

**WORKSHOP MEETING
BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
WEDNESDAY, MARCH 29, 2023 – 3:00 P.M.
AGENDA**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPEARANCES AND PRESENTATIONS

Luis Serna- Discussion of Land Development Code Language

OLD BUSINESS

None

NEW BUSINESS

1. Ordinance 23-01; Street Vending
2. Ordinance 23-02; Amending Chapter 70 of Town Code Concerning Code Enforcement Procedures
3. Discussion of Parking Fines
4. Discussion of Commissioners Orientation
5. Grand Shores Parking Proposal
6. Establishing Town Administrator Performance Objectives
7. Update on Town Administrator Priorities Worksheet
8. Commissioner's Oversight Areas and Citizen Advisory Committees

MISCELLANEOUS

Regular Meeting – Wednesday, April 12, 2023 – 6:00 p.m.

Workshop Meeting- Wednesday, April 26, 2023 – 2:00 p.m.

ADJOURNMENT

“Persons are advised that, if they decide to appeal any decisions made at this meeting, they will need a record of the proceedings, and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”

“The Town maintains a tape recorder for all public hearings. In the event that you wish to appeal a decision, the tape may or may not adequately ensure a verbatim record of the proceedings. Therefore, you may wish to provide a court reporter at your expense.”

ORDINANCE NO. 2023-01

AN ORDINANCE OF THE TOWN OF REDINGTON SHORES, FLORIDA, AMENDING CHAPTER 111 OF THE TOWN CODE RELATED TO PEDDLING AND SOLICITING TO ADDRESS VENDING IN PUBLIC AREAS AND TO CLARIFY ENFORCEMENT AUTHORITY; MAKING RELATED FINDINGS; PROVIDING FOR CODIFICATION, SEVERABILITY, AND FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 111 of the Town Code addresses the subject of peddling and soliciting; and

WHEREAS, Chapter 111 dates to 1977 and has not been revised over the ensuing decades; and

WHEREAS, forms of solicitation which may not have been present when Chapter 111 was adopted now exist, and the Town Commission desires to update Chapter 111 to provide regulations addressing those new solicitation forms; and

WHEREAS, it is in the best interest of the Town, its residents, and property owners, to approve the provisions set forth in this Ordinance.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Redington Shores, Florida, that:

Section 1. Chapter 111 of the Redington Shores Town Code is hereby amended as follows:

Chapter 111 - PEDDLING AND SOLICITING

Sec. 111-1. - Prohibited on beach areas and construction lines.

No person shall solicit, canvass or otherwise take orders for the sale of merchandise, goods or property of any kind or character on any of the sand beach areas between the Gulf of Mexico and any private or public construction line running parallel with said Gulf of Mexico and gulf waters adjacent to the beaches.

Sec. 111-2. – Vending on streets, sidewalks and rights of way.

No person shall place or use any stand, cart, table or vehicle in or on any street, sidewalk or public right-of-way in the town for the purposes of displaying or offering for sale any service or any merchandise, goods or property of any kind, including any food or beverage.

Sec. 111-~~32~~. - Penalties for offenses.

Any person, firm, corporation or agent who or which violates any of the provisions of this chapter or who or which fails to comply therewith shall be subject to enforcement and a penalty as are set forth in chapter 1 and chapter 70, general provisions, article II, of this cCode.

Section 2. For purposes of codification of any existing section of the Redington Shores Code herein amended, words **underlined** represent additions to original text, words **~~stricken~~** are deletions from the original text, and words neither underlined nor stricken remain unchanged.

Section 3. If any section, subsection, sentence, clause, provision or word of this Ordinance is held unconstitutional or otherwise legally invalid, same shall be severable and the remainder of this Ordinance shall not be affected by such invalidity, such that any remainder of the Ordinance shall withstand any severed provision, as the Board of Commissioners would have adopted the Ordinance and its regulatory scheme even absent the invalid part.

Section 4. The Codifier shall codify the substantive amendments to the Redington Shores Code contained in Section 1 of this Ordinance as provided for therein, and shall not codify the exordial clauses nor any other sections not designated for codification.

Section 5. Pursuant to Florida Statutes § 166.041(4), this Ordinance shall take effect immediately upon adoption.

ADOPTED ON FIRST READING on the ___ day of _____, 2023, by the Board of Commissioners of the Town of Redington Shores, Florida.

ADOPTED ON SECOND AND FINAL READING on the ___ day of _____, 2023, by the Board of Commissioners of the Town of Redington Shores, Florida.

