

# Kyle Riefler - City Manager

## **SOME OF THE MORE IMPORTANT FUNCTIONS OF THIS POSITION INCLUDE:**

- Communicating with the City's Mayor and Council, citizens, employees, and press
- Responding, in a timely manner to citizens regarding their complaints, problems, and inquiries
- Preparing agendas for City Council meetings
- Presenting to City Council the proposed annual budget
- Forwarding plans and recommendations to the Mayor and Council for action Contact the City Manager
- Risk Management - Responsible for promotion of effective program to protect City's property from loss or damage in conjunction with City Clerk Department

Other questions may be answered by the City Manager which are not listed. Feel free to call with any concern 727-229-8431 or through [kyle.riefler \[at\] cityofbelleairbeach.com](mailto:kyle.riefler@cityofbelleairbeach.com) (email).

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