

**WORKSHOP MEETING
BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
WEDNESDAY, NOVEMBER 29, 2023 – 6:00 P.M.
MINUTES**

Call to Order: 6:02 P.M. Pledge of Allegiance

Attendance: Mayor Commissioner Henderson, Vice Mayor Commissioner Hendrickson, Commissioner Herig.
Absent: Commissioner Blackburn, Commissioner Licata. Quorum present. Also present: Attorney Eschenfelder (virtual), Administrator McGlothlin, Clerk Carey, Deputy Clerk Patterson.

APPEARANCES AND PRESENTATIONS

OLD BUSINESS – none.

NEW BUSINESS

1. Redington Shores Holiday Parade – Major Glenn Smith provided an update and advised the Fire Department should consider sending a smaller truck that could get through the streets easier. The regular fire truck is high for the low hanging trees. Also if Santa will be riding on the truck he will need to be securely strapped in. Administrator McGlothlin will reach out to Chief Belk to discuss.

Deputy Clerk Patterson noted that the parade begins at noon and participants should arrive at Town Hall by 11am to decorate their vehicles. Candy, dog bones, beads, and decorations will be provided.

Mayor Commissioner Henderson requested that staff send a message to residents informing them of the earlier parade start time. She also requested that all holiday events be included on a single flyer and posted around town.

Action Item: Confirm parade and safety details with Chief Belk.

Person Responsible: Administrator McGlothlin

Action Item: Notify residents of new parade start time and create flyer with all holiday events and post on all bulletin boards around town.

Person Responsible: Clerk's Office

2. Town of Redington Shores Charter Review Discussion – Administrator McGlothlin provided the update and said this item would be a matter that would ultimately come to a referendum vote. Unfortunately, there is not enough time to include in the 2024 election. Attorney Eschenfelder stated the Town is mandated to review the Charter every 10 years. He will draft a Resolution that establishes a Charter Review Commission, tentatively with an effective date of February 1, 2024. The Commission will make appointments and will include 5 members.

Action Item: Draft a Resolution that establishes a Charter Review Commission.

Person Responsible: Attorney Eschenfelder

3. Florida Ethics Commission Form 6 Filing Discussion – Administrator McGlothlin provided an update and asked if there were any questions. Vice Mayor Commissioner Hendrickson said the Florida League of Cities will present a webinar on the topic February 6, 2024. Attorney Eschenfelder said the Town might want to consider possibly compensating elected officials for the cost of a CPA to assist in completing the Form 6.

Public Comment: CJ Hoyt, 247 176th Terr Dr. asked if Planning & Zoning Board members will be required to submit Form 6. Attorney Eschenfelder said, no, they will not. This is only a requirement for BOC members.

Action Item: None.

4. Maintenance Department Service Discussion – Administrator McGlothlin provided the update saying the Town may want to evaluate the various maintenance agreements in place consider assigning tasks to our current maintenance employees. One such example is landscape. During the past fiscal year, the Town paid \$23,520.00 for landscaping. Moving this task in-house would require a capital investment of \$13,000-\$20,000 for specialized mowing equipment. Mayor Commissioner Henderson asked if Administrator McGlothlin had spoken to staff yet. He said, yes, and they are not opposed to the additional duties. He went on to say that this would help to move towards an actual Public Works Department. He added the Town would need a facility to store the equipment as well as training and certifications. In the long term this move could save the Town money. Mayor Commissioner Henderson said that she is in favor of the idea but we would need to get the storage building built first. Commissioner Herig suggested that staff can begin with smaller landscaping tasks first at the beach for example.

Action Item: Administrator to provide the Commission with information after meeting with Chief Belk and the County.

Person Responsible: Administrator McGlothlin.

5. Committee Appointments – Deputy Clerk Patterson presented an updated listing of Committees, including members, appointment dates, and vacancies. The Audit Selection Committee, Financial Advisory Committee, and Personnel Committees were ad hoc committees. The Commissioners agreed those committees can be abolished. Attorney Eschenfelder will prepare a Resolution to make the dissolution official. Administrator McGlothlin noted that the Town might consider a Budget Committee. Commissioners directed staff to reach out to the corresponding District Commissioners to assist recruiting for vacancies.

Action Item: Work on recruiting to fill vacancies.

Person Responsible: Administrator McGlothlin

Action Item: Prepare a Resolution dissolving the Audit Selection Committee, Financial Advisory Committee, and the Personnel Committee.

Person Responsible: Attorney Eschenfelder

6. Administrator Performance Objectives – Commissioners discussed the 30/60/90 objectives for Administrator McGlothlin. Commissioner Herig suggested that McGlothlin provide target dates for his specific objectives. He agreed and will format into a timeline.

McGlothlin provided an update regarding financial software. He discussed with our accountant and they agreed the Town definitely needs a new system, but does not require a complex product, as we would likely not use all of the features. McGlothlin will continue to research software.

Vice Mayor Commissioner Hendrickson suggested in regard to Administrator evaluations, each Commissioner could complete an individual performance evaluation and deliver it on a one-on-one basis. Attorney Eschenfelder added that the Board of Commissioners could then meet collectively to prepare one evaluation from the BOC.

Action Item: Continue to work on completion of Performance Objectives and prepare a progress timeline.

Person Responsible: Administrator McGlothlin

7. Building Official Position Update – Administrator McGlothlin said the position has been posted and is currently advertised in the Beach Beacon for the next 2 weeks. The position is open until filled. The Town of Redington Beach is interested in merging Building Departments. McGlothlin researched the number of permits processed by Redington Beach and that number of permits is equal to our own Town. This increased volume on our Building Department would require the hire of 1 additional Permit Technician. Vice Mayor Commissioner Hendrickson asked if Redington Beach has considered sharing only the Building Official, but hiring their own Permit Technician. Administrator McGlothlin will research. He also discussed options for creating new office space and a service window for the Building Department.

Action Item: Research permit income from Redington Beach and compare versus the cost of hiring a new Permit Technician. Email the update to the Board of Commissioners with “no reply.”

Person Responsible: Administrator McGlothlin

Action Item: Continue to recruit for a Building Official

Person Responsible: Administrator McGlothlin

8. GoGov App Update – Administrator McGlothlin said he attended a demonstration for the GoGov App and was impressed. It gives citizens a way to report problems, but also allows the Town to push out information to citizens. The product also provides a method of tracking service assignments and report back to citizens. The cost is: \$4,800/year for Go Request and \$3,900/year for Go Notify. The total annual cost is \$8,700.

McGlothlin added that he reached out to 2 other companies to compare products, but they did not respond. He will try to reach out again to Civic Plus.

Action Item: Continue to research GoGov and Civic Plus Apps

Person Responsible: Administrator McGlothlin

9. Brick Update – Commissioner Herig presented an update about the Brick program. She suggested #126 Turtle design for the bricks. Commissioner Herig said she only received 1 landscaping bid. The Parks and Recreation Committee will bring their proposal to the Commission at the next meeting.

Action Item: None.

MISCELLANEOUS

Regular Meeting- Wednesday, January 10, 2024 – 6:00 P.M.

Workshop Meeting- Wednesday, January 31, 2024 – 6:00 P.M.

ADJOURNMENT 7:05 P.M.

Respectfully submitted,

Margaret E. Carey

Margaret E. Carey
Town Clerk