Attest:

MaryBeth Henderson, Mayor Commissioner

Tracy Campbell, Town Clerk

ORDINANCE NO. 23-02

AN ORDINANCE OF THE TOWN OF REDINGTON SHORES, FLORIDA, AMENDING CHAPTER 70 OF THE TOWN CODE CONCERNING CODE ENFORCEMENT PROCEDURES; AMENDING § 140-16 OF THE TOWN CODE REGARDING THE PROCESS FOR ENFORCING PARKING VIOLATION TICKETS; PROVIDING FOR CODIFICATION, SEVERABILITY, AND FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Redington Shores (the Town) currently sets forth its local regulations regarding code enforcement procedures in Chapter 70 of the Town Code; and

WHEREAS, the process of local government code enforcement is regulated primarily by Florida Statutes Chapter 162; and

WHEREAS, the Town periodically reviews its codes to ensure they are up to date with current law and best practices; and

WHEREAS, with respect to the Town's code enforcement procedures, the Town's contracted police department has requested the Code be updated to expressly provide that parking citations issued under § 140-16 of the Town Code for violation of the Town's parking rules would be processed under the Town's code enforcement magistrate process; and

WHEREAS, in addition to that revision, the Town Attorney has also recommended the additional revisions to Chapter 70 reflected in this Ordinance; and

WHEREAS, the Board of Commissioners finds that it is in the best interest of the Town, its residents, and property owners, to approve the regulatory measures set forth in this Ordinance.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Redington Shores, Florida, that:

Section 1. Chapter 70 of the Redington Shores Town Code is hereby amended to read as follows:

Chapter 70 - CODE ENFORCEMENT

ARTICLE I. – GENERAL PROVISIONS AND MAGISTRATE PROCESS

Sec. 70-1. - Intent.

The intent of this chapter is to authorize the use of ~~create~~ a local government code enforcement special ~~magistrate, master~~ and to adopt code enforcement procedures and enforcement options relating thereto in order to promote, protect and improve the health, safety and welfare of the citizens of the ~~Town of Redington Shores~~, by providing for ~~an~~ equitable, expeditious, effective and inexpensive methods of enforcing the town codes, including, but not limited to, business tax receipts, fire, building, zoning and sign codes in force in the Town of Redington Shores, Florida.

Sec. 70-2. – Applicability; optional enforcement.

Pursuant to Florida Statutes Chapter 162, the town is authorized to create or abolish by ordinance local government code enforcement systems. This chapter creates a code enforcement system that gives a code enforcement special magistrate designated by the commission the authority to hold hearings and assess fines against violators of the town’s code. A special magistrate shall have the same status as a code enforcement board as provided under F.S. ch. 162, and in this chapter. The provisions of this chapter shall in no way be construed to limit the power of the town to proceed in any other civil or criminal proceeding or in any other forum to enforce its code. Nor shall the provisions of this chapter negate the independent statutory authority of the town’s fire marshal and building official to enforce the fire code and building code.

Sec. 70-32. - Definitions.

The following definitions are applicable to this chapter and have the following meanings:

Code enforcement special magistrate—The person(s) appointed by the commission to serve as special magistrate and to administer the provisions of this Town of Redington Shores Special Magistrate or Magistrates designated by resolution of the town commission for the purpose of handling code enforcement hearings.

Code enforcement officer/inspectors—Any employee or authorized agent of the Town of Redington Shores whose duty it is by virtue of job description, contract, or other lawful designation to assure code compliance through investigation and enforcement assigned responsibilities include inspecting for or enforcing, or both, violations of the Code of the Town of Redington Shores, including, but not limited to, business tax receipts, fire, building, zoning and sign codes of the Town of Redington Shores. In addition to any other person so designated, a deputy sheriff and any municipal law enforcement officer providing law enforcement services to the town are authorized to enforce the town’s codes according to the provisions of this article.

Repeat violation—A violation of a provision of the Town of Redington Shores Code by a person, business, or other entity who or which has previously been found by the special magistrate or through any other quasi-judicial or judicial process, to have violated (or who has admitted violating) the same provision within five years prior to the violation, notwithstanding the location of the prior violation(s).

Sec. 70-43. – Appointment of Code enforcement special magistrates; role of town attorney.

A. The commission may, from time to time, appoint one or more persons to serve as code enforcement special magistrate. Such persons must be members in good standing of The Florida Bar and possess such other skills and experience as the commission may require; magistrates shall be an attorney at law, licensed to practice in the State of Florida, and shall be appointed by resolution of the town commission of the Town of Redington Shores, with such compensation as is deemed appropriate by the town commission. Such special magistrates shall serve at the pleasure of the town commission, and may be removed at any

time by the town commission. Appointed magistrates will be subject to any oath or additional requirements as may be set forth in state law.

B. Unless otherwise specified by contract, special magistrates shall have no set term of appointment. Upon initial appointment to preside over a case, a special magistrate shall review the identity of the alleged violator(s) so as to ensure the magistrate does not have any family, business or other such involvement with the violator(s) such that a conflict of interest would be present. Should such a conflict be identified, the special magistrate shall recuse her or himself and an alternative magistrate will be appointed to preside over the case. The recusal standards established in the state supreme court's judicial conduct code will control such questions.

C. The town clerk shall assign any violation notice referred by the code enforcement officer for hearing to the special magistrate. In the event more than one person is appointed special magistrate, the clerk shall endeavor to rotate assignments on a random basis.

D. The code enforcement officer is authorized to present cases before the special magistrate. If requested by the code enforcement officer, the town attorney shall represent the town by presenting cases before the special magistrate.

Sec. 70-4. — Enforcement proceduresOath of office.

A. It shall be the duty of the code enforcement officer to initiate enforcement proceedings of the various codes. Neither the commission nor the special magistrate shall have the power to initiate such enforcement proceedings.

B. Except as provided in subsections (C) and (D), if a violation of the code is found, the code enforcement officer shