be completed within the available funding. As new funding will be available, Work Order #3 covers undergrounding of the heavy intensity section of 64th Ave to 44th Ave, which includes (2) major energy cabling interconnections with major pieces of switchgear, will be included in the engineering, documents generation, and Binding Cost Estimates (from respective utilities) review, in preparation for construction activities of the entire Gulf Boulevard corridor."

2019

CPWG was working on the updated estimates to determine what sections of the Gulf Blvd scope, 75th Ave to 35 Ave, could be undergrounded within the budget of \$4.5M, the Pinellas funding.

CPWG focused on two sections: South of 44th Ave and North of 60th Ave. The section from 44th Ave to 35th Ave was estimated to be \$3.5M and the section from 60th Ave to 75th Ave. was estimated at \$1.2M providing a total for those areas of **\$4.7M**.

In early 2019 City Manager, Wayne Saunders, stepped down from his role and Alex Rey was hired as City Manager by the City Commission.

Duke was also preparing an updated binding cost estimate for the portion of the work that they will perform. Duke informed CPWG and the City that the revised binding cost estimate would be done the first week of February, but it did not arrive until March 8th. The original binding cost estimate had expired.

The Duke binding cost estimate included (3) sections, and their estimates are as follows:

• Gulf Blvd: 74 th Ave to 55 th Ave	\$ 2,622,755.11
• Gulf Blvd: 55 th Ave to 44 th Ave	\$ 3,197,154.37
• Gulf Blvd: 44 th Ave to 35 th Ave	\$ 3,285,761.68
	\$ 9,105,671.16

The non-binding cost estimate for the entire project distribution power that was provided in 2016 was \$ 6,140,000.00. The binding cost estimate was an increase of \$ 2,965,671.16 or 48%.

Duke also included agreement language made with the City of St. Pete Beach that stipulates the city will acquire 108 easements at no cost to Duke for that work, no restoration of any kind, no survey work to identify ROW or easements, no communications work, and does not include any replacements of existing meters.

Duke Energy submitted the conduit and equipment layout for 55th Ave to 46th Ave on April 16th.

Mike Clark notified Andrew Dickman, City Attorney, and Alex Rey, City Manager, that Duke was continuing to design the all of the Gulf Blvd underground work using easements on private property and not in the ROW as the city has instructed them at the time that Wayne Saunders was the City Manager. He escalated the issue to Alex and Andrew.

Andrew Dickman, city attorney, was working with Duke legal, Dianne Triplett about the rules for undergrounding ariel utilities. The rule being referenced in the ROW discussion is 25-6.0341 Location of the Utility's Electric Distribution Facilities. *Item (4) reads "For conversions of existing overhead facilities to underground facilities, the utility shall, if the applicant for service is a local government that provides all necessary permits and meets the utility's legal, financial, and operational requirements, place facilities in road rights-of-way in lieu of requiring easements."*

Alex asks Eileen to schedule a meeting with Duke on July 24th to resolve the easement vs. ROW questions. Alex Rey agreed to acquire all the requested easements at no cost to Duke Energy.

Duke Energy submitted the design for PH 2, and PH 3 in multiple partials. Originally the city had requested (3) Phases. The final project was only (2) phases. PH 2 in the final project was both phase 2 and phase 3 from this time.

Mike Clarke requested from Duke Energy the existing design of power service for Gulf Blvd in St. Pete Beach to be able to do a calculation between what it costs to implement current capacity vs. the added capacity in the existing design for undergrounding from Duke. The like for like replacement of the power equipment was being changed by Duke for capacity upgrades, hardening, and reliability. The Duke scope was believed to include upgrades and hardening work that did not fit into the Gulf Blvd beautification allowable scope.

A design-build approach with CPWG, as was done by Indian Rocks Beach, was being pursued and Duke was engaged providing verbal agreement in the August time frame. This approach is where the city would be responsible for design, engineering, construction, procurement, removals, restorations, and turn the project over to Duke for energy work including only the field inspections, final energization, and future maintenance. The design-build approach gives the city control over all aspects of the work and offers significant financial savings that allow the whole project to be completed. Duke submitted a letter that pushed back on that approach and refused to submit the binding cost estimate for that. Mike Clarke referred the letter to the city attorney, Andrew Dickman. Mike Clarke submitted Public Service Commission rule 25-6 as supporting evidence that this is the right of the city to do.

2020

Mike Clarke met with CPWG and Duke in March to discuss the turn-key design-build approach the city was looking at taking. This approach would reduce the participation of Duke to approval of the design, quality inspections during construction and energization. The benefits of this approach in general would be cost and schedule control moving from Duke to the city. The idea is that with the design-build approach the city may have enough funding to complete the project.

Mike Clarke requested approval from Alex Rey to forward this request to CPWG for two Task Orders for:

Task Order #1 – Pre-Bid

1. Complete 100% design of Penny III phases of work as previously described including obtaining Duke Energy approval.
2. Complete 100% design of Penny IV phases of work as previously described including obtaining Duke Energy approval.
3. Prepare a complete bid specification package: bid line items for phasing Penny III and IV so we can manage the scope of construction to funding availability.
4. Provide Competitive Construction Bidding services.

Task Order #2 – Post-Bid

1. Management of inspection during construction including oversight of energizing the electrical systems.
2. Engineer of Record services during construction.

CPWG submits to the City of St. Pete Beach Work Order #1 “Design-Build – Gulf Boulevard Undergrounding of Existing Overhead Utilities”. The estimate provided with Work Order #1 includes the following:

• 35 th Ave to 37 th Ave	\$ 423,161.00
• 64 th Ave to 75 th Ave	\$ 1,058,062.00
• 58 th Ave to 64 th Ave	<u>\$ 3,312,331.00</u>
	\$ 4,793,555.00

The design-build approach was used in neighboring communities successfully and the contract that the City of St. Pete Beach was piggybacking on was executed as a design-build contract with CPWG successfully.

COMMISSION MEETING

In May CPWG submitted Work Order #4 “Design/Build Package for Gulf Boulevard Overhead to Underground Conversion” with (2) line items:

- 75th to 64th Avenue Secondary Street Lighting – 100%
- 64th to 58th Avenue Single Circuit Feeder w/Lighting – 100%

This was for providing engineering required by FDOT, Duke Energy, and Frontier/Spectrum in the amount of **\$106,020.00**. The CPWG Work Order #4 was taken to the Commission on June 9th, 2020, and the motion was unanimously approved.

CPWG also submitted Work Order #5 on the same day “Design/Bid Package for Gulf Boulevard Overhead to Underground Conversion” with (4) line items (continued from WO#4):

- 58th to 46th Avenue Single Circuit Feeder w/Lighting – 100%
- 46th to 37th Avenue Single/Double Circuit Feeder w/Lighting – 100%
- 37th to 35th Avenue Secondary Street Lighting – 100%
- 75th to 35th Avenue LED Upgrade Conversion – 100%

This was a continuation from Work Order #4 to complete all necessary work except for Duke inspections and energization in the amount of **\$675,407.43**. Work Order #5 was not taken to commission and was never approved.

On June 12th Chad Stewart with FDOT provided Mike Clarke the wildlife corridor requirement from the Florida Design Manual design criteria for application to Gulf Blvd streetlights. Gulf Blvd had been designated a wildlife corridor by the Office of Environmental Management, as it is adjacent to the beach. Chad confirmed that any light with line of sight to the beach needs to be designed with amber turtle friendly lighting. The use of amber wildlife lighting was then required. The use of amber streetlighting changed the design, as more lights are required and the photometrics, design and engineering had to be redone. Chad stated, “I cannot approve this design because it does not utilize sea-turtle friendly fixtures.”

Mike Clarke informed Alex Rey, City Manager, that FDEP and FDOT were engaged with a turtle conservatory and several of the Gulf Blvd streetlights are visible from the beach, meaning the city was going to be required to use amber wildlife lighting on Gulf Blvd.

The requirement reads:

231.2.1 Wildlife – Sensitive Conventional Lighting

For conventional lighting near a wildlife area of concern (as determined by the Office of Environmental Management), incorporate the following design requirements:

- (1) Where feasible, orient luminaires away from the wildlife area of concern.*
- (2) Design lighting system using luminaires from the Wildlife-Sensitive Conventional Lighting category of APL.*
- (3) Use the criteria for Wildlife-Sensitive Conventional Lighting from Table 231.2.1 in accordance with the requirements of FDM 321.3.*

Dated June 19, 2020, the City of St. Pete Beach received a letter from Duke Energy informing them of their position on the design-build approach. Duke stated that they would not move forward without a written agreement and that agreement required Duke to do procurement, equipment, cabling, and removals. It also held the City of St. Pete Beach responsible for all costs and/or training needed to meet their scope as they saw it.

In June of 2020 Duke Energy lighting submitted a written response to CPWG doing the design of the streetlighting for Gulf Blvd undergrounding. Duke claimed to provide photometrics and design services for binding cost estimates free of charge to customers as they will recoup the expenses with the project design engineering. In this instance we were requesting photometrics and design from Duke while under contract with CPWG to do that work. Duke made the city aware that any of the work that had been made available to them is proprietary and cannot be shared with any other firms. They also informed the city that they would not be able to provide any further information or documentation about streetlighting on Gulf Blvd without a signed agreement.

In July Duke Energy submits (3) proposals that require city approval. These were proposals for streetlighting along Gulf Blvd that Duke had supplied photometrics and engineering services to produce.

Mike Clarke assembled an executive summary of the underground conversion project from its conception for Alex Rey to bring him up to speed on how the city got where they were.

Alex Rey determined that an assessment of CPWG and the Gulf Blvd undergrounding project was needed. He engaged Alpha Corporation and Carmen Olazabal to support the CPWG Assessment.

In August Alex Rey initiated an assessment with Kimley-Horn. He requested an engineering package for the undergrounding of Gulf Blvd be supplied to Kimley-Horn for them to validate deliverables and successful completion of what had been paid. Kimley-Horn submitted a proposal for an Individual Project Review of the SPB Gulf Blvd PHI Undergrounding project on August 10, 2020. The proposal included (3) tasks:

• Review Existing Data/Plans	\$9,056.00
• Proposed Approach to Complete Gulf Boulevard Project	\$9,294.00
• Meetings	<u>\$2,200.00</u>
	\$20,550.00

Kevin Schanen was assigned to the project by Kimley-Horn, and they requested a great deal of project information including the following:

- CPWG Contract and all Work Orders
- All CPWG Deliverables
- All Utility Plans (Duke, Spectrum, Frontier)
- All eMail Notes
- CPWG Coordination with FDOT
- All Easements Acquired
- Accounting Records

On August 26th, 2020, Kimley-Horn submitted a "Gulf Blvd Assessment – Initial Document Review". Kimley-Horn stated it was a partial assessment as they did not feel they received enough of the documentation to do a complete assessment and identify what was completed and what was not.

In September 2020, Mike Clarke, Alex Rey, and Andrew Dickman communicate of the legal interpretation of the CPWG contract, the Indian Rocks Beach contract the city piggybacked off and the pertinent statutes about design-build agreements. Alex Rey asked the City Attorney to think about the next steps if CPWG fails to execute their commitments under the existing contract and Work Orders.

Alex Rey, City Manager, communicated with CPWG the legal review by both the City and CPWG of the CPWG contract and piggybacking of the Indian Rocks Beach contract as not being determined to be a design-build contract and that this is a professional services contract.

On September 15, 2020, the City Commission unanimously approved the "Interlocal Agreement For Gulf Blvd Undergrounding Improvement Plan". This agreement was for the Gulf Boulevard Undergrounding Improvement Plan. It is with Pinellas County and funded by the Surtax (Penny for Pinellas). It was explained to the commission that if the tax dollars are not collected the county is not obligated to reimburse the city. That is only if the tax dollars are not collected.

Alex Rey, City Manager, contacted CPWG about the documents he believed were outstanding from the Work Orders paid to that date, Work Orders 1,2,3,4.

Bob Esposito answered Alex Rey's questions about Gulf Blvd being a wildlife corridor and what that means to the streetlights for Gulf Blvd. If the lights on Gulf Blvd are left alone, with **NO** retrofits, fixture changes, or additional lights added the wildlife lighting does not have to be upgraded. Any changes to the existing lighting trigger the wildlife corridor requirements, and the corridor cannot change some of the lights and not others. Lighting along the corridor is required to be consistent throughout.

In October of 2020 City Hall informed Public Works that they entered into an agreement with Alpha Corporation and put Carmen Olazabal over the undergrounding project as project manager, removing Public Works from their project management responsibilities. City Hall managed Alpha Corporation and Public Works was no longer engaged on the project. Alex Rey reviewed and approved all invoices for the underground project going forward and was included in all correspondence going forward.

In November Duke submitted an invoice for \$10,376.00 for the binding cost estimate for undergrounding Gulf Blvd from 75th to 35th Avenues.

Steve Tarte, with CPWG, recommended to Carmen Olazabal that the city meet with an attorney who specializes in PSC rules, Schef Wright. Mr. Wright worked at the PSC and has represented several municipalities in making sure the utility company is following the rules. It was recommended that we talk to Mr. Wright about our attempt to do the undergrounding as a design-build, minimizing Duke's involvement. Diana Vizcarrondo, a regulatory specialist with the Florida Public Service Commission (FPSC), confirmed Public Works interpretation of the PSC rules, that the municipality can minimize Duke to inspections and energization. The PSC rules allow for the municipality to "perform the work as long as the constructed facilities meet the utility standards".

At the November 10, 2020, City Commission meeting the City Attorney, Andrew Dickman, requested that the city retain special council related to the undergrounding of power and communications utilities along Gulf Blvd. The motion was unanimously approved. Public Works has no record of what came of that.

On December 3rd, 2020, Kimley-Horn submitted their final status update for the CPWG assessment. No follow-up from the city happened after this and it is an incomplete assessment. Kimley-Horn billed on hours spent and a total of \$13,294.65 was spent with them to create the (2) status reports received by Alpha Corporation and Alex Rey.

PURCHASE ORDERS

P003193

CPWG

4-15-20

\$ 99,900.00

P003250	CPWG	6-10-20	\$106,020.00
P003400	Kimley-Horn	10-23-20	\$ 15,116.40
P003402	Alpha Corp	10-23-20	\$ 25,000.00
P003420	Duke	11-2-20	\$ 10,376.00

2021

In the January 26, 2021 commission meeting the commission voted on a consent item "Program Management for Electrical Undergrounding Project", to authorize the use of Alpha Corporation as Project Management for the Gulf Blvd undergrounding project. The commission agenda report summary read:

"The City initiated the electrical undergrounding project in the summer of 2017, over three years ago, and has spent over \$500,000.00 (*Penny III Pinellas funding*) in consulting fees during this time. Late last year, we determined that the scope of the consultant agreement was limited to the design only and did not include a design to build aspect.

Since then, I (*Alex Rey*) have now personally taken over the management of this project and intend to utilize Alpha Corporation to assist me in bringing the first phase of this project (from 55th Avenue to 75th Avenue) to bid and award. Once the first project enters the construction phase, it will be transferred to the Public Works department to allow me to work on getting the second phase of the project going."

Task Order #1 dated January 21, 2021, titled "Undergrounding Project" in the amount of **\$36,640.00**, included the following scoped activities:

- **Securing Easements** (CPWG was the lead on easements and executed 90% of the easement work)
- **Defining future lighting needs with Duke** (FDOT sets lighting requirements)
- **Evaluating Duke's Binding Cost Estimates** (Binding Cost Estimates were accepted and paid as submitted)
- **Coordinating FDOT Permit** (CPWG executed the permit coordination)
- **Reviewing Bid Packages**
- **Assisting Bid Evaluation**
- **Construction Administration Consultations – as needed hourly** (Alpha had left the city before construction, all construction administration was done by CPWG)
- **Monthly Status Reports** (Public Works has no record of any status reports)

COMMISSION MEETING

On March 9th, 2021, Alex Rey brought an action item to the City Commission "Binding Cost Estimate for Electrical Underground Project with Duke Energy". The binding cost estimate was for \$2,121,314.10. This is not under the design-build approach and includes Duke doing the distribution design, streetlighting design, construction inspections, installing all equipment, pulling cable, energizing, and removals.

At the April 13, 2021, Commission Meeting a consent motion was made "I move to approve the cost estimate with Charter Spectrum in the amount of **\$53,513.56** to aid in the placement of the underground facilities in conduit provided by the city. Project location from 55th to 64th Ave. East and West side of Gulf Blvd.". The motion was unanimously approved. This addressed most of the communications wires on the Duke poles along Gulf Blvd. Most of the Frontier facilities were already underground. It was also found that the Don Cesar has private fiber on the poles between the hotel and the Beach Suite's location. The Don Cesar communications was part of Phase II.

On August 10, 2021, at the City Commission meeting two action items were presented:

- b. "Gulf Blvd Undergrounding phase I Construction Award"

This was for the bid portion of the design-bid-build contract being executed for Phase I (75th Ave to 55th Ave). The recommendation for the construction award was for Hypower Inc. with a bid of **\$2,294,830.17**. The motion was unanimously approved.

c. "Gulf Blvd Undergrounding Phase 2 Design Firm Selection"

It was stated that there were two submittals for this. The City Manager recommended going into negotiations with Kimley-Horn, the same firm that they contracted to review and assess the original vendor, CPWG. Kimley-Horn was not the low bid of the two. The motion was unanimously approved.

On August 11, 2021, Alex Rey transferred the construction responsibilities back to Public Works for Phase I, including the coordination of the work between Hypower and Duke.

COMMISSION MEETING

At the September 13, 2021, City Commission meeting an action item for the Duke Energy binding cost estimate was presented, "Binding Cost Estimate for 55th to 45th Electrical Undergrounding Phase II Project with Duke Energy".

The Duke binding cost estimates included the design, inspections, materials & equipment, construction of anything that carries electricity, and the removals of existing ariel equipment and poles. It does not include acquiring easements, communications facilities, restoration of any kind, replacement of any existing meters, any survey work, the construction of underground conduit, pull boxes, equipment pads, or any costs related to street lighting.

The funding from Pinellas Penny sales tax was at \$13,732,705.00 at that time. The Duke Energy binding cost estimate for 55th Ave to 45th Ave along Gulf Blvd both east and west sides was submitted at a cost of **\$3,610,642.46**. There were \$865,473.41 in credits applied to the estimate. The motion was unanimously approved.

COMMISSION MEETING

On September 16, 2021, Kimley-Horn submitted their proposal for Gulf Blvd Phase II Undergrounding. Their proposal included Project Management, Design Services, Permitting Assistance, Bid Phase Services, Meetings, and Easement Assistance for the section of Gulf Blvd from 55th Ave to 35th Ave on both the east and west sides of the Blvd. The total for the proposal was **\$768,776.00**. On October 22, 2021, Kimley-Horn submitted an updated proposal totaling **\$713,035.00**. The proposal was taken to the City Commission on November 10, 2021, and the motion was unanimously approved.

At the same November 10, 2021, City Commission meeting Alex Rey brought a Task Order for consent for project management services for Phase II, 35th Ave to 55th Ave. The Task Order was for Alpha Corporation in the amount of **\$58,660.00**. The motion was unanimously approved. There was no purchase order issued from this approved proposal and Alpha Corporation did not invoice any services after this date. Nothing was ever executed from this, and nothing was paid after this. All PM Services related to Alpha Corporation and Phase II of the Gulf Blvd underground project billed under the PO from October 2020 for Phase I assessment, and the PO from March 2021 for Phase II PM services.

There was a Gulf Blvd Phase II Underground Kick Off Meeting held on December 7, 2021. The City of St. Pete Beach, Kimley-Horn, and Alpha Corp were present at the meeting. Progress meetings were maintained on the first Wednesday of each month at 10am following this kick-off meeting.

PURCHASE ORDERS

P003539	Alpha Corp	3-29-21	\$ 24,980.00
None	Duke	4-8-21	\$ 2,121,314.10
None	Spectrum	4-27-21	\$ 53,513.56
P003664	Hypower	8-13-21	\$ 2,294,830.17
None	Duke	9-27-21	\$ 3,610,642.46
P003803	Kimley-Horn	12-9-21	\$ 713,035.00

2022

Kimley-Horn communicated to Duke that the city decided that Phase II streetlights were to reuse the existing lighting, refeed them from underground power, and add pedestals for future wildlife lighting. City Hall direction was that we would not retrofit, replace, or add any additional lighting to Gulf Blvd to avoid moving to Amber lighting. That scope did include adding pedestals for future lighting improvements. The Duke estimate for that option came to **\$262,860.02** for Phase II, 55th Ave to 35th Ave. For the city to install new lighting including the additional pedestal locations the total cost of the streetlighting came to **\$285,680.49**. The cost difference between leaving existing poles and light fixtures and only take power underground and add pedestals for future improvements was \$22,820.47 and would leave Gulf Blvd with the grandfathered lighting that does not meet current FDOT requirements in the white LED. Also, the tariff provided for better revenue credits if the streetlights were upgraded to wildlife amber, meeting FDOT minimum requirements.

The city did not execute the estimate for lighting or bring the proposal to commission at that time.

COMMISSION MEETING

At the May 24, 2022, City Commission meeting Alex Rey brought a consent item for "Gulf Blvd Undergrounding Ph I Duke Streetlight conversion". This Duke Energy invoice was for the conversion of streetlights along Gulf Blvd from 55th Ave to 75th Ave. The scope of services included installation of pedestals for current and future pole locations, conductor installation, reconnection of lights to the underground power system, and restoration of concrete. The cost of this scope was **\$215,886.77**. The motion was unanimously approved by the commission.

Duke also informed Kimley-Horn that their binding cost estimates do not include the underground conduit materials. They pointed out that the invoice states install the conduit but does not state purchase of materials.

On July 29, 2021, Frontier submitted a letter of intent to the city with a scope statement of:

"St. Pete Beach undergrounding located on Gulf Blvd from 35th Ave and 55th Ave in the city of St. Pete Beach and . This phase will take all overhead cables and relocate to underground"

This scope represented the full scope of Frontiers work along the 35th Ave to 75th Ave corridor down Gulf Blvd. All Frontier facilities between 55th Ave and 75th Ave were already underground when our project started so they have no scope there. The total cost of the Frontier scope included in the letter of intent was **\$12,505.89**. I found no evidence that this was ever paid, or a purchase order ever created.

COMMISSION MEETING

At the August 9, 2022, City Commission meeting Alex Rey brought a consent item for "Authorization to enter into an Agreement with Forward Pinellas for a Gulf Boulevard Conceptual Alternatives and Safety Study to expend **\$65,000.00** from the Mobility Fund". The motion was unanimously approved. Public Works was told this study was going to examine the safety of Amber Wildlife lighting on Gulf Blvd.

In the Kimley-Horn scope of work task item 3 includes an "Assessment of corridor lighting conditions using FDOT data, as available.". That was given a 2-to-5-month time frame and should have been received in January 2023, but we have not seen the assessment of lighting conditions for Gulf Blvd as of June 2023. None of the drafts of the study included any information of a lighting study being done for amber light safety along Gulf Blvd.

The City of St Pete Beach paid a Duke Energy invoice for the purchase of materials (conduit for Phase I lighting underground conductor) in September in the amount of **\$13,574.23**.

In October 2022, Mike Clarke notified Duke Energy that "I confirmed with the City Manager that it is the intent of St. Pete Beach to replace the existing street light poles and lights with new in their current locations (except where we can place the replacement pole to accommodate a 10ft sidewalk regardless of whether the sidewalk exists or not) and install

additional new street light poles and lights to meet the new photometric requirements of the new Amber LED (turtle friendly) street lights.”.

Duke Energy submitted a lighting proposal and photometrics design for “OH-UG Conversion Gulf Blvd Phase I, Gulf Blvd from 75th Ave to 55th Ave”. This was updating the Gulf Blvd streetlighting for Phase I from existing poles with white LED and future pedestals to all new amber with a full installation. The amount of this proposal was **\$56,176.83**. This also came with an increase in the monthly rental charges from \$975.37 to \$3,826.28, an increase of **\$2,850.91** per month. After the design engineering was completed and new tariff pricing was applied the original estimate that was approved and paid of **\$215,886.77** and change order for conduit purchase of **\$13,574.23** was accepted as full payment for the additional lighting with credits for the wildlife lighting.

This proposal included

- (91) 35’ Deco Mariner white poles
- (91) 130W Amber Roadway UG, White Type III DOT fixtures
- (91) Holiday Receptacles

Notice to Proceed for construction activities was issued in December 2022, and the project construction began for Phase I, while Phase II worked on design and acquiring easements.

Public Works did a review of the amber vs. white lighting for streetlights. The existing street lighting on Gulf Blvd is grandfathered but does not meet the current FDOT requirements. The most impactful fact about the lighting along Gulf Blvd and the safety of pedestrians is that to bring the existing lighting up to FDOT requirements we will trigger the amber wildlife lighting requirement. The design of the amber streetlights along Gulf Blvd includes doubling the number of streetlights and does also improve the corridor lighting, bringing it up to code. The amber lighting has also been found to offer various advantages for people as well as wildlife. This review was submitted to City Hall, we still had not gotten any assessment from Kimley-Horn as included in their proposal in 2022.

Duke informed Brett Warner, City Engineer, that the White Poles and Sanibel fixtures that the commission approved could not be used due to Gulf Blvd being an FDOT road that is designated a wildlife corridor. The only approved light is the 130W Lithonia Turtle Sensitive Fixture. Duke submitted cut sheets to the city.

PURCHASE ORDERS

P003879	Kimley-Horn	3-22-22	\$ 23,206.00
P003918	Kimley-Horn	5-12-22	\$ 4,255.00
P003928	Duke	5-25-22	\$ 215,886.77
P003978	Duke	8-19-22	\$ 13,574.23

2023

Hypower began construction in December 2022 and is currently in progress at the time of this report for Phase I of the project. As of June 2023, the construction progress from 75th Ave to 55th Ave include the following:

- Streetlighting conduit complete
- Spectrum conduit complete
- Duke Energy distribution power conduit and equipment pads – In Progress

In March 2023, Duke Energy lighting submitted a lighting proposal and photometrics design for Phase II OH-UG Conversion – Lighting - 55th Ave to 35th Ave. Phase II used the same pole, fixture, and lights as Phase I and was submitted with a cost of **\$323,842.16** and a monthly rental from \$1,136.67 to \$4,696.41, an increase of **\$3,559.74**. The original expired estimate from early 2022 was \$285,680.49 representing an increase of **\$38,161.67** or 13%.

SPB did not execute the estimate in the time frame required so it is no longer valid. Duke is updating the estimate for a new binding cost estimate of **\$341,621.48**, that was submitted on 6-28-23. This is an increase of **\$17,779.32**, or 5.5%.

Duke Energy estimates are only valid for 30 days and each time we get an estimate and failed to execute it we were subject to increased pricing when we updated it.

Summary of Duke Gulf Blvd PHII Streetlighting estimates:

April 2022	March 2023	July 2023	Total Increase
\$ 285,680.49	\$ 323,842.16	\$ 341,621.48	19.5%

The proposal included:

- (111) 35' Deco Concrete Mariner White Poles
- (111) 130W Amber Roadway UG, White Type III DOT Fixtures
- (111) Holiday Receptacles

In May 2023 Alex Rey executed an agreement with Nicole Kurant, Public Works Engineer, to execute the role of Project Manager for the Gulf Blvd undergrounding project and granting her the authority to "review, execute, or deny on my behalf and items related to the City's undergrounding project,".

In June Nicole Kurant contacted Chad Stewart with FDOT to get a status on the approval of the streetlighting design for Gulf Blvd. Chad stated that Michelle Gonzalez informed him in March 2023 that the city was no longer going forward with the project. When he was told that we were going forward with the project he stated that the streetlighting needed to be Amber, as he did in his email when it was originally discussed. The Duke Energy design and photometrics was submitted to Mr. Stewart for review and approval in July 2023.

PURCHASE ORDERS

N/A

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY		HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
		CYCLE	TYPE				MONTHLY	ANNUAL
01-0560	GEORGE, ANSELM A	B	H	17.120		25.680	1,483.73	17,804.80
01-0563	NEWMAN, CHARLES F	B	H	21.200		31.800	1,837.33	22,048.00
01-0567	SAMS, JULIE A	B	H	18.410		27.615	3,191.07	38,292.80
01-0568	GELLOCK, BRIAN K	B	H	31.953		47.930	5,538.52	66,462.24
01-0571	WARNER, BRETT	B	S	47.577	3,806.18		8,246.72	98,960.68
01-0574	CLARK, SHAWN D	B	H	27.381		51.854	4,746.04	56,952.48
01-0587	CLARK, LORI L	B	H	22.046		33.069	2,865.98	34,391.76
01-0606	ADKINS, CHAD E	B	H	20.332		30.498	3,524.21	42,290.56
01-0607	BERRY, BRANDON	B	S	35.673	2,853.85		6,183.34	74,200.10
01-0608	TRAUSCH, GEORGE S	B	H	17.353		26.030	3,007.85	36,094.24
01-0612	VALENTINE, ANTHONY P	B	H	16.500		24.750	1,430.00	17,160.00
01-0613	FARRINGTON, ANDREA	B	H	24.380		36.570	3,169.40	38,032.80
01-0617	JACOBSEN, LUKE C	B	H	17.686		33.494	3,065.57	36,786.88
01-0618	JOHNSON, DEBORAH A	B	H	17.000		25.500	1,178.67	14,144.00
01-0623	REY, ALEX	B	S	100.962	8,076.93		17,500.02	210,000.18
01-0624	HENRY, RYAN W	B	H	18.508		28.442	4,491.27	53,895.29
01-0626	KEESTER-BODKIN, VIRGINIA	B	H	31.250		46.875	5,416.67	65,000.00
01-0627	FERENC NELSON, KERI	B	S	36.057	2,884.62	32.756	6,250.01	75,000.12
01-0631	COLEY, DENNIS B	B	H	23.607		35.411	4,091.88	49,102.56
01-0637	BUTTERFIELD, ANDREW	B	H	35.510			6,155.07	73,860.80
01-0638	ELDER, MICHAEL D	B	S	30.756	3,444.71	46.814	7,463.54	89,562.46
01-0642	SERVIS, MICHAEL S	B	H	16.408		25.479	3,981.67	47,780.09
01-0647	ANDERSON, JULIE M	B	S	53.510	4,280.77		9,275.00	111,300.02
01-0661	GONZALEZ, MICHELLE M	B	S	60.950	4,876.00		10,564.67	126,776.00
01-0669	GRAUS, CHRISTOPHER J	M	S	7.418	450.00		450.00	5,400.00
01-0670	TARKENTON, CHRISTOPHER L	B	S			52.076	0.00	0.00
01-0671	PATON, JEFFREY	B	H	17.490		29.187	3,031.60	36,379.20
01-0672	GRUNDY, ALAINA	B	H	26.500		39.750	4,593.33	55,120.00
01-0673	HENNESSY, KEVIN P	B	H	18.021		27.711	4,373.10	52,477.15
01-0674	GARCEAU, LAUREN N	B	H	15.976		24.644	3,876.84	46,522.11
01-0677	GRIFFITH, NICHOLAS R	B	H	15.900		23.850	1,378.00	16,536.00
01-0679	BATHON, SAMUEL B	B	H	18.021		27.032	4,373.10	52,477.15
01-0680	LAROWE, AMBER	B	S	43.269	3,461.54		7,500.00	90,000.04
01-0684	WILSON, ARIANA	B	H	21.415		32.123	3,711.93	44,543.20
01-0685	MAILHOT, ERIC	B	H	15.900		23.850	1,378.00	16,536.00
01-0686	SHERBURN, KURT G	B	H	23.474		35.211	3,051.62	36,619.44
01-0689	NICHOLSON, ANDRIA	B	H	19.089		28.634	1,654.38	19,852.56
01-0690	GRILL, MARK J	M	S	7.418	450.00		450.00	5,400.00
01-0696	SHEAFFER, BECK	B	H	15.000		22.500	1,300.00	15,600.00
01-0697	KOSAR, BOHDAN	B	H	15.900		23.850	1,378.00	16,536.00
01-0702	RICHARD, LAUREN A	B	H	15.000		22.500	1,300.00	15,600.00
01-0703	LEE, LOLA K	B	H	15.000		22.500	1,300.00	15,600.00
01-0706	KNOUS, ANNE LISE	B	H	15.000		22.500	1,300.00	15,600.00
01-0707	KNOUS, ARIANNA	B	H	15.000		22.500	1,300.00	15,600.00
01-0709	FONT, ASHLEY	B	H	15.000		22.500	1,300.00	15,600.00
01-0712	O'NEIL, MATTHEW	B	S	30.067	2,405.39		5,211.68	62,540.14
01-0714	KIRSCH, MADELINE	B	H	12.655		18.983	1,096.77	13,161.20

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY		HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
		CYCLE	TYPE				MONTHLY	ANNUAL
01-0121	PERNA, TERRY L	B	H	22.007		33.011	5,340.37	64,084.38
01-0123	PETERSON, BRIAN T	B	H	22.007		33.011	5,340.37	64,084.38
01-0167	GRASTON, COLETTE	B	H	34.159		51.239	5,920.89	71,050.72
01-0183	ST JOHN, MICHELLE	B	H	27.633		42.317	6,705.61	80,467.29
01-0185	SANFORD, SHAWN T	B	H	22.007		33.011	5,340.37	64,084.38
01-0198	DAHLSTROM, BRIAN L	B	H	26.317		39.663	6,386.26	76,635.10
01-0215	KILPATRICK, JAMES D	B	S	54.065	4,325.21	81.777	9,371.29	112,455.46
01-0219	PHILLIPS, NEAL T	B	H	24.658		36.987	4,274.05	51,288.64
01-0230	WITTE, JAY S	B	H	21.642		32.463	3,751.28	45,015.36
01-0256	TRAIMAN, BONNIE F	B	H	17.490		26.235	1,894.75	22,737.00
01-0262	MANDIA, CHRIS J	B	H	24.543		37.002	5,955.77	71,469.21
01-0274	ANDERSON, BRYAN	B	H	23.607		35.411	4,091.88	49,102.56
01-0293	EDMUNDS, AMANDA L	B	S	35.334	2,826.70	421.620	6,124.52	73,494.20
01-0330	HEHENBERGER, STEWART W	B	H	27.633		41.825	6,705.61	80,467.29
01-0341	BENEFIELD, JOSHUA C	B	H	24.824		37.424	6,023.96	72,287.48
01-0344	GARNETT, BRIAN K	B	H	24.824		37.236	6,023.96	72,287.48
01-0357	BISHOP, RITA M	B	H	33.125		93.750	5,741.67	68,900.00
01-0362	MATTSON, AARON G	B	H	24.032		36.236	5,831.77	69,981.18
01-0386	MCAHON, JENNIFER R	B	H	63.657			11,033.88	132,406.56
01-0393	MAILHOT, KORTNIE R	B	H	18.832		28.248	1,632.11	19,585.28
01-0406	D'AMICO, KEVIN J	B	H	19.779		30.165	4,799.70	57,596.44
01-0408	VIA, THOMAS D	B	H	20.389		30.584	3,534.09	42,409.12
01-0410	STRONG, PATRICK W	B	H	19.779		30.348	4,799.70	57,596.44
01-0435	FRISZOLOWSKI, WARD J	M	S	7.418	450.00		450.00	5,400.00
01-0437	WING, JASON J	B	H	24.032		36.236	5,831.77	69,981.18
01-0448	BOLAND, JOANNE	B	H	33.125		49.688	5,741.67	68,900.00
01-0480	PELLEGRINO, JANNETTE H	B	H	15.900		23.850	1,378.00	16,536.00
01-0482	LOGGINS, TROYTON M	B	H	18.750		28.434	4,550.00	54,600.00
01-0488	YOUNG, RASHI A	B	H	19.277		36.506	3,341.35	40,096.16
01-0490	TORRES, EILEEN	B	H	35.334		50.001	6,124.56	73,494.72
01-0501	MAILHOT, MORGAN L	B	H	15.494		23.241	1,342.81	16,113.76
01-0511	DALTON, SHEILA A	B	S	48.077	3,846.16		8,333.35	100,000.16
01-0515	KETTELLS, BETCINDA L	B	H	52.490			9,098.27	109,179.20
01-0520	LEDFORD, JENNIFER	B	H	21.200		31.800	3,674.67	44,096.00
01-0522	CLARKE, MICHAEL	B	H	61.685			10,692.07	128,304.80
01-0532	HORAN, ROBERT	B	H	15.000		22.500	1,300.00	15,600.00
01-0536	DEWAR, PEYT	B	H	35.411		42.854	6,137.91	73,654.88
01-0538	COOPER, JAMES	B	H	18.171		34.412	3,149.64	37,795.68
01-0539	RUCKDESCHEL, AYAKO C	B	H	27.885		41.828	4,833.40	58,000.80
01-0542	ROSE, LEONARD	B	H	16.565		24.848	2,871.27	34,455.20
01-0546	TENAGLIA, VINCENT	B	S	69.710	5,576.80		12,083.07	144,996.80
01-0550	VAIL, COLEMAN A	B	H	20.594		30.891	4,997.48	59,969.72
01-0552	POIRRIER, ADAM	B	S	37.341	4,182.21	56.691	9,061.46	108,737.46
01-0553	INTZES, KALLIOPI S	B	H	39.276		58.914	6,807.84	81,694.08
01-0554	HAYS, MICHAEL N	B	H	20.594		31.079	4,997.48	59,969.72
01-0555	HOSCH, JACOB	B	H	20.593		30.890	4,997.23	59,966.81
01-0556	SWEENEY, BLAKE E	B	H	20.594		30.891	4,997.48	59,969.72

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY CYCLE	TYPE	HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
							MONTHLY	ANNUAL
01-0716	SAWYER, ALEXA R	B	S	26.759	2,140.69	550.320	4,638.16	55,657.94
01-0717	BUENO, JAMES M	B	H	17.085		25.937	2,072.98	24,875.76
01-0718	LAWS, ANTHONY B	B	H	17.546		26.319	4,257.83	51,093.95
01-0721	KALKE, ALICIA E	B	H	24.275		0.429	4,207.67	50,492.00
01-0723	ROY, KAITLYN	B	H	22.567		33.851	3,911.61	46,939.36
01-0724	KOSBAB, KENNETH	B	H	16.695		25.043	2,893.80	34,725.60
01-0725	HOLLO, NORMA JEAN	B	H	19.440		29.160	3,369.60	40,435.20
01-0726	KORDIS, PATRICIA	B	H	22.260		33.390	3,858.40	46,300.80
01-0727	SMITH, RYAN	B	H	32.514		48.771	5,635.76	67,629.12
01-0728	GRIMES, LIANNA	B	H	15.900		23.850	1,378.00	16,536.00
01-0729	JONES, CARLY H	B	H	15.900		23.850	2,756.00	33,072.00
01-0730	CRETELLA, DAVID	B	H	22.260		33.390	3,858.40	46,300.80
01-0731	SCRIVANI, FRANK	B	H	23.320		34.980	4,042.13	48,505.60
01-0732	JOSEPH, FERLIN	B	H	15.000		22.500	1,300.00	15,600.00
01-0733	ZACOT, SETON	B	H	26.928		40.392	4,667.52	56,010.24
01-0736	HOGAN, CATHY	B	H	13.500		20.250	1,170.00	14,040.00
01-0739	FINOCCHI, LUCIA	B	H	15.000		22.500	1,300.00	15,600.00
01-0742	COMAN, KRISTIN	B	H	37.712			6,536.75	78,440.96
01-0743	MAKOWSKI, CAMRYN	B	H	15.000		22.500	1,300.00	15,600.00
01-0744	CARRANZA, SOFIA	B	H	15.000		22.500	1,300.00	15,600.00
01-0745	NOGA, ABIGAIL	B	H	15.000		22.500	1,300.00	15,600.00
01-0746	DOOLITTLE, MEG	B	H	15.000			1,300.00	15,600.00
01-0747	BURKE, AINSLEY	B	H	12.650		18.975	1,096.33	13,156.00
01-0748	ZAMPARELLI, MICHAEL	B	H	17.085		25.628	4,145.96	49,751.52
01-0749	VASQUEZ, MARK	B	S	49.433	3,954.61		8,568.32	102,819.86
01-0750	HAWK, PATRICK	B	H	21.200		31.800	3,674.67	44,096.00
01-0753	ORIGLIO, KAREN	B	H	16.430			711.97	8,543.60
01-0754	SWEAT, CAMERON	B	H	17.615		26.423	2,289.95	27,479.40
01-0755	JOHNSON, GRETCHEN	B	H	16.097		24.146	1,395.07	16,740.88
01-0756	SANCHEZ, VANESSA	B	H	22.740		34.110	3,941.60	47,299.20
01-0757	CROCKETT, ACHIA I	B	H	16.500		24.750	1,430.00	17,160.00
01-0758	CRUZ, JR, LUIS	B	H	23.100		34.650	4,004.00	48,048.00
01-0760	LARACUENTE, SARAH	B	H	30.000		45.000	2,600.00	31,200.00
01-0761	SHELTON, ROBERT	B	H	21.000		31.500	3,640.00	43,680.00
01-0762	KURANT, NICOLE	B	H	38.462			6,666.75	80,000.96
01-0763	OLSON, CHLOE	B	H	15.000		22.500	1,300.00	15,600.00
01-0764	WONG, TYRONE	B	H	17.960		26.940	1,556.53	18,678.40
01-0765	BRAFFORD, ANDREW	B	H	17.084		25.626	4,145.72	49,748.60
01-0766	GALLOWAY, CANDYCE	B	H	50.481			8,750.04	105,000.48
01-0767	OSMANOVIC, ZINETA	B	H	17.000		25.500	2,946.67	35,360.00
01-0768	ROBERTS, ZACHARY	B	H	15.000		22.500	1,300.00	15,600.00
01-0769	RIVERA, STEVEN	B	H	24.500		36.750	4,246.67	50,960.00
01-0770	CARRILLO, GABRIELLA	B	H	15.000		22.500	1,300.00	15,600.00
01-0771	BUETE, CHRISTINE	B	H	15.000		22.500	1,300.00	15,600.00
01-0772	CASTAGNER, JOSELYN	B	H	15.000		22.500	1,300.00	15,600.00
01-0773	HAHN, FINN	B	H	15.000		22.500	1,300.00	15,600.00
01-0774	FISHER, JESSE D	B	H	24.000		36.000	4,160.00	49,920.00

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY		HOURLY	PERIOD	SALARY	OVERTIME	SALARY AMOUNTS	
		CYCLE	TYPE					RATE	MONTHLY
01-0775	EDWARDS, MARYELLEN	B	H	43.269				7,499.96	89,999.52
01-0777	KEERS, CODY	B	H	15.146			22.719	3,675.43	44,105.15
01-0778	PETRIIA, TRAIAN A	M	S	11.126	675.00			675.00	3,100.00
01-0779	MARONE, CHRISTOPHER	M	S	7.418	450.00			450.00	5,400.00
01-0780	WILLIAMS, SCOTT	B	H	44.231			66.347	7,666.71	92,000.48

GRAND TOTALS: 598,175.19 7,178,101.23

I would appreciate you taking about 8-10 minutes to answer the following questions as honestly as possible. Your responses are treated as confidential.

Thank you for taking the time to complete the questions as answers will be used to assist with employee retention and understanding turnover trends.

Name	Employment Date
Department	Termination Date
Position	Manager

What prompted you to seek alternative employment?

<input type="checkbox"/> Type of Work	<input type="checkbox"/> Quality of Supervision
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<input type="checkbox"/> Compensation	<input type="checkbox"/> Work Conditions
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<input type="checkbox"/> Lack of Recognition	<input type="checkbox"/> Family Circumstances
--	---

<input type="checkbox"/> Company Culture	<input type="checkbox"/> Career Advancement Opportunity
--	---

<input type="checkbox"/> Other: _____

Before making your decision to leave, did you investigate other options that would enable you to stay? Yes No

If "yes", describe

What did you think of your supervision with respect to the following?

	Almost always	Sometimes	Never
Demonstrated fair and equal treatment			
Provided recognition on the job			
Developed cooperation and teamwork			
Encouraged/listened to suggestions			
Resolved complaints and problems			
Followed policies and practices			

How would you rate the following in relation to your job?

	Excellent	Good	Fair	Poor
Cooperation within your department				
Cooperation with other departments				
Communications in your department				
Communications within the City as a whole				
Communications between you and your manager				
Morale in your department				
Job satisfaction				
Training you received				
Growth potential				

Was your workload usually:

- Too great
 Varied, but all right
 About right
 Too light

How did you feel about your salary and the employee benefits?

	Excellent	Good	Fair	Poor
Base Salary				
Medical Plan				
Dental Plan				
Vision Plan				
Retirement Plans				
Life Insurance				
Paid-time-off				
STD/LTD Plan				

How frequently did you get performance feedback?

What were your feelings about the performance review process?

How frequently did you have discussions with your manager about your career goals?

What did you like most about your job and/or working for the City?

What did you like least about your job and/working for the City?

What does your new job offer that your job with the City does not?

Why is the new job/company better?

Do you have any suggestions for improvement? Have you raised them in the past?

Would you recommend the City to a friend as a place to work?

Yes, without reservations Yes, with reservations No

If you answered "Yes, with reservations" or "No," please list the reasons:

Thank you and good luck with your future endeavors,

Keri Ferenc Nelson
Human Resources

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY		HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
		CYCLE	TYPE				MONTHLY	ANNUAL
01-0560	GEORGE, ANSELM A	B	H	17.120		25.680	1,483.73	17,804.80
01-0563	NEWMAN, CHARLES F	B	H	21.200		31.800	1,837.33	22,048.00
01-0567	SAMS, JULIE A	B	H	18.410		27.615	3,191.07	38,292.80
01-0568	GELOCK, BRIAN K	B	H	31.953		47.930	5,538.52	66,462.24
01-0571	WARNER, BRETT	B	S	47.577	3,806.18		8,246.72	98,960.68
01-0574	CLARK, SHAWN D	B	H	27.381		51.854	4,746.04	56,952.48
01-0587	CLARK, LORI L	B	H	22.046		33.069	2,865.98	34,391.76
01-0606	ADKINS, CHAD E	B	H	20.332		30.498	3,524.21	42,290.56
01-0607	BERRY, BRANDON	B	S	35.673	2,853.85		6,183.34	74,200.10
01-0608	TRAUSCH, GEORGE S	B	H	17.353		26.030	3,007.85	36,094.24
01-0612	VALENTINE, ANTHONY P	B	H	16.500		24.750	1,430.00	17,160.00
01-0613	FARRINGTON, ANDREA	B	H	24.380		36.570	3,169.40	38,032.80
01-0617	JACOBSEN, LUKE C	B	H	17.686		33.494	3,065.57	36,786.88
01-0618	JOHNSON, DEBORAH A	B	H	17.000		25.500	1,178.67	14,144.00
01-0623	REY, ALEX	B	S	100.962	8,076.93		17,500.02	210,000.18
01-0624	HENRY, RYAN W	B	H	18.508		28.442	4,491.27	53,895.29
01-0626	KEESTER-BODKIN, VIRGINIA	B	H	31.250		46.875	5,416.67	65,000.00
01-0627	FERENC NELSON, KERI	B	S	36.057	2,884.62	32.756	6,250.01	75,000.12
01-0631	COLEY, DENNIS B	B	H	23.607		35.411	4,091.88	49,102.56
01-0637	BUTTERFIELD, ANDREW	B	H	35.510			6,155.07	73,860.80
01-0638	ELDER, MICHAEL D	B	S	30.756	3,444.71	46.814	7,463.54	89,562.46
01-0642	SERVIS, MICHAEL S	B	H	16.408		25.479	3,981.67	47,780.09
01-0647	ANDERSON, JULIE M	B	S	53.510	4,280.77		9,275.00	111,300.02
01-0661	GONZALEZ, MICHELLE M	B	S	60.950	4,876.00		10,564.67	126,776.00
01-0669	GRAUS, CHRISTOPHER J	M	S	7.418	450.00		450.00	5,400.00
01-0670	TARKENTON, CHRISTOPHER L	B	S			52.076	0.00	0.00
01-0671	PATON, JEFFREY	B	H	17.490		29.187	3,031.60	36,379.20
01-0672	GRUNDY, ALAINA	B	H	26.500		39.750	4,593.33	55,120.00
01-0673	HENNESSY, KEVIN P	B	H	18.021		27.711	4,373.10	52,477.15
01-0674	GARCEAU, LAUREN N	B	H	15.976		24.644	3,876.84	46,522.11
01-0677	GRIFFITH, NICHOLAS R	B	H	15.900		23.850	1,378.00	16,536.00
01-0679	BATHON, SAMUEL B	B	H	18.021		27.032	4,373.10	52,477.15
01-0680	LAROWE, AMBER	B	S	43.269	3,461.54		7,500.00	90,000.04
01-0684	WILSON, ARIANA	B	H	21.415		32.123	3,711.93	44,543.20
01-0685	MAILHOT, ERIC	B	H	15.900		23.850	1,378.00	16,536.00
01-0686	SHERBURN, KURT G	B	H	23.474		35.211	3,051.62	36,619.44
01-0689	NICHOLSON, ANDRIA	B	H	19.089		28.634	1,654.38	19,852.56
01-0690	GRILL, MARK J	M	S	7.418	450.00		450.00	5,400.00
01-0696	SHEAFFER, BECK	B	H	15.000		22.500	1,300.00	15,600.00
01-0697	KOSAR, BOHDAN	B	H	15.900		23.850	1,378.00	16,536.00
01-0702	RICHARD, LAUREN A	B	H	15.000		22.500	1,300.00	15,600.00
01-0703	LEE, LOLA K	B	H	15.000		22.500	1,300.00	15,600.00
01-0706	KNOUS, ANNE LISE	B	H	15.000		22.500	1,300.00	15,600.00
01-0707	KNOUS, ARIANNA	B	H	15.000		22.500	1,300.00	15,600.00
01-0709	FONT, ASHLEY	B	H	15.000		22.500	1,300.00	15,600.00
01-0712	O'NEIL, MATTHEW	B	S	30.067	2,405.39		5,211.68	62,540.14
01-0714	KIRSCH, MADELINE	B	H	12.655		18.983	1,096.77	13,161.20

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY		HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
		CYCLE	TYPE				MONTHLY	ANNUAL
01-0121	PERNA, TERRY L	B	H	22.007		33.011	5,340.37	64,084.38
01-0123	PETERSON, BRIAN T	B	H	22.007		33.011	5,340.37	64,084.38
01-0167	GRASTON, COLETTE	B	H	34.159		51.239	5,920.89	71,050.72
01-0183	ST JOHN, MICHELLE	B	H	27.633		42.317	6,705.61	80,467.29
01-0185	SANFORD, SHAWN T	B	H	22.007		33.011	5,340.37	64,084.38
01-0198	DAHLSTROM, BRIAN L	B	H	26.317		39.663	6,386.26	76,635.10
01-0215	KILPATRICK, JAMES D	B	S	54.065	4,325.21	81.777	9,371.29	112,455.46
01-0219	PHILLIPS, NEAL T	B	H	24.658		36.987	4,274.05	51,288.64
01-0230	WITTE, JAY S	B	H	21.642		32.463	3,751.28	45,015.36
01-0256	TRAIMAN, BONNIE F	B	H	17.490		26.235	1,894.75	22,737.00
01-0262	MANDIA, CHRIS J	B	H	24.543		37.002	5,955.77	71,469.21
01-0274	ANDERSON, BRYAN	B	H	23.607		35.411	4,091.88	49,102.56
01-0293	EDMUNDS, AMANDA L	B	S	35.334	2,826.70	421.620	6,124.52	73,494.20
01-0330	HEHENBERGER, STEWART W	B	H	27.633		41.825	6,705.61	80,467.29
01-0341	BENEFIELD, JOSHUA C	B	H	24.824		37.424	6,023.96	72,287.48
01-0344	GARNETT, BRIAN K	B	H	24.824		37.236	6,023.96	72,287.48
01-0357	BISHOP, RITA M	B	H	33.125		93.750	5,741.67	68,900.00
01-0362	MATTSON, AARON G	B	H	24.032		36.236	5,831.77	69,981.18
01-0386	MCAHON, JENNIFER R	B	H	63.657			11,033.88	132,406.56
01-0393	MAILHOT, KORTNIE R	B	H	18.832		28.248	1,632.11	19,585.28
01-0406	D'AMICO, KEVIN J	B	H	19.779		30.165	4,799.70	57,596.44
01-0408	VIA, THOMAS D	B	H	20.389		30.584	3,534.09	42,409.12
01-0410	STRONG, PATRICK W	B	H	19.779		30.348	4,799.70	57,596.44
01-0435	FRISZOLOWSKI, WARD J	M	S	7.418	450.00		450.00	5,400.00
01-0437	WING, JASON J	B	H	24.032		36.236	5,831.77	69,981.18
01-0448	BOLAND, JOANNE	B	H	33.125		49.688	5,741.67	68,900.00
01-0480	PELLEGRINO, JANNETTE H	B	H	15.900		23.850	1,378.00	16,536.00
01-0482	LOGGINS, TROYTON M	B	H	18.750		28.434	4,550.00	54,600.00
01-0488	YOUNG, RASHI A	B	H	19.277		36.506	3,341.35	40,096.16
01-0490	TORRES, EILEEN	B	H	35.334		50.001	6,124.56	73,494.72
01-0501	MAILHOT, MORGAN L	B	H	15.494		23.241	1,342.81	16,113.76
01-0511	DALTON, SHEILA A	B	S	48.077	3,846.16		8,333.35	100,000.16
01-0515	KETTELLS, BETCINDA L	B	H	52.490			9,098.27	109,179.20
01-0520	LEDFORD, JENNIFER	B	H	21.200		31.800	3,674.67	44,096.00
01-0522	CLARKE, MICHAEL	B	H	61.685			10,692.07	128,304.80
01-0532	HORAN, ROBERT	B	H	15.000		22.500	1,300.00	15,600.00
01-0536	DEWAR, PEYT	B	H	35.411		42.854	6,137.91	73,654.88
01-0538	COOPER, JAMES	B	H	18.171		34.412	3,149.64	37,795.68
01-0539	RUCKDESCHEL, AYAKO C	B	H	27.885		41.828	4,833.40	58,000.80
01-0542	ROSE, LEONARD	B	H	16.565		24.848	2,871.27	34,455.20
01-0546	TENAGLIA, VINCENT	B	S	69.710	5,576.80		12,083.07	144,996.80
01-0550	VAIL, COLEMAN A	B	H	20.594		30.891	4,997.48	59,969.72
01-0552	POIRRIER, ADAM	B	S	37.341	4,182.21	56.691	9,061.46	108,737.46
01-0553	INTZES, KALLIOPI S	B	H	39.276		58.914	6,807.84	81,694.08
01-0554	HAYS, MICHAEL N	B	H	20.594		31.079	4,997.48	59,969.72
01-0555	HOSCH, JACOB	B	H	20.593		30.890	4,997.23	59,966.81
01-0556	SWEENEY, BLAKE E	B	H	20.594		30.891	4,997.48	59,969.72

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY CYCLE TYPE	HOURLY RATE	PERIOD SALARY	OVERTIME	SALARY AMOUNTS	
						MONTHLY	ANNUAL
01-0716	SAWYER, ALEXA R	B S	26.759	2,140.69	550.320	4,638.16	55,657.94
01-0717	BUENO, JAMES M	B H	17.085		25.937	2,072.98	24,875.76
01-0718	LAWS, ANTHONY B	B H	17.546		26.319	4,257.83	51,093.95
01-0721	KALKE, ALICIA E	B H	24.275		0.429	4,207.67	50,492.00
01-0723	ROY, KAITLYN	B H	22.567		33.851	3,911.61	46,939.36
01-0724	KOSBAB, KENNETH	B H	16.695		25.043	2,893.80	34,725.60
01-0725	HOLLO, NORMA JEAN	B H	19.440		29.160	3,369.60	40,435.20
01-0726	KORDIS, PATRICIA	B H	22.260		33.390	3,858.40	46,300.80
01-0727	SMITH, RYAN	B H	32.514		48.771	5,635.76	67,629.12
01-0728	GRIMES, LIANNA	B H	15.900		23.850	1,378.00	16,536.00
01-0729	JONES, CARLY H	B H	15.900		23.850	2,756.00	33,072.00
01-0730	CRETELLA, DAVID	B H	22.260		33.390	3,858.40	46,300.80
01-0731	SCRIVANI, FRANK	B H	23.320		34.980	4,042.13	48,505.60
01-0732	JOSEPH, FERLIN	B H	15.000		22.500	1,300.00	15,600.00
01-0733	ZACOT, SETON	B H	26.928		40.392	4,667.52	56,010.24
01-0736	HOGAN, CATHY	B H	13.500		20.250	1,170.00	14,040.00
01-0739	FINOCCHI, LUCIA	B H	15.000		22.500	1,300.00	15,600.00
01-0742	COMAN, KRISTIN	B H	37.712			6,536.75	78,440.96
01-0743	MAKOWSKI, CAMRYN	B H	15.000		22.500	1,300.00	15,600.00
01-0744	CARRANZA, SOFIA	B H	15.000		22.500	1,300.00	15,600.00
01-0745	NOGA, ABIGAIL	B H	15.000		22.500	1,300.00	15,600.00
01-0746	DOOLITTLE, MEG	B H	15.000			1,300.00	15,600.00
01-0747	BURKE, AINSLEY	B H	12.650		18.975	1,096.33	13,156.00
01-0748	ZAMPARELLI, MICHAEL	B H	17.085		25.628	4,145.96	49,751.52
01-0749	VASQUEZ, MARK	B S	49.433	3,954.61		8,568.32	102,819.86
01-0750	HAWK, PATRICK	B H	21.200		31.800	3,674.67	44,096.00
01-0753	ORIGLIO, KAREN	B H	16.430		24.645	711.97	8,543.60
01-0754	SWEAT, CAMERON	B H	17.615		26.423	2,289.95	27,479.40
01-0755	JOHNSON, GRETCHEN	B H	16.097		24.146	1,395.07	16,740.88
01-0756	SANCHEZ, VANESSA	B H	22.740		34.110	3,941.60	47,299.20
01-0757	CROCKETT, ACHIA I	B H	16.500		24.750	1,430.00	17,160.00
01-0758	CRUZ, JR, LUIS	B H	23.100		34.650	4,004.00	48,048.00
01-0760	LARACUENTE, SARAH	B H	30.000		45.000	2,600.00	31,200.00
01-0761	SHELTON, ROBERT	B H	21.000		31.500	3,640.00	43,680.00
01-0762	KURANT, NICOLE	B H	38.462			6,666.75	80,000.96
01-0763	OLSON, CHLOE	B H	15.000		22.500	1,300.00	15,600.00
01-0764	WONG, TYRONE	B H	17.960		26.940	1,556.53	18,678.40
01-0765	BRAFFORD, ANDREW	B H	17.084		25.626	4,145.72	49,748.60
01-0766	GALLOWAY, CANDYCE	B H	50.481			8,750.04	105,000.48
01-0767	OSMANOVIC, ZINETA	B H	17.000		25.500	2,946.67	35,360.00
01-0768	ROBERTS, ZACHARY	B H	15.000		22.500	1,300.00	15,600.00
01-0769	RIVERA, STEVEN	B H	24.500		36.750	4,246.67	50,960.00
01-0770	CARRILLO, GABRIELLA	B H	15.000		22.500	1,300.00	15,600.00
01-0771	BUETE, CHRISTINE	B H	15.000		22.500	1,300.00	15,600.00
01-0772	CASTAGNER, JOSELYN	B H	15.000		22.500	1,300.00	15,600.00
01-0773	HAHN, FINN	B H	15.000		22.500	1,300.00	15,600.00
01-0774	FISHER, JESSE D	B H	24.000		36.000	4,160.00	49,920.00

STATUS: ACTIVE

TIME: EVERY EMPLOYEE

EMPLOYEE#	NAME	PAY		HOURLY	PERIOD	SALARY	OVERTIME	SALARY AMOUNTS	
		CYCLE	TYPE					MONTHLY	ANNUAL
01-0775	EDWARDS, MARYELLEN	B	H	43.269				7,499.96	89,999.52
01-0777	KEERS, CODY	B	H	15.146			22.719	3,675.43	44,105.15
01-0778	PETRIIA, TRAIAN A	M	S	11.126	675.00			675.00	3,100.00
01-0779	MARONE, CHRISTOPHER	M	S	7.418	450.00			450.00	5,400.00
01-0780	WILLIAMS, SCOTT	B	H	44.231			66.347	7,666.71	92,000.48

GRAND TOTALS: 598,175.19 7,178,101.23

Vince,

Please accept this as my official notice for resignation from the City of St. Pete Beach.

My last day at the City of St. Pete Beach, due to an already approved vacation, will be February 24, 2023.

Thank you,


Sharon Spellman

January 26, 2023

11/17/2022 RFP for Permit System

This process was started prior to my arrival at the City of St. Pete Beach. I spoke to my Vince Tenaglia three times regarding this project. I mentioned to Vince that I did not want my name associated with this process or project because the Procurement was not handled according to Procurement Rules, Processes, and Procedures. In addition, it was done prior to my arrival. Julie Anderson in Community Development added my name to the document as receiving the proposals (which are not being posted and only sent to five vendors via email). I will not be participating in the evaluation committee meetings or any meetings pertaining to this solicitation. As I discussed this with Vince he said Julie had direct access to Alex and was given cart blanche on this project and he was not going to upset the apple cart. Documenting for record. 11/18/2022 @ 10am EST SS

01/11/2022 RFP for Permit System

Proposals came in. We received four. I completed the Register of Bids, Responsiveness Check, and Evaluation Committee Conflict and Confidentiality Forms. I explained to Julie that the evaluation committee members score the proposals individually and then meet to discuss where there is not a consensus in the group meeting. Members can change their scores on the consensus at that point but they are not required to. I reminded the group of this and the forms in the Post Agenda Meeting Alex holds and Vince cut me off mid-sentence and said I will talk to you privately about this as I didn't get a chance prior to this meeting. Documenting for record. 01/11/2022 @ 1232pm SS

01/11/2023 Post Agenda Meeting

I issued Conflict of Interest and Confidentiality Forms to the evaluation committee members and requested that they sign and return them prior to the release of the proposals. Some members signed and returned them some members did not. They went to Vince, Alex, and the City Attorney in person and via email with issues concerning the document. In the meeting I proceeded to talk about this with the management team in which I was cut short from Vince. He said "I didn't get a chance to talk to you about this, we will talk offline". Later that afternoon I was called to the conference room and asked by Vince why I issued those letters and that he was getting questioned on my processes. I explained to Vince it was standard Procurement practice and could point him to reference and other organizations that do the exact same. He said he and Alex Rey didn't want them to sign and for me to release the proposals anyway. I explained to Vince that I was hired to do a job that they restrict me from doing. I am constantly being asked to do things to fit the narrative of the person complaining. I told Vince that if we don't resolve these issues and I am not allowed to do the job they hired me to do I would go back to what I was doing before you hired me and they would do the same. 01/11/2023 @ 1030am SS

01/19/2023 Sole Source

Sole Source for PW came in in the amount of \$9,586.40. I received a Sole Source Justification Form and processed it in accordance with the Florida Statutes. It was posted on the City's website. PW complained to Vince and Alex and Vince challenged me on the "interpretation" of the law. I told him I disagreed and we could get our attorney to "interpret" law and he declined saying he would rather me agree with him and Alex rather than get the attorney's involved. The Sole Source has now been pulled down off our website and the files deleted. PO was approved in system and routed to Vince for approval without being posted per the statutes. Documenting for record. 01/19/2023 @ 319pm

01/19/2023 AC and Chiller Units for Recreation Center

Alex Rey asked for the timeline on the bid and when award will take place. I explained to him that I asked for an update that morning and was waiting on a Scope of Work from Eileen. Eileen stated she didn't know anything about AC's and was not the Project Manager on this solicitation. When I mentioned this to Alex he responded with "I guess the ball is in your court then". I asked Vince what was I supposed to do, I don't write Scope of Work and am not the SME on this requirement. He said do what Alex told you do to. I asked who will answer the questions when they come in. He said let's handle that when the problem arises. I wrote the Scope of Work and the solicitation and submitted it to Alex, Vince, and Jennifer for review. Vince approved and Alex went back and forth with me via email with questions. Then Vince came over to my desk and said I would rather you have a conversation with Alex instead of all these emails going back and forth. I told Vince I said that in my email to Alex and if you want the emails to stop talk to him as he is emailing me not the other way around.

01/20/2023 Discussion with City Attorney

Explained the circumstances around the RFP for Permitting System Software and the Sole Source.
01/20/2023 @ 11am SS

01/23/2023 RFP Permit System Software

Julie has been asking Vince to provide a financial analysis for the proposals submitted. She has asked him three times via email. Vince came to my desk today and stated that he had no intention of answering her emails and suggested that I read the proposals and to provide them a financial analysis. I told Vince I am not the Budget/Finance Director and that is not the role of the Procurement Manager. He said well I do not want my name in the Sunshine anywhere associated with this project. I explained the same to him then and many other times as well and was told to do what Alex told me to do. I suggested to him that I could print D&B Reports for each company and they could use those but I was not providing financial analysis for each vendor.

01/23/2023 @ 315pm SS

01/24/2023 RFP Permit System Software

I sent the reports to Julie as suggested the night before in my conversation with Vince. Julie emailed Vince and said that is not what she wanted she wanted an analysis from Vince. Vince came to my desk to tell me Julie emailed him and explained what she wanted. He said him and Alex did not want to provide and quoted "I am not giving an opinion of a companies financial stability" and said he wanted to remove himself from this discussion. I asked him what I was supposed to do with this information. I told him if they didn't have the expertise to evaluate financial data then they should not have asked for it. I suggested they review what they asked for in their criteria and rate the proposals based on their responses to that criteria. If they didn't know how to do that they should not have asked the vendors to provide it. 01/24/2023 @ 9am SS

PCard

Sheila Dalton trained me on the PCard for the City. I am very familiar with this type of program as I was the administrator for PSTA. When being trained I asked who verified the transactions and she said no one does. She mentioned that Vince didn't have time to look at what others were charging. I had a conversation with Vince about the same issues and he again stated he didn't have time to review

charges and never processed anything through the PCard Online Program Software; only signed what Sheila provided to him. In addition to the PCard training I noted that there were several charges by many members of the City for food and alcohol. Per the PCard Policy alcohol was permitted to be purchased on the PCard. One of Jennifer's employees used it to purchase alcohol and when I questioned the charge this is what I was told by Jennifer "We have music in the park every Friday night. The gentlemen we hire to play we pay them with a case of beer. He drinks it while playing and then drives home." I reminded her that alcohol was permitted on the PCard and she said Alex Rey gave her permission to purchase it. I also mentioned this to Vince in which he told me he was not getting involved.

Toxic Work Environment

On the daily I was being questioned by Vince and Alex on why I was doing what I was doing. Almost everyday I would be called into the conference room or Vince's office and told "do you want to know who your unhappy customer is today". The problem the City has is a "complaint culture". What I mean is we are all adults working professional jobs but they will not speak to one another. Only complain to that person's boss. Example: I sent an email for a Bid Tab to be implemented into our process. This was done because we were required to secure three quotes and they were not doing that nor providing the documentation for the two quotes (other than the one they were awarding to). They didn't like it but never said anything to me. Would not email or call to discuss it. Just go straight to Vince or Alex and say they don't agree with it or like it. Then I would be told to pull pack the email or change the process because we don't want the departments to be unhappy or make more work for them.

Another example is the way people speak to each other. The City Attorney and I were in the process of creating new solicitation and contract documents for the City. When I submitted one of those documents to the Library for review I never got a response. What took place instead was the project manager sent an email to his boss Betcinda and she forwarded it to Vince. Instead of Vince reading it and having a conversation with Betcinda about it he called me into his office and again said "do you want to know who your unhappy customer is today". He then showed me the email and I was completely appalled. This person basically took five pages to tell me I was not qualified to do my job. This person had NEVER even met me nor did he know anything about my qualifications or resume. I told Vince it was unacceptable and that if he wanted to talk specifications on the solicitation to lets do that but he was not going to bash my character or my ability to do my job. Vince stated that he would talk to Alex about it but that Alex wanted things done a certain way and he didn't want the departments upset. I then said thanks and walked out. That is when I went to my desk and submitted my resignation to Vince via email.

I had many conversations with HR regarding the issues I was having. HR would respond with I am dealing with the same issues. Keri Nelson stated that no one listens to her either and that I just needed to be patient and it will all work out. That the employees of the City were not used to change and that it would take them awhile to get used to you. I stated it will take even longer if I do not have the backing of my supervisor or City Manager.

When I was interviewed I was offered a hybrid position after three months. When the three months was up I asked again and was told that they could not honor that and I would have to be in the office five days a week. I commuted 2.5 hours each way and this was a major factor in accepting the position. However, when I was interviewed I was asked by Vince and Keri that if I ever left the City to give a months' notice. When I submitted my resignation I did just that. Vince met with Keri and they came

back to tell me that I could leave the very next day. I responded with "are you firing me"? And they responded with no we just don't want to make anyone uncomfortable if you are still here working everyday. Why that was an issue I have no idea. I then responded with, you can let me work my month notice (as I kept my promise) or I will file unemployment. I was then told to work from home for the last month. While working from home the work did not come. I would ask daily about requisitions, or projects to be worked on and Vince would state I will let you know. Then I found out when Mike emailed me that they hired a contractor to do the work I was to be doing at home. So they were paying me a salary and paying a contractor WAY more than me to do the SAME work. Not one person at the City even had the decency to let me know. I found out when the contractor emailed me.

Sole Source Justification Form

January 5, 2023

Company Name:
Product Name:
Model # / Description:
Units:
Cost:

When the recipient requires supplies or services available from only one responsible source, and no other supplies or services will satisfy its requirements, the recipient must justify the Sole Source award.

	Unique or Innovative Concept. The offeror demonstrates a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the recipient only from one source and has not in the past been available to the recipient from another source.
	Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.
	Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
	Unacceptable Delay. In the case of a follow-on contract for the continued development or production of a highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the recipient's needs.

2022 Florida Statutes

Commodities or contractual services available only from a single source may be excepted from the competitive-solicitation requirements. If an agency believes that commodities or contractual services are available only from a single source, the agency shall electronically post a description of the commodities or contractual services sought for at least 15 business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the agency, after reviewing any information received from prospective vendors that the commodities or contractual services are available only from a single source, the agency shall provide notice of its intended decision to enter a single-source purchase contract in the manner specified in s. 120.57(3). Each agency shall report all such actions to the department on a quarterly basis in a manner and form prescribed by the department, and the department shall report such information to the Governor, the President of the Senate, and the Speaker of the House of Representatives no later than January 1, 2022, and each January 1 thereafter.



**THE CITY OF ST. PETE BEACH
NOTICE OF INTENT TO AWARD SOLE SOURCE
PROCUREMENT SOLE SOURCE 23-01935**

November 15, 2022

Written Response Due: December 5, 2022

Time: 10:00 a.m.

Email Address: sspellman@stpetebeach.org

This is not a Request For Proposal and there is no solicitation available. The proposed contract action is for services for which The City intends to negotiate and award with only one source. Any responses received as a result of this Notice of Intent shall be considered solely for the purpose of determining whether to conduct a competitive procurement. Responses will not be considered as proposals, bids, or quotes.

The City intends to negotiate a sole source procurement with Ellis Automated for Maxon Radios, Modems, Connector, Power Supply, Click Cable, and Labor. The City shall contract this procurement with Ellis Automated. This is an acquisition with an estimated value of \$9,999.00.

Interested suppliers or individuals may identify their interest and capability to respond to the requirement by submitting in writing their name, address, point of contact, telephone number, email, and a statement regarding capability to provide the listed procurement specifications. Interested suppliers or individuals will be considered only if they respond with clear and convincing documentation that they are capable of meeting or exceeding the requirements stated herein. All responses received within fifteen (15) business days after the date of publication will be reviewed by The City. A determination by the Procurement Division not to compete this proposed action based on the responses to this notice is solely within the discretion of The City's Procurement Division.

All responses must be in writing and returned to:
Sharon Spellman, Procurement Manager
sspellman@stpetebeach.org

Thank you for your interest in The City of St. Pete Beach

The City of St. Pete Beach

TABULATION OF QUOTATIONS RFQ- _____

STAFF INSTRUCTIONS:

After quotations are recorded, this form must be signed and attached to the purchase requisition and purchase order for the permanent file. For purchases over \$25,000, this form must be posted on-line via solicitation, and the offerors will be notified of its posting via email.

DESCRIPTION OF ITEM(S)		QUANTITY	ORDERING UNIT
REMARKS:		VENDOR'S	
		TOTAL PRICE	
		DELIVERY DATE	
		AWARDED TO:	

VENDOR NAME		UNIT COST	TOTAL	PRICE
ADDRESS				
CONTACT:				
TELEPHONE NO.				

VENDOR NAME		UNIT COST	TOTAL	PRICE
ADDRESS				
CONTACT:				
TELEPHONE NO.				

VENDOR NAME		UNIT COST	TOTAL	PRICE
ADDRESS				
CONTACT:				
TELEPHONE NO.				

I CERTIFY THAT COMPETITION HAS BEEN SOLICITED AND QUOTATIONS OBTAINED.

(Signature of person obtaining quotations)

PRINT NAME:	DATE:
SIGNATURE:	



The Sunset Capital of Florida

The City of St. Pete Beach			
ADDENDUM OF SOLICITATION			
1. Solicitation No:	2. Addendum No:	3. Effective Date:	4. Brief Solicitation Description:
<p>5. REVISED OFFER SUBMISSION DUE DATE AND TIME: (Note: Unless identified below, this solicitation amendment does not change the Offer Submission Date and Time.)</p> <p>The date and/or time specified for receipt of offers is changed as follows:</p> <p style="text-align: right;">DATE: TIME:</p>			
<p>6. REVISED PRE-BID/PROPOSAL CONFERENCE: (Note: Unless identified below, this solicitation amendment does not change the Pre-Bid/Proposal Conference, if a conference is scheduled.)</p> <p>The scheduled pre-bid/proposal conference is changed as follows:</p> <p style="text-align: right;">DATE: TIME: LOCATION:</p>			
<p>7. AMENDMENT OF SOLICITATION: The solicitation identified in Block 1, above, is hereby amended as described in Block 11, below. Except as provided herein, all other provisions of the solicitation, or as heretofore amended, remain unchanged and in full force and effect.</p>			
<p>8. REQUIREMENT TO ACKNOWLEDGE AMENDMENT: Offerors must acknowledge receipt of this amendment prior to the deadline specified in the solicitation for receipt of offers by one of the following methods:</p> <ul style="list-style-type: none"> a. By signing this amendment in Block 9, below, and returning one signed copy. b. By acknowledging receipt of this amendment on the Solicitation, Offer and Award form (CS-01); or, c. By separate letter or telegram that includes a reference to this solicitation and amendment number. <p>WARNING: Failure of an offeror to acknowledge receipt of this amendment, as described herein, may result in REJECTION OF THE OFFER.</p> <p><i>NOTE: For Invitations for Bids the terms "Offer" and Offeror" shall mean "Bid" and "Bidder", respectively; and for Requests for Proposals or Quotation the terms "Bid" and "Bidder" shall mean "Offer" and "Offeror", respectively, in this solicitation and any associated exhibits</i></p>			



The Sunset Capital of Florida

9. OFFEROR'S ACKNOWLEDGEMENT OF AMENDMENT:

Name & Title: _____ Signed Acknowledgment: _____
(Print/Type)
Offeror: _____ Date Acknowledged: ____/____/____

10. FOR FURTHER INFORMATION CALL CONTRACTING OFFICER:

Name: Sharon Spellman

Email: sspellman@stpetebeach.org

11. DESCRIPTION OF AMENDMENT:

Questions and Answers:

**The City of St. Pete Beach
CONTRACT MODIFICATION**

1. CONTRACT NO.	2. MODIFICATION NO.	3. EFFECTIVE DATE	4. CONTRACTOR NAME
5. CONTRACT MODIFICATION			
<p>The contract identified above is modified as described in Block 8, pursuant to the terms and conditions of the contract. Except as modified herein, all other provisions of the contract (including, but not limited to, price, delivery, and completion date) remain unchanged.</p>			
6. AMOUNT OF THIS MODIFICATION:			
PRIOR CONTRACT AMOUNT:			
NEW CONTRACT AMOUNT:			
7. TERM OR PERIOD OF PERFORMANCE:			
PRIOR:			
NEW:			
8. DESCRIPTION OF MODIFICATION:			
9. CONTRACTOR IS REQUIRED TO SIGN:			
_____		_____	____/____/____
Name and Title (Type or Print)		Signature of Authorized Agent	Date
10. CONTRACTOR IS REQUIRED TO SIGN:			
_____		_____	
Name and Title (Type or Print)		Signature	



PUBLIC NOTICE

PUBLIC NOTICE THE CITY OF ST. PETE BEACH

RFP 23-

Trash (Refuse) and Recycling Services

THE CITY OF ST. PETE BEACH WILL BE CONDUCTING AN EVALUATION COMMITTEE MEETING FOR THE ABOVE REFERENCED SOLICITATION JUNE 16, 2022, 12:00 PM EST

Join Zoom Meeting

<https://us02web.zoom.us/j/83895610123?pwd=OUQraE5TQlBtK0R0US80MUZ3eHlxdz09>

Meeting ID:

Passcode:

ANY QUESTIONS BEFORE OR AFTER THIS ANNOUNCEMENT PLEASE CONTACT:

SHARON SPELLMAN

PROCUREMENT MANAGER

sspellman@stpetebeach.org

Pinellas Suncoast Transit Authority (PSTA)
SOLICITATION AWARD ANALYSIS
IFB 22-980448

Award Information

- A. Description:** Transit Infrastructure Construction
- B. Contractor:** JAM 520, Inc.
- C. Award Amount:** \$1,017,000.00
- D. Award Type:** Contract, Exhibit K
- E. Term of Award:** Two Year Base with Three One-Year Options
- F. Funding Source:** Grant Funds

Solicitation Information

- G. Issue Date and Offer Received Date:** March 31, 2022 and April 27, 2022
- H. Timely Bids Received:** Three (3)
- **Solicitation Process :** On March 31,2022, the solicitation for Transit Infrastructure Construction was posted on PSTA's website and DemandStar.
 - Procurement received two (2) responsive bids on April 27, 2022 from David Nelson Construction Company and JAM 520, Inc. American Construction Services Inc. of Tampa was considered non-responsive for not committing to the 18.28% DBE goal and not submitting the GFE Form establishing a good faith effort to meet that goal.
- I. Price Review/Negotiation Record:** The Project Manager reviewed the pricing and determined that the bid for JAM 520, Inc. was considered fair and reasonable.
- J. Determination of Responsibility:** A responsibility review was conducted. JAM 520, Inc. is not listed on the federal government's debarred /suspended list (<https://www.sam.gov>) nor do they appear on the State of Florida List Of Convicted/Suspended/Discriminatory Vendor lists.
- K. Determination and Recommendation:** JAM 520, Inc. is determined to be responsible vendor and is, therefore, eligible and recommended for award.

Prepared: _____
Procurement Manager

Signed: _____
Director of Procurement



Conflict of Interest

(To be completed by individuals appointed to the Source Evaluation Committee for this procurement.)

As a member of the Source Evaluation Committee, I hereby certify that, to the best of my knowledge, I do not have a conflict of interest, either real or apparent, as a result of any financial or other interest on my part or that of any member of my immediate family, in relation to any contract or subcontract under consideration by the Committee. I further certify that I am not employed by, nor do I have an arrangement for future employment with, any of the proposed prime contractors under consideration, nor will I solicit or accept gratuities, favors, or anything of monetary value from any of them. If I learn during the evaluation process that I have a conflict of interest with any firm, individual, organization, associated with either offer, I will immediately notify the Purchasing Manager, who will coordinate with the appropriate City personnel to determine if this would disqualify me from participating further in the quote evaluation process.

Signature

Date

Non-Disclosure Agreement

(To be completed by any individual cognizant of any information pertaining to this procurement.)

I hereby certify that prior to a final decision as to whom may be awarded a contract, that I will hold no discussions, outside of meetings, with the Source Evaluation Committee members on any matters directly relating to this procurement. The Source Evaluation Committee consists of the technical evaluators and Procurement staff.

Signature

Date

The City of St. Pete Beach
EXHIBIT B
SPECIAL SOLICITATION INSTRUCTIONS and CONDITIONS

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1. Proposal Preparation and Format

- (a) The following paragraphs detail the instructions and order to be followed in preparing a response to this solicitation. The City reserves the right to reject any offer as non-responsive, in its sole and absolute discretion, if the proposal fails to include any of the required information or fails to present the information in the specified order.
- (b) Offerors shall submit offers to the City Clerk's Office. Offers **must be received** before the time and date on the solicitation cover sheet (Solicitation, Offer and Award Form, CS-01).
- (c) Each part of the offer should be clearly labeled and tabbed for easy reference. Offers shall include a "Table of Contents" identifying the page numbers of where to find the various sections included in the proposal. Failure by an offeror to respond to any of the following requirements may be a basis for elimination from consideration during the evaluation.
- (d) To aid in the timely, effective review of all offers, it is required that each offeror closely follow the content requirements provided in Paragraphs 3 and 4 below.
- (e) Offers shall be typed. Offers should be prepared as simply and economically as possible while providing straightforward, concise information of the offeror's capabilities to satisfy the requirements of this solicitation. Fancy colored displays, promotional material, etc. are neither necessary nor desired. Technical literature about the offeror's experience and qualifications must be included. The emphasis should be on completeness and clarity of content. Unnecessarily elaborate proposals or lengthy presentations are not desired.

2. Evaluation Criteria

Proposals will be evaluated based on "Technical Acceptability." A breakdown of points is provided below for 1,000 Total Maximum Points for "Technical Acceptability." All criteria are important, however, and it would be wrong to assume the criteria listed last are insignificant. In responding to Evaluation Criteria 1 to 7 below, the offeror should organize its proposal so that the qualifications are clearly illustrated in each of the following categories.

No.	Criteria	Maximum Points
1	Introduction and Submittals	0
2	Qualifications of Contractor	200
3	Qualifications of Key Personnel	200
4	Understanding of the Scope of Work	400
5	Price	200
6	Exceptions	0
7	Promotional Literature	0
Total Points		1000

Commented [M01]: This is a small project, perhaps \$50K. I think this is a bit of an overreach. What order the responses are in is immaterial.

Commented [M02]: This should be omitted. This is overkill. I'm not tossing a vendor because they didn't use a table of contents. This threat to eliminate vendors is very, very bad and I won't be involved in a project where we start threatening people in an RFP.

Commented [M03]: Again, this seems argumentative and should be eliminated.

Commented [M04]: This isn't 1943. Offers will be typed.

Commented [M05]: Why are we treating vendors like simpletons. If a vendor wishes to use illustrations to show how their gates are installed or something similar that adds to the response, not detracts from it.

Commented [M06]: Proposals will be evaluated on a number of criteria that I have provided. I don't know what technical acceptable in scare quotes with random capitalization means, I'm sure no vendors will either.

The points system is fine, however I'm using an evaluation template in Excel that I've used for many years on projects from \$100K to \$7mm at PwC, Alachua County Library District, the MBRL Library in Dubai and it has performed quite well for me. I'll be re-converting the points into percentages rather than redesigning my tried and true evaluation tool.

Commented [M07]: I don't think telling firms they're wrong is a good first footing.

Commented [M08]: I have a graduate degree, several actually, and I am able to read and understand a proposal in any format. Chiding prospective vendors yet again is inappropriate.

Proposals submitted by offerors that meet the minimum qualifications, above, will be evaluated for award based on the following "technical" to "price" split. A breakdown of points is provided below.

- (1) Technical (800 Total Maximum Points), and
- (2) Price (200 Total Maximum Points).

(1) Section 1 – Introduction and Submittals (No Points):

- A cover letter with the proposal must be submitted and dated. The letter should describe the Offeror's interest in the contract and brief description of general approach or unique features of the Offeror or team.
- The cover letter shall also contain the name, title, address, e-mail address, and telephone number(s) of an individual(s) with authority to bind the Offeror during the period in which the City is evaluating proposals.
- The cover letter shall summarize your company's background and experience, noting years in business, executive leadership/ownership, and any distinguishing factors that set your company apart from your competitors.
- The cover letter shall be signed by a principal of the Offeror or other person fully authorized to act on behalf of the Offeror or team. The letter must indicate that the Offeror agrees to be bound by the contract upon award without modifications, unless mutually agreed to upon further negotiations between the City and the Offeror.

(2) Section 2 – Qualifications of Contractor (200 Points):

- Provide the relevant qualifications and experience of your company as it relates to the scope of work, including a specific statement of how your company intends to meet the stated requirements. (50 Total Maximum Points)
- The company must have been in business providing related services for at least five (5) years, preferably to include experience with government agencies. (50 Total Maximum Points)
- Provide a minimum of three client references for prior similar projects that proposer has successfully completed. (100 Total Maximum Points)

(3) Section 3 – Qualifications of Key Personnel (200 Points):

- Provide a list of key personnel in the proposed team, their titles, and tasks to be assigned relative to the scope of the project. (50 Total Maximum Points)
- Provide professional biographies of each which list the qualifications and all relevant experience of the team members, with the proposed Project Manager listed first. (50 Total Maximum Points)
- Provide a minimum of three (3) prior similar assignments that each individual key staff member proposed has successfully completed. (100 Maximum Points)

(4) Section 4 – Understanding the Scope of Work (400 Points):

- This section should demonstrate your company's understanding of the scope and your ability to satisfy requirements. Discuss the ways in which you will utilize current technologies and practices to complete the work. (100 Total Maximum Points)
- Describe the capability to perform work in or under budget and on time. How will you handle a delay in the project should one arise? (100 Total Maximum Points)
- Provide and describe a maintenance and service agreement for after the initial or manufacturer warranty has expired. (100 Maximum Points)
- Describe the training plan for the staff of the library (how many hours, type of training offered, lifetime training while the work is under contract and or warranty. (100 Total Maximum Points)

(5) Section 5 – Price (200 Points).

- (a) Price proposals shall be submitted on the Schedule Form (S-01) in Excel format provided by the City. P Pricing methodologies, other than that provided in the Schedule (S-01), shall not be considered. Requests to modify the pricing schedule should be communicated to the Contracting Officer, as defined in Exhibit F to this solicitation and identified in Block 3 of the solicitation cover sheet (Solicitation, Offer and Award Form,

Commented [MO9]: This is not a request for bids, there is some room for flexibility here with adaptability for future needs - lockers, vending machine, ease of migration if PPLC changes ILS. There are a lot of factors and I don't think this section is necessary or appropriate. Should one form check all the boxes, but not be easily migrated to a new ILS but have a lower price they could protest the awarding of the contract to a firm that would be easily migratable. This seems to give leverage to a challenge of the award much more than it benefits us in the RFP.

Commented [MO10]: This whole section seems pedantic.

Commented [MO11]: The evaluation team will decide how to weight these. This isn't a check the box sort of thing. Things like three client references isn't absolutely necessary, one good implementation is great, I don't think we need to be so granular quantifying things.

Commented [MO12]: This is going to be one person. This is a small project. They will most likely sub out the physical installation of the gates to a local electrician. We don't need professional biographies of anyone. This is absurd overkill.

Commented [MO13]: This should be less complicated that doing my taxes. It isn't.

CS-01) within ten (10) days of the solicitation issue, so that the City may consider amending the Schedule S-01) if such change is in the best interest of the City.

(6) Section 6 - Exceptions (No Points)

Exceptions to, or variances from, any portion of the solicitation, including the statement of work, contract terms, (including any supplemental agreements or contract terms, software agreements, or other terms or conditions) will not be considered unless the offeror specifically identifies them and provides all such terms or variations as part of this section. Exceptions are, however, strongly discouraged and may not be accepted by the City. As with price, offerors are strongly encouraged to contact the Contracting Officer identified in Block 3 of the solicitation cover sheet (Solicitation, Offer and Award Form, CS-01) well in advance of the deadline for receipt of questions and offers with any proposed changes to the Authority's terms and conditions.

(7) Section 7 - Promotional Literature (No Points)

[This section should contain any promotional literature submitted for informational purposes only.]

3. Evaluation of Proposals and Selection Procedure

- (a) The City's Contracting Officer will appoint an evaluation committee to evaluate and score the proposals determined to have met the minimum qualifications specified in paragraph 3, above, on the technical criteria, in paragraph 3, above.
- (b) Proposals may be determined to be "Acceptable," "Potentially Acceptable" (that is, susceptible of being made "Acceptable"), or "Unacceptable." Proposals evaluated as technically "Unacceptable" shall be rejected and will receive no further consideration for award.
- (c) The Contracting Officer shall, also, evaluate prices for proposals determined to be "Acceptable" or "Potentially Acceptable." After completing this evaluation, the Contracting Officer may:
 - (1) Proceed directly to the City's Commission to consider awarding a contract based on the evaluation of the initial proposals; or
 - (2) Seek clarifications and/or request the remaining offerors to make oral presentations concerning their technical proposals. If oral presentations are required, the Contracting Officer will establish the specific criteria and parameters for oral presentations. Oral presentations shall be used to clarify written proposals and may be evaluated by the evaluation committee. Or
 - (3) Evaluate proposals against all evaluation criteria set forth in the solicitation in order to establish a competitive range of proposals that the Contracting Officer, in his/her sole discretion, deems reasonably susceptible of award. The Contracting Officer may select one or more offerors within the competitive range with which to commence negotiations. Negotiations may address either the technical or price proposal, or both. At the conclusion of discussions, the Contracting Officer will set a time and date for the submission of "best and final offers." If an offeror chooses not to submit a best and final offer, its initial proposal (including price) will be considered its "best and final offer." After the date and time set for receipt of best and final offers, the Contracting Officer will evaluate the best and final offers and may present his/her recommendation for award by the City's Commission based upon the total points for both the technical and price components of each best and final offer. The offerors' initial scores will not be re-calculated based on the received best and final offers. The ultimate decision on the contract award shall be made by the City's Commission in its sole and absolute discretion.
- (d) The City reserves the right to investigate the qualifications of all offerors under consideration; to confirm any part of the information furnished by an offeror; and/or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of work under a resulting contract.
- (e) Offerors are hereby reminded that the City reserves the right to award a contract following evaluation of initial proposals. Offerors should therefore ensure that they submit their best technical and price proposals in their initial proposal submissions.

Commented [MO14]: I can envision exceptions, such as replacing the self check machine (it is a vendor specific item) that aren't in the proposal, but which could result in a better overall system or price. To discourage that seems unwise.

Commented [MO15]: This seems unneeded.

Commented [MO16]: I want to see all proposals, not only those determined by someone else who vetted them for having CVs attached.

Commented [MO17]: By whom?

Commented [MO18]: No, just no.

Commented [MO19]: This is unacceptable. Professional expertise, knowledge and skill as held by Master's degree librarians is essential for the evaluation of these proposals. An intimate knowledge of the incumbent ILS system is an absolute requirement for evaluation of these proposals. I don't think purchasing has that expertise and thus should rely on the evaluation team selected by the library.

(f) The City shall be the sole judge of offeror's qualifications.

4. **Evaluation of Option Pricing**

(a) The City shall evaluate proposals for award purposes by including the total price for the initial contract term, with any optional terms noted under each; however, the optional terms and any associated optional term pricing may not necessarily be exercised under the contract.

(b) The offeror must demonstrate the financial capacity to support their ability to provide services on a reimbursement basis.

5. **Incorporation of Offeror's Proposal**

The City reserves the right to incorporate the successful offeror's proposal into any resulting contract, by reference or full text (See Exhibit K). This includes any revisions and supplements through the date set for submission of best and final offers, if applicable.

PURCHASE ORDERS	Vendor	Vendor ID	Description	PO/Payment Date	P.O. Amount OR Comm Apprv Amount		Invoiced	Balance	State	Comm Mtg Approval	Comm Approval Amount
					301-0047	301/5601-5310					
P002301	CPWG	V004071	Gulf Blvd Underground	09/27/17	\$0.00	\$538,900.00	\$481,324.53	\$57,575.47	Open	9/26/2017	\$538,900.00
P003193	CPWG	V004071	Gulf Blvd Underground	04/15/20	\$99,900.00	\$0.00	\$99,900.00	\$0.00	Closed	4/14/2020	\$99,900.00
P003250	CPWG	V004071	Gulf Blvd Underground Addendum	06/10/20	\$106,020.00	\$0.00	\$106,020.00	\$0.00	Closed	9/6/2020	\$106,020.00
P003400	Kimley-Horn	V004177	Task 2	10/23/20	\$15,116.40	\$0.00	\$13,294.65	\$1,821.75	Open		
	Alpha Corp	V004873	Underground		\$3,393.88	\$23,759.45	\$27,153.33	\$0.00			
P003402	Alpha Corp	V004873	Gulf Blvd Underground PHII	10/23/20	\$25,000.00	\$0.00	\$24,988.03	\$0.00	Closed		
P003420	Duke Energy Florida	V000501	Engineering Fee	11/02/20	\$10,376.00	\$0.00	\$10,376.00	\$0.00	Closed		
P003482	Alpha Corp	V004873	Underground	02/01/21	\$36,640.00	\$0.00	\$36,640.00	\$0.00	Closed	1/26/2021	\$36,640.00
P003539	Alpha Corp	V004873	Gulf Blvd Underground PHII	03/29/21	\$24,980.00	\$0.00	\$21,000.00	\$3,980.00	Open		
	Duke Energy		Duke Energy BCE - 75th Ave to 55th Ave	04/08/21	\$2,121,314.10	\$0.00	\$2,121,314.10	\$0.00	N/A	3/9/2021	\$2,121,314.10
	Spectrum/Charter	V004929	Communications - PHI & PHII	04/27/21	\$53,513.56	\$0.00	\$53,513.56	\$0.00	N/A	4/13/2021	\$53,513.56
P003664	Hypower	V004957	Construction Phase I	08/13/21	\$2,294,830.17	\$0.00	\$986,201.33	\$1,308,628.84	Open	8/10/2021	\$2,294,830.17
	Duke Energy		Duke Energy BCE - 55th Ave to 45th Ave	09/27/21	\$3,610,642.46	\$0.00	\$3,610,642.46	\$0.00	N/A	9/13/2021	\$3,610,642.46
	Alpha Corp	V004873	Alpha Task Order - Phase II PM							11/10/2021	\$58,660.00
P003808	Kimley-Horn	V004177	Phase II Task Order	12/09/21	\$713,035.00	\$0.00	\$421,446.19	\$291,588.81	Open	11/10/2021	\$713,035.00
P003879	Kimley-Horn	V004177	Easement Acquisition	03/22/22	\$23,206.00	\$0.00	\$8,694.80	\$14,511.20	Open		
P003918	Kimley-Horn	V004177	Gulf Blvd Phase II	05/12/22	\$4,255.00	\$0.00	\$4,255.00	\$0.00	Closed		
P003928	Duke Energy Florida	V004972	Streetlighting	05/25/22	\$215,886.77	\$0.00	\$215,886.77	\$0.00	Closed	5/24/2022	\$215,886.77
P003978	Duke Energy Florida	V004972	Conduit	08/19/22	\$13,574.23	\$0.00	\$13,574.23	\$0.00	Closed		
P004231	Spectrum/Charter	V004929	Communications Change Order	04/24/23	\$13,425.25	\$0.00	\$0.00	\$13,425.25	Open		
	Duke Energy		Duke Energy BCE - 45th Ave to 35th Ave								
					\$9,385,108.82	\$562,659.45	\$8,256,224.98	\$1,691,531.32			
					\$9,947,768.27		\$9,947,756.30				
									\$9,849,342.06		

Date	Item #	email Title / Description	Topic	ED	Comment
05/30/15	EM-156	WO 1 Feasibility Study Report	Reports		CPWG Feasibility Report with probable cost budgetary estimate of \$ 9,276,000.00 75th Ave to 35th Ave.
2/23/2016	CM-001	Commission Meeting	Comm Mtg	X	consent: b.Authorize the City Manager to enter into a one-year contract extension with Cribb Philbeck Weaver Ground Ince. ~ Motion was unanimously accepted
2/23/2016	CM-001	Commission Meeting	Comm Mtg	X	consent: c.Authorize the City Manager to enter into a one-year contract extension with Kimley-Horn Inc effective January 8, 2016 through January 8, 2017. ~ Motion was unanimously accepted.
03/11/16	EM-039	non-binding estimate request	Estimate		Ian Way with SPB requested a non binding cost estimate for the undergrounding of Gulf Blvd from Miriam Tucker with Duke Energy.
03/30/16	EM-029	Non-binding estimate for gulf Blvd undergrounding	Duke NBE		Duke submitted a non binding cost estimate for Gulf Blvd.
04/26/16	EM-026	PO 17-02377	Contracts	X	CPWG contract with Indian Rocks Beach for Undergrounding was submitted to the city for potential piggybacking.
05/02/16	EM-018	undergrounding piggyback?	Contracts		Discussion between PW and City Manager about piggy backing on Madeira Beaches design / build contract.
09/28/16	EM-036	Piggybacking CPWG-Indian Rocks Beach Undergrounding Agreement	Contracts		Ian Wade with SPB informed Steve Tarte of CPWG of our intent to piggyback on the Indian Rocks Beach contract and provided a professional services agreement.
11/17/16	EM-058	non-binding estimate request for Gulf Blvd	Estimate		Duke provides the non binding cost estimate for Gulf Blvd.
12/07/16	EM-154	Mike Clarke's meeting notes	Project Mtgs		Copies of Mike Clarke's contemporaneous notes from project meetings in 2016-December.
12/12/16	CM-018	Commission Meeting	Comm Mtg	X	Authorize the City Manager to enter into an Agreement for Professional Services with Cribb Philbeck Weaver Group, Inc. (CPWG) in an amount not to exceed \$5,600,000 (through FY18) to piggyback on an existing contract between CPWG and the City of Indian Rocks Beach for the undergrounding of public utilities on Gulf Boulevard. ~ Motion was unanimously accepted.
12/13/2016	CM-003	Commission Meeting	Comm Mtg		City Manager Wayne Saudners reviewed the beautification project which is funded, based on population, by the Penny for Pinellas program. Improvements specified by beach communities through the Big C organization include undergrounding utilities, entrance signs, improved lighting, landscaping and benches. Mr. Saunders requested to place the project on the January 10, 2017 agenda for further discussion and priority listing. ~ No Motion
1/10/2017	CM-004	Commission Meeting	Comm Mtg	X	consent: e.Authorize the City Manager to enter into Continuing Contracts for Professional Design Services with Cardno, Inc., Cribb Philbeck Weaver Group, Inc., GGI, LLC (Genesis), George F. Young, Inc., Kimley-Horn and Associates, Inc., and Stanley Consultants, Inc. ~ Motion was unanimously approved.
2/16/2017	ET-003	CPWG Feasibility Study WO#1	Estiamte		CPWG feasibility study for Construction Costs - Gulf blvd Utility Undergrounding Coordinating - Work Order #1
03/14/17	EM-038	Overhead to Undergrounding Feasibility Study Proposal	Proposals		David Greene with CPWG submitted the revised proposal for the feasibility study and implementation of undergrounding with a revised cost of \$20,150.00. Table 1 - Proposal to provide engine3er's estimate of probable costs.
04/11/17	CM-062	Commission Meeting	Contracts	X	City Commission unanimously voted to approve a motion to go into an agreement with CPWG to perform the initial coordination, feasibility and benefits study to determine scope of services for the Gulf Blvd Undergrounding project funding by Penny for Pinellas @ \$5.6M at that time.
08/23/17	EM-060	Agenda Title 12 September	Commission		Mike Clark sent Eileen the agenda item for a proposal of \$465,283.77 from CPWG for the September 12 2017 Commission meeting.
08/24/17	ET-004	CPWG - Undergrond Feasibility Engineer's Estimate of Probable Costs	Study		CPWG submitted an updated estimate of probable costs and execution strategy for the available funding.
08/25/17	EM-035	PO 17-02377	Budget		Vince informs Mike that we may need to move the feasibility study to the operating budget as it cannot be capitalized.
08/30/17	EM-012	X12Underground Electricity on Gulf Blvd RE_ Agenda Title 12 September	Approval	X	CPWG submitted for approval Task Order #2 for 538,900.00\$ for Phase 1: 75th to 64th.
09/19/17	EM-046	Gulf Blvd Elec Underground	Approval		Mike Clark sent the CPWG proposal in the amount of 538,900.00 to Eileen for the commission meeting.
9/26/2017	CM-005	Commission Meeting	Comm Mtg	X	Approve the proposal from Crib Philbeck Weaver Group in the amount of \$538,900.00 to perform the engineering design to place underground the overhea electrical and related utilities along section of Gulf Blvd. ~ Motion was unanimously approved.
12/08/17	EM-015	X15St_ Pete Beach - Undergrounding Proposal WO #3	Commission	X	Commission approved the Gulf Blvd. UG Street Lighting and Median Enhancements at 495,010.00

Date	Item #	email Title / Description	Topic	ED	Comment
12/12/17	EM-055	St Pete Beach - Undergrounding Proposal WO #3	Proposals		CPWG Work Order #3
01/01/18	EM-152	Series of emails from 2018 and previous	Contracts		A chronologically organized series of emails from 2018 and before about the Gulf Blvd undergrounding project between PW, CH, Duke, and CPWG.
02/22/18	EM-048	St Pete Beach Undergrounding	Design		David Green with CPWG notified SPB of Dukes distribution design schedule. Expected to complete end of may 2018.
03/14/18	EM-153	Mike Clarke's meeting notes	Project Mtgs		Copies of Mike Clarke's contemporaneous notes from project meetings in 2018-March.
03/21/18	EM-056	St Pete Beach LED Fixtures	Street Lights		Theresa Crane w/ Duke sent over a selection of street light options to SPB.
03/22/18	EM-014	St. Pete Beach Gulf Blvd. Electrical Undergrounding	Commission	X	Mike Clarke sent Theresa Crane w/ Duke the list of five elements approved by the commission to proceed with: UG 75th to 65th, UG Bayway to 37th, LED streetlights 75th to Bayway, Removing all lines, providing power to the medians.
03/22/18	EM-044	Gulf Blvd Light Selection	Street Lights		Mike Clarke forwards the two options for street lights to Wayne Saunders.
03/27/18	EM-021	St. Pete Beach Gulf Blvd. Electrical Undergrounding	Street Lights		Duke informs SPB that if they go forward with the Sanibel fixtures as was done on Pass-a-Grille way there will be a great deal more lights needed than expected to meet DOT road lighting requirements.
05/17/18	EM-022	St Pete Beach LED Light Question	Street Lights		Ian Steorts with Duke Energy lighting submitted an example from Indian Shores of the commission approved white Poles with white Sanibel fixtures.
05/22/18	EM-061	Agenda Report LED Light Selection	Commission	X	Agenda Report for the 5-22-18 Commission Meeting on the approval of LED lights.
05/22/18	CM-061	Commimssion Meeting	Commission	X	Commission approves the streetlight for Gulf Blvd. ~Motion was unanimously approved.
05/30/18	EM-020	St. Pete Beach Gulf Blvd Electrical Undergrounding	Street Lights		After commission approval Mike Clarke gave Duke the approval to change all the lighting to the white pole and white Sanibel fixture. Design of entire system due to commission on June 12th 2018.;
06/14/18	EM-023	St Pete Beach Gulf Blvd LED Lights	Street Lights		Ian with Duke informed PW that the city does not purchase the lights. The only costs are the CIAC construction up front construction costs and the monthly rental for the pole and light.
06/14/18	EM-024	St Pete Beach Gulf Blvd LED Lights	Street Lights		Ian w/ Duke provided pricing for the monthly rental of the approved white poles with white fixtures with a scroll. 150W LED is 26.18/mo, the 35' promenade is 20.14/mo, and the 30' Promenade is 18.70/mo.
07/27/18	EM-155	Mike Clarke's meeting notes	Project Mtgs		Copies of Mike Clarke's contemporaneous notes from project meetings in 2018-July.
09/04/18	EM-053	Pinellas County Gulf Blvd Overhead Utility Undergrounding	Costs		CPWG notifies Mike Clarke of estimate to complete Gulf Blvd undergrounding from 75th Ave to 35th Ave to be 12.9M. Allocation at the time being 5.7M, with a difference of 7.2M to complete.
09/05/18	EM-050	Elec Undergrounding	Design		CPWG lays out the problems with the Duke design, what is missing and why he cannot move forward with easements with the preliminary work he has been given. He identifies what has been paid and for what to Duke by SPB.
11/28/18	EM-045	Gulf Blvd Electrical U/G	Approval		Mike notified Steve Tarte that the 100% design was going to commission on 12-11-18 for approval.
11/29/18	EM-019	undergrounding piggyback?	Contracts		Ian Wade of SPB sent Wayne (city manager) the contracts from Madeira and Redington Beach.
11/29/18	EM-027	Gulf Blvd Electrical U/G	Design		City Manager (Wayne) approved the 100% design to go to commission on 12-11-18.
11/29/18	EM-059	Amendment #1 to Gulf Blvd Undergrounding Contact	Contracts	X	Brett Warner forwarded the CPWG design contract materials to City legal to draft an amendment.
12/06/18	EM-041	LEGAL REVIEW COMPLETE: Amendment #1 to Undergrounding of Gulf Blvd w/ CPWG	Contracts		Heather with the city attorney forwarded the completed legal review of the CPWG amendment to Mike Clarke.
12/27/18	EM-115	Survey Along Gulf Boulevard	Survey		David Greene with CPWG submitted the Gulf Blvd survey.
01/01/19	EM-151	Series of emails through 2019	Contracts		A chronologically organized series of 2019 emails about the Gulf Blvd undergrounding project between PW, CH, Duke, and CPWG.
02/12/19	EM-011	Undergrounding	Budget		CPWG submitted an estimate for all phases of 4.7M for 35th to 75th.
03/08/19	EM-025	St Pete Beach Electrical Undergrounding	Design		Miriam w/ Duke submitted the first draft of the design to PW and the binding cost estimate: 75th to 55th - 2,622,755.11, 55th to 44th - 3,197,154.37, 44th to 35th - 3,285,761.68.
03/13/19	EM-119	Duke Binding Cost Estimate	Estimates		Binding cost estimate from Duke. PH1 - 2,622,755.11, PH2 - 3,197,154.37, PH3 - 3,285,761.68
04/10/19	EM-040	Madeira Beach meeting Minutes - 4-2-19 - Overhead to Underground Feasibility	Meeting Minutes		Arron Moon with KCI submitted meeting minutes to Mike Clarke from the "Overhead Utility Undergrounding Feasibility Stuffy Madeira Beach"
04/16/19	EM-157	Gulf Blvd - Conduit/Equipment layout Phase 2	Design		Miriam w/ Duke submitted the conduit and equipment layout for Phase 2, 55th to 46th.

Date	Item #	email Title / Description	Topic	ED	Comment
04/22/19	EM-032	Duke Energy Construction Methodology	Design		Mike Clarke informs Alex that Duke is continuing to design in newly acquired easements after they were informed by the City in the past that all equipment must be in the ROW.
07/24/19	EM-054	Undergrounding Research	Tariff		25-6.0341 Location of Utility's Electric Distribution Facilities states that undergrounding equipment can go in the ROW - emails between Duke attorney and SPB attorney.
10/16/19	EM-112	Gulf Blvd - Proposed design with equipment - 3 of 3	Power		Duke submits the design for PH3 (2nd part of PH 2)
10/16/19	EM-113	Gulf Blvd - Proposed design with equipment - 2 of 3	Power		Duke submits the design for PH2 (partial)
10/16/19	EM-114	Gulf Blvd - Proposed design with equipment - 1 of 3	Power		Duke submits the design for PH2 (partial)
11/07/19	EM-051	KCI Technologies Undergrounding Report	Feasibility		CPWG submits the feasibility report to Mike Clarke.
11/15/19	EM-042	Gulf Blvd Undergrounding at St. Pete Beach	Design		Mike Clarke requested the configuration of the existing equipment and lines for a evaluation between the current capacity and what is being added for future growth when we go underground.
01/01/20	EM-150	Series of emails through 2020	Contracts		A chronologically organized series of 2020 emails about the agreements with Duke and CPWG related to design-build contracts. Some mention of the move toward amber lighting.
01/28/20	EM-017	X17SPB Design Build Proposal WO#1 & Exhibit_rev0_pdf	Design		CPWG submitted the Design-Build proposal, Work Order #1
02/05/20	EM-049	SPB Penny 3 Design - Build WO #1	Contracts		CPWG submits the design build proposal to Mike Clark.
02/19/20	EM-033	No Subject	Estimate		Mike Clarke requested a revised binding cost estimate from Theresa Crane, Duke Energy.
03/16/20	EM-034	PO for Advancing Undergrounding Design	Purchase Order		Mike sends Alex the Work Order to acquire a PO for the completion of the CPWG design to 100% to move forward.
03/18/20	EM-030	Duke non-binding estimate request for Gulf Blvd	Duke Payments		Mike Clarke checked with Vince to see if we had paid Duke and he did not find any payments made except to CPWG.
03/26/20	EM-043	Gulf Blvd Undergrounding	Contracts		Brett Warner forwards the addendum and commission agenda report to City attorney as a result of it not going to commission when it was produced.
4/14/2020	CM-008	Commission Meeting	Comm Mtg	X	Request approval of the First Addendum to Undergrounding of Public Utilities Agreement with Cribb Philbeck Weaver Group, Inc. In the amount of \$99,900.00 for Gulf Blvd Undergrounding. ~ Meeting minutes missing cannot confirm vote.
04/21/20	EM-062	20-00993	Purchase Order	X	Purchase Order issued for CPWG as the first addendum to the CPWG agreement for 99,900.00
04/30/20	EM-037	Penny IV Revised Funding	Funding		Mike Clark forwarded Steve Tarte the breakdown for Penny IV funding and the thoughts on when the money may be released by commission.
04/30/20	EM-057	Penny IV Revised Funding	Funding		Penny IV funding breakdown
05/05/20	EM-117	Gulf Undergrounding contract	contracts		Alex Rey questions if the CPWG contract is design/build or technical services.
05/05/20	EM-128	Design Build Contracts	Contracts		Alex forwards Mike the section of the statute that refers to design / build contracts.
05/07/20	EM-127	non-binding estimate request for Gulf Blvd	Estimates		Matthew (city attorney) forwarded to Mike Clarke the Duke estimates. SPB had a budget for 6.9M for construction.
05/12/20	EM-125	Gulf Blvd Elec U/G	Contracts		Mike sends CPWG an email stating he has spoken to Alex and that Alex is comfortable with the city going forward with a Design-Bid-Build contact.
05/14/20	EM-118	Gulf Blvd Electrical Undergrounding	contracts		Alex Rey states that "We can bid this for a CM@R process but CPWG can not sit as the design firm and the CM@R without competitive bidding."
05/14/20	EM-120	Gulf Blvd Elec U/G	Contracts		Mike Clarke informs Steve Tarte that he has spoken to Alex Rey about the design/build with program management and he is in support.
05/14/20	EM-126	Gulf Blvd Elec U/G Direction to CPWG	Contracts		Mike Clarke sends Alex Rey an email outlining what he believes we should go forward with CPWG with.
05/19/20	EM-116	Design/Bid Package 100% work orders	contracts		CPWG submits a design/build work order for PH1 for \$106,020 for Penny3, and one work order for \$675,407.43.
05/27/20	EM-031	Duke Energy Photometrics	Design		Brett Warner forwarded the photometrics from Duke to CPWG. Copy is not attached, the file was damaged and would not open - Nicole
05/28/20	EM-028	Gulf Blvd - Proposed Photometric layout	Street Lights		Duke send the photometrics report.
06/09/20	EM-016	ST Pete Beach Gulf Blvd Elec U/G	Budget	X	Commission approved the 100% design by CPWG

Date	Item #	email Title / Description	Topic	ED	Comment
06/09/20	CM-024	Commission Meeting	Comm Mtg	X	Request approval of the Second Addendum to Undergrounding of Public Utilities Agreement with Cribb Philbeck Weaver Group, Inc., in the amount of \$106,020.00 for Gulf Boulevard Undergrounding Work Order #4. ~ Motion was unanimously approved.
06/12/20	EM-110	Gulf Blvd lighting Photometrics	Streetlights		Chad Stewart with FDOT sent Mike Clark the notification of the FDOT wildlife corridor standards for Gulf Blvd.
06/12/20	EM-111	Gulf Blvd Elec U/G Street Lights	Streetlights		Mike Clarke informed Alex Rey that FDEP and FDOT are engaged with the Sea Turtle conservatory and several streetlights are visible from the beach and require amber lighting.
06/15/20	EM-109	Gulf Blvd lighting Photometrics	Streetlights		Chad Stewart with FDOT informs Mike Clarke and Matt Svede with CPWG that "Any new roadway lighting with line of sight to the beach needs to be designed with the amber turtle friendly lights". Also confirms they have to be consistent so it is all or nothing. Chad with FDOT informed them that he cannot approve the photometrics because they are not amber lights.
06/19/20	EM-141	Gulf Blvd - Undergrounding for St Pete Beach	Legal		Duke Energy submitted a letter to the city.
06/25/20	EM-135	Gulf Blvd lighting Photometrics	Contracts		Mike Smit with Duke sent an email to CPWG and SPB informing them that they can no longer communicate with CPWG as the city has gone into a contract with them to do the lighting design and install. It spells out the tariff regulations and Duke proprietary content rules.
06/25/20	EM-136	Gulf Blvd - Undergrounding for St Pete Beach	Contracts		Mike Clarke emails Alex Rey the letter from Duke concerning the splitting of work on the Gulf Blvd undergrounding project. Mike clarifies that Duke will not provide a binding cost estimate unless the city agrees to their conditions.
07/02/20	EM-007	FDOT Project ID 439829-5-52-01	Street Lights		Enrique forwarded Mike Clarke the Duke proposed contracts for street lighting along Gulf Blvd.
07/22/20	EM-145	Electrical undergrounding	Contracts		Alex requests an engineering package for the undergrounding project be provided to Kimley-Horn.
07/23/20	EM-146	Electrical undergrounding	Project Management		Kimley Horn assigns Kevin Schanen to the undergrounding project. They requested a great deal of historical information to set up in this email.
07/27/20	EM-002	St. Pete Beach Lighting Options	Street Lights		Matt Svede (A CPWG PM) sent Brett and Mike examples of Amber lights they could choose from.
07/30/20	EM-159	Kimley Horn Gulf Boulevard Undergrounding Assessment	Contracts		Mike Clarke forwards a list of documents to Kimley Horn.
07/30/20	EM-163	WO 5 Not Executed	Contracts		CPWG Work Order #5 - Not Executed
07/30/20	EM-164	WO 4	Contracts		CPWG Work Order #4
07/30/20	EM-165	WO 3	Contracts		CPWG Work Order #3
07/30/20	EM-166	WO 2	Contracts		CPWG Work Order #2
07/30/20	EM-167	WO 1 Feasibility Study	Contracts		CPWG Work Order #1 - The feasibility study
07/30/20	EM-168	Piggyback Contract Indian Rocks Beach	Contracts		The Indian Rocks Beach contract we piggybacked off of.
07/30/20	EM-170	County Interlocal Agreement	Contracts		Copy of the county interlocal agreement
07/30/20	EM-171	Contract with CPWG	Contracts		A copy of the contract with CPWG for Gulf Blvd undergrounding.
07/30/20	EM-172	Commission Agenda Approving CPWG contract	Contracts		Copy of the commission meeting agenda report for the CPWG contract approval.
07/31/20	EM-004	Gulf Blvd Undergrounding Light Options	Street Lights		Mike Clarke informed Matt Svede, from CPWG, that the commission approved the light selection on May 22, 2018. Mike also informed Matt that we are now a wildlife corridor and amber lights are mandated.
07/31/20	EM-098	Amber Light Suggestions	Streetlights		Mike Clarke documents that the commission approved a streetlight fixture at the 5-22-18 commission meeting to be consistent with what is on Blind Pass Rd. He states that Gulf Blvd was now designated as a wildlife corridor and amber is mandated.
08/04/20	EM-095	St Pete Beach Lighting Options	Streetlights		Matt w/ CPWG is in communication with Brett and Mike about potentially purchasing and owning the streetlights on Gulf Blvd. Options are provided and Brett talks about taking those options to the commission.
08/07/20	EM-143	Duke Energy Letter	Summary		Mike Clarke writes up a summary of activities that have taken place concerning the undergrounding.
08/10/20	EM-144	Send data from MFP13414266 08/10/2020 15:29	Contracts		An agreement with Kimley Horn to do an assessment of the undergrounding project.
08/14/20	EM-149	Kimley Horn	Contracts		Kathleen forwards Mike Clarke and Brett Warner the executed agreement with Kimley Horn to assess the PH1 undergrounding project done by CPWG
08/26/20	EM-132	Response to the Duke Energy Letter RE: Gulf Blvd Electrical Undergrounding	Legal		Mike Clark drafts a response to the Duke Energy Letter requesting that the city take over all aspects of the project except for energization and forwards it to Alex and city attorney for review.
08/26/20	EM-161	Gulf Blvd Undergrounding Assessment - Initial Document Review	Reports		Kimley Horn submitted their assessment of the Gulf Blvd PH1 contract services.

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09/01/20	EM-158	Link about palm beach undergrounding estimates by Kimley-Horn	Budget		https://www.palmbeachdailynews.com/news/20191211/consultant-gives-details-of-25m-shortfall-in-cost-estimate-for-burying-utility-lines
09/02/20	EM-147	electrical undergrounding	Legal		Alex Rey, Mike Clarke, and Andrew Dickman communicate on the design-build / design-bid-build contract with CPWG and legal next steps for those involved.
09/02/20	EM-148	CPWG RFQ - undergrounding	Legal		Alex Rey communicates with Mike Clarke about the CPWG contract and design-build applicability.
09/02/20	EM-162	electrical undergrounding	Contracts		Alex, Mike Clarke, and Andrew (City Attorney) had correspondence about the type of contract the CPWG undergrounding contract was. Design-Build / Design-Bid-Build.
09/02/20	EM-169	Indian Rocks Beach RFP for Undergrounding	Contracts		The Indian Rocks Beach RFQ that we piggybacked off of.
09/03/20	EM-180	Alpha Contract	Contracts		Copy of the contract with Alpha (Carmen's PM services) who replaced PW as PM with a not to exceed 25K.
09/08/20	EM-123	Electrical Undergrounding	Contracts		Mike sends Alex a list of the undergrounding contracts for the coastal beach locations. Madeira and Indian Rocks both ran an RFP and CPWG was selected. Reddington Beach, North Reddington Beach and Reddington Shores all piggybacked off the Indian Rocks beach contract. SPB is piggybacking off the Indian Rocks contract and Winter Gardens was in the process of piggybacking that contract as well.
09/14/20	EM-121	Electrical Undergrounding	Contracts		Mike summarizes a call with Alex about the design / build contracts.
09/14/20	EM-124	Electrical Undergrounding	Contracts		Meredith A Freeman (attorney) provided an opinion on the CPWG contract as including construction services but not being a design/build contract. Alex Rey confirms with CPWG that their attorney confirmed that the contract in place is not a design/build contract.
9/15/2020	CM-010	Commission Meeting	Comm Mtg	X	Request to approve an Interlocal Agreement with Pinellas County for Penny for Pinellas Funds for the Gulf Boulevard Undergrounding Improvement Plans. ~ Motion unanimously approved.
09/18/20	EM-006	St Pete Beach Street Lighting	Street Lights		Mike Clarke received supporting documentation on the FDOT amber/wildlife requirements, studies, and specifications.
09/18/20	EM-129	CPWG & electrical undergrounding	Contracts		Alex Rey references in an email a forensic audit of the CPWG contract/project done by Kimley-Horn taking place.
09/21/20	EM-122	Electrical Undergrounding of Gulf Blvd.	Contracts		Alex Rey notifies CPWG of their obligations under their existing contract.
09/24/20	EM-160	invoice kimley horn	Invoices		Alex approves an invoice for Kimley Horn to assess the Gulf Blvd undergrounding project.
09/30/20	EM-006	St Pete Beach Gulf Blvd Street Lighting	Street Lights		Mike forwarded Alex examples of Gulf Blvd street lights visible from the beach out of a lighting study by the county.
09/30/20	EM-107	St. Pete Beach Gulf Blvd Street Lighting	Streetlights		Mike forwarded Alex the specs from FDOT on the wildlife corridor lighting requirements.
10/05/20	EM-006	St. Pete Beach Gulf Blvd Street Lighting	FDOT		Bob with FDOT answered four questions for Alex: 1- If existing lighting is kept without any retrofits either we are not required to go to Amber lights. 2&3-FDOT reimburses the city on a per pole basis based upon a contracted set amount that does not automatically increase if the Duke bill increases. 4-Alex questioned the need for turtle lights on Gulf Blvd. FDOT has not done lighting studies, but informed him that there are many areas where street lighting can be seen on the beach. He also informs him that Duke would do the analysis of the lighting.
10/05/20	EM-104	St. Pete Beach Gulf Blvd Street Lighting	Streetlights		Bob Cain with FDOT informs Alex and Mike what the wildlife amber light requirements are: If you replace or retrofit an existing streetlight it must go to amber. FDOT does reimburse the city for maintenance costs of the pole per an agreement that does not increase because the lease cost increases. FDOT has not done a study on Gulf Blvd lighting but Turtle trackers have. FDOT confirmed that streetlighting can be seen in several locations on the beach and it is not acceptable to do some amber and some white, it must be consistent. So once you change one light all lights are required.
10/08/20	EM-137	Electrical Undergrounding	Project Management		Alex Rey informs Brett Warner that he will be picking up PM responsibilities, be included in all communications and approve all invoices for the undergrounding project. Brett forwarded three invoices for his approval.
10/14/20	EM-133	Response to Duke Energy Letter Discussion	Legal		Carmen forwards the Duke response letter and some other relevant estimates for similar work to the PW and CPWG team.
10/16/20	EM-178	Meeting Minutes	Meeting Minutes		Meeting minutes from 10-15-20 with City, CPWG, Kimley Horn, and Alpha.
10/22/20	EM-139	City Response Letter	Contracts		Eileen Torres sends the SPB response letter to Duke. Duke responds and informs her that there will be an engineering fee of \$10,376 to establish a binding cost estimate for the new option in the letter.

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10/28/20	EM-130	Specialized Undergrounding Attorney	Legal		CPWG referred an attorney to the city that specializes in undergrounding legal representation. Robert Scheffel Wright.
10/28/20	EM-179	Work Order #2	Documents		Carmen outlines what she believes is missing from deliverables out of the work orders with CPWG.
11/02/20	EM-140	Invoice F3113423001 has been generated for your review	Invoices		Mike received an invoice from Duke for \$10,376.00 for a binding cost estimate engineering.
11/04/20	EM-131	Schef Wright - Undergrounding Attorney	Legal		CPWG emailed Carmen and CC:ed Alex and Mike to recommend we pursue representation with Mr. Schef Wright to move forward with the design, build approach.
11/06/20	EM-138	Duke Energy	Regulations		Diana Vizcarrondo, regulatory specialist with FPSC, reviewed Mike's interpretation of F.A.C 25-6.064 as correct.
11/06/20	EM-176	On thought on Electrical	Duke		Mike Clarke and Carmen discussed the idea of the city doing removal of power equipment vs. Duke.
11/09/20	EM-177	Duke Enhancement Info	Design		Mike Clarke and CPWG review the enhancement upgrades proposed by Duke for increased reliability.
11/10/20	CM-025	Commission Meeting	Comm Mtg		Underground Special Counsel. Attorney Dickman stated that the Code of Ordinances allows for the City Attorney to ask for Authorization to retain special counsel for identified issues. He would like authorization to retain a utility and energy expert to help with the utilities undergrounding project. The cost should be less than 10K. ~Motion was unanimously approved.
11/20/20	EM-174	Update on Duke Design Review Meeting	Design		Summary of a meeting with CPWG, SPB, and Duke related to the design upgrades to add reliability to the undergrounding design.
11/20/20	EM-175	Public Service Commission Opinion on Rule 25	Attorneys		Mike Clarke and CPWG discuss the attorney recommended who handles undergrounding litigation with Duke for other cities.
12/03/20	RP-001	Kimley Horn Report - CPWG PHI	CPWG		Kimley Horn submitted a report from their assessment of the Phase I consulting with CPWG.
01/26/21	CM-026	Commission Meeting	Comm Mtg		"Program Management for Electrical Undergrounding Project." ~ Motion was unanimously approved
02/22/21	ET-002	Duke Binding Cost Estimate 75th to 55th	Estimate		Duke Energy submitted a binding cost estimate for 75th Ave to 55th Ave of 2,121,314.10.
02/25/21	EM-071	St Pete Beach - Gulf Blvd - 75th to 55th design drawing	Design		Duke submitted the distribution design to the city for 75th to 55th.
3/9/2021	CM-011	Commission Meeting	Comm Mtg	X	Binding Cost Estimate for Electrical Undergrounding Project with Duke Energy. ~Alex Rey introduced Carmen Olazabel, with Alpha Corporation. Motion to authorize the City Manager to enter into a binding cost estimate with Duke Energy in the amount of \$2,121,314.10 for the electrical undergrounding work along Gulf Boulevard between 55th and 75th Avenues and authorize the City Attorney to make non-substantive changes in the best interest of the City. ~ Motion was unanimously approved.
03/26/21	EM-173	Improvement along Gulf Blvd	Sidewalks		Wesley Wright with SPB outlines the sidewalk expansion with work being done by private owners.
04/13/21	CM-027	Commission Meeting	Comm Mtg		Consent - Cost Estimate for Electrical Undergrounding Project with Charter Spectrum ~ Motion was unanimously approved.
05/18/21	EM-008	Sea Turtle Lighting	Street Lights		Jennifer communicated to Duke that for now Amber lights are a no per Alex as he does not find them safe for Gulf Blvd.
05/18/21	EM-099	Sea Turtle Lighting Needs	Streetlights		Nancy and Jennifer with the city communicated with Duke regarding the lighting for Gulf Blvd. Jennifer stated that per Alex it was a definite no for amber lighting on Gulf at that time.
07/21/21	EM-081	Bid Documentation	Bid		Spectrum Design is submitted.
08/10/21	CM-028	Commission Meeting	Comm Mtg	X	b. Gulf Blvd Undergrounding PH 1 Construction Award - The City Manager explained that design plans for Phase I are complete and this construction element is the next step. He reviewed the processes for the Request for Qualifications and Request for Bids that were completed and how Staff arrived at their recommendation, Hypower Inc. Hypower's complete bid submittal was included in the meeting packet. Phase 2 will be more complicated than Phase 1 in terms of power lines and the City is working with Duke Energy as well. The Mayor mentioned the Country's reimbursement from the Penny for Pinellas fund and Mr. Rey indicated that if his estimates hold, the project should be close to staying within that range, as indicated on Page 81 of the meeting packet. ~Motion was unanimously approved.

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08/10/21	CM-029	Commission Meeting	Comm Mtg	X	c. Gulf Blvd Undergrounding Phase 2 Design Firm Selection - Mr. Rey explained that the differing objectives of Duke Energy and the design firm for Phase 1 created starts and stops and resulted in a 3 1/2 year process to reach the current project status. He felt a fresh start with a different design firm was necessary for Phase 2. The bid process netted two submittals, which were reviewed in detail by the City's Evaluation Committee. Their recommendation was to enter negotiations with Kimley-Horn Associates and the City Manager agreed. He added that Duke Energy was part of the selection team for the design firm as well as the undergrounding firm as they will be working together. Vice Mayor Friszolowski commented on the positive recommendations for Kimley Horn; they are a good firm, residents are familiar with them, and they have a good track record working with the city. Their submittal packet highlights their expertise in these types of projects. Commissioner Graus agreed that their track record has been strong. ~ Motion was unanimously approved.
08/16/21	EM-074	Hi-Power Construction	Easements		Mike Clarke Identifies that we only have 2 easements and need 45 more. Acknowledges this will hold us back from issuing the notice to proceed.
08/19/21	ET-001	Duke Energy Binding Cost Estimate 55th to 45th	Estimate		Duke submitted a binding cost estimate for Gulf Blvd distribution power from 55th Ave to 45th Ave of \$3,610,642.46
09/11/21	EM-073	Hi-Power Construction	Management		Alex transferred the Gulf Blvd Undergrounding project to Public Works.
9/13/2021	CM-012	Commission Meeting	Comm Mtg	X	Motion to authorize the City Manager to enter into a binding cost estimate with Duke Energy in the amount of \$3,610,642.46 for the electrical undergrounding work along Gulf Blvd, between 55th and 45th. ~Motion was unanimously approved.
09/24/21	EM-100	Phaser II - Utility Undergrounding Design Fees	Proposals		KH scope of work and estimate for Phase II.
11/10/2021	CM-013	Commission Meeting	Comm Mtg	X	Consent - Kimley Horn Design of Phase II Utility Undergrounding Project Task Order. ~ Motion was unanimously approved.
11/10/2021	CM-013	Commission Meeting	Comm Mtg	X	consent ~ Alpha Corporation Project Management Task Order
11/17/21	EM-102	Design process for Phase II kick-off meeting	Contracts		Alex informs KH that the agreement for Phase II was approved by the City Commission.
12/07/21	EM-103	Gulf Blvd Phase 2 Undergrounding Mtg	Mtg Minutes		Meeting minutes from the KH Phase II status meeting.
01/05/22	EM-101	Gulf Blvd Phase 2 Undergrounding Kickoff Mtg	Mtg Minutes		Meeting minutes from the KH Phase II kickoff meeting.
03/07/22	EM-085	Gulf Blvd_OH-UG lighting _phase II	Streetlights		Jennifer McMahon confirmed with City Hall and Kimley Horn that we do want holiday receptacles on the new streetlight poles.
04/04/22	EM-069	Duke Energy Phase I Undergrounding Streetlight invoice	Street Lights		Brett contacted Vince that the streetlight invoice had not been paid yet.
04/06/22	EM-134	OH-UG-Conversion St Pete Beach - Phase I - Invoice	Administrative		Mike states that he has no information about what has been paid for the Duke invoices as he was removed as PM and his signing authority was revoked.
04/06/22	EM-142	OH-UG-Conversion St Pete Beach - Phase I - Invoice	Invoices		Brett forward the Duke invoice to Mike and Vince, letting them know it has to be paid before Duke will order the conduit and pull boxes for Phase I.
04/22/22	EM-010	Gulf Blvd PH 2 - Street Lighting Design	Street Lights		Duke provided costs for two options: 1-Leave existing lighting and add pedestals for future locations, 2-Install all amber lighting now. Option 2 was 22,820.47 more than option1 but option one would incur a much higher bill if we went back later to install the amber lights.
04/22/22	EM-063	[External] Gulf Blvd. Ph2 - Street Lighting Design	Estimate		Duke provided two estimates: one for existing and pedestals for future and a second for upgrading to all wildlife lighting with new poles and fixtures. #1 was 262,860.01, and #2 was 285,680.49 with a difference of \$22,820.48. Adding the wildlife lights at a later time would cost much more than the 22K difference.
04/22/22	EM-087	Gulf Blvd Ph2-Street Lighting Design	Streetlights		City/Kimley-Horn requested two estimates from Duke: 1-leave existing and add pedestals, 2-add all new amber LED lighting. Mike is working on getting a decision on which direction the city wants to go.
04/26/22	EM-003	Gulf Blvd Undergrounding Phase 2 Lighting	Street Lights		Brett informs Alex, Vince, and Mike that going with new lights vs. keeping existing and adding conduit for additional locations will be "marginally higher" than simply keeping the existing. Alex adds that he believes this will force into amber lighting with "a lot more fixtures" to get the level of light needed.
05/24/22	EM-089	Commission Agenda Report & Duke Invoice	Invoices		The Duke invoice for PH1 75th to 55th with existing lighting and future pedestals was sent to commission for approval.

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5/24/2022	CM-015	Commission Meeting	Comm Mtg	X	Gulf Blvd Undergrounding Ph 1 Duke Streetlight Conversion. CIAC for the undergrounding of the streetlights from 55th to 75th Ave on Gulf Blvd. ~Motion was unanimously approved.
5/24/2022	CM-015	Commission Meeting	Comm Mtg	X	Citywide LED Streetlight Fixture Type Selection ~ Motion was unanimously approved.
06/25/22	EM-068	Duke Gulf Blvd UG Lighting	Street Lights		Duane w/ Duke notified Alex of the lighting design being done and that they could not produce the binding cost estimate until construction is scheduled and closer. Alex stated it was due to being second half of 2021 and he would get back with him to coordinate payment closer to that time.
7/12/2022	CM-030	Commission Meeting	Comm Mtg	X	consent ~ Duke Energy Reimbursement Agreement - For putting electric facilities in the ROW during undergrounding. ~ Motion was unanimously approved.
07/20/22	EM-010	Gulf Blvd. Ph2 - Street Lighting Design	Street Lights		Kevin Schanen with KH informed Duke that the City selected Option 1: "To leave everything as is, run the wiring underground, and add the pedestals for future locations, the total price is approx.. 262,860.02"
07/26/22	EM-075	OH-UG-Conversion St Pete Beach - Phase I - Invoice	Invoices		Vince confirms with Brett that they PO was generated for the lighting on Phase I and paid. Miriam confirms what pedestals will be delivered and states that they will be there mid August 22.
07/29/22	EM-083	Gulf Boulevard Undergrounding Phase 2 Base File Billing Letter	Purchase Order		Frontier letter of intent was received by Brett Warner and forwarded to Kaitlyn to start a PO requisition.
08/08/22	EM-070	8/4 Streetlighting Meeting Minutes	Streetlights		Liza w/ KH sent out meeting minutes from 8-4 with Duke on streetlighting.
08/09/22	CM-031	Commission Meeting	Comm Mtg	X	consent - Authorization to enter into an Agreement with Forward Pinellas for Gulf Boulevard Conceptual Alternatives and safety Study to expend \$65,000 from the mobility fund. ~ Motion was unanimously approved.
08/10/22	EM-082	Recent Purchase Order	Purchase Order		Finance issued the Frontier Purchase Order.
08/12/22	EM-080	Gulf Boulevard Undergrounding Phase 2 Base File Billing Letter	Purchase Order		Rita Bishop forwarded the Letter of Intent for Frontier.
08/18/22	EM-065	OH-UG-Conversion St Pete Beach - Phase I - Invoice	invoices		Duke sent the invoice for the lighting conduit.
08/18/22	EM-090	Duke Invoice	Invoices		The Duke invoice for PHI 75th to 55th for materials - conduit.
08/25/22	EM-079	Recent Purchase Order	Purchase Order		City issued a PO for Duke for the lighting conduit on Phase I.
09/01/22	EM-064	lights at City of St. Pete Beach	Private Lighting		Enrique w/ Duke sent over a list of private lights that are in conflict with the undergrounding plan that the city needs to contact owners.
09/07/22	EM-078	St. Pete Beach Undergrounding of Overhead Electrical and Communications	Construction		Mike Clarke notifies vendors of his intent to file NTP.
09/14/22	EM-097	Gulf Blvd Ph2 - Street Lighting Design	Streetlights		Brett corresponds with Duke Energy and CPWG on the lighting design, FDOT standards and the amber lighting plan.
09/14/22	EM-108	Gulf Blvd Ph2 - Street Lighting Design	Streetlights		David Greene with CPWG informs Brett of the cost difference between the new amber lighting and existing with conduit and pedestals for future is low. The existing lighting also does not meet current FDOT standards and is grandfathered. We could not replace anything, add any lighting or retrofit anything without converting to the amber lighting. The amber lighting has many more poles and lights than the original and meets FDOT standards.
10/17/22	EM-086	OH-UG conversion Phase I status	Streetlights		Enrique with Duke forwarded the estimates for Gulf Blvd Phase II.
10/26/22	EM-066	OH-UG conversion Phase I Update	Streetlights	X	Mike Clarke confirmed with the city manager that we are installing new poles and lights upgraded to amber.
11/30/22	EM-067	Gulf Blvd Ph1 - Lighting Service Proposal	Streetlights		Enrique sent Brett the Proposal for UGI lighting.
11/30/22	EM-091	Duke Proposal - UGI	Proposals		The Duke proposal for the lighting monthly lease payment for the new streetlights on Gulf Blvd 75th to 55th.
12/15/22	EM-077	City of St. Pete Beach Underground Conversion Phase I Door Hanger	Construction		Hypower distributed the door hanger before construction start of Phase I.
12/15/22	EM-076	Undergrounding Electric Project	Construction		Sarah notifies the public that the Gulf Blvd Undergrounding will begin in Dec 2022 and end in Dec 2023. -No distinction about phase I or any mention of the rest of the project in the notice -
12/19/22	EM-094	Turtle Lights	Streetlights		Mike Clarke submits an evaluation of the turtle lighting on Gulf Blvd done by Public Works to Alex Rey.
01/06/23	EM-092	Gulf Blvd Ph1 - Lighting Service Proposal	Streetlights		Communications between Brett and Alex discussing the Amber lights on Gulf Blvd, references a safety study.
01/06/23	EM-096	Gulf Blvd Ph 1 - Lighting Service Proposal	Streetlights		Brett, Alex, and Michelle correspond about the decision on amber lights for Gulf. PW submitted their evaluation and Alex required us to weigh in with the Michelle and those performing the safety study. We did not receive who was doing the safety study and Michelle stated we are waiting for FDOT to evaluate the need for wildlife lighting along the corridor.

Date	Item #	email Title / Description	Topic	ED	Comment
01/09/23	EM-005	Gulf Blvd Lights	Approval	X	Commission approved the white Sanibel LED fixtures on a white pole: "Commissioner Falkenstein moved to approve Item 5(a), to approve the selection of the white concrete pole with the white Sanibel fixture currently installed on the Bay Way for the Gulf Blvd Streetlights. The motion was seconded by Commissioner Finnerty and unanimously approved by an individual roll call vote."
01/09/23	EM-001	UGI - Streetlights	Street Lights		Brett requested cut sheets from Duke for the Gulf Blvd street lights and Enrique (Duke Lighting Eng) responded with them.
01/09/23	EM-001	UGI - Streetlights	Street Lights		Enrique identifies that the lights will be the Amber Limited Wavelength version or a Narrow Band Amber.
01/09/23	EM-105	UGI - Streetlights	Streetlights		Enrique w/ Duke sent over the cut sheets for the Gulf Blvd streetlights being installed.
01/09/23	EM-106	Gulf Blvd Lights	Streetlights		Enrique informs Brett that there is only one approved light for the FDOT environmental corridor. It is different from what the commission approved in May 2018.
01/12/23	EM-093	Gulf Blvd Ph1 - Lighting Service Proposal	Streetlights		Communication between Brett, Mike and Michelle about the FDOT wildlife corridor designation and requirement of amber lighting.
01/19/23	EM-009	Gulf Blvd Wildlife Corridor Turtle Friendly Lights	Street Lights		Michelle informed Mike that a safety committee is not evaluating the lighting but it is FDOT and they have not gotten a response yet.
01/19/23	EM-084	SPG UGI - Median Power	Median Power		Nicole engaged David Green with CPWG on the potential to bring underground power to the medians. Several issues with the plan including the location of the meters came up. After discussion with Jennifer the decision was made to stay with solar power and forgo the underground hard wired power.
02/07/23	EM-072	SPB UGI: Notifications & Look Ahead	Schedule		Miriam responded from Duke that the Duke half of the Phase I work will begin when Hypower is finished and take 12 months not including the lighting.
03/08/23	EM-088	OH-UG-Conversion_Lighting_PhaseII_St Pete Beach_Project Estimate	Streetlights		Mike Clarke forwarded the estimate for Gulf Blvd PhII lighting to Vince for approval.
04/24/23	EM-181	PO for Spectrum/Charter Quote Update	Communications		Spectrum/Charter submitted an updated estimate with a balance of \$13,425.25. The original invoice for \$53,513 had expired when work began and payment was made. In that time expenses went up. This invoice/PO covers the updated costs.

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
FS 456.057		90, 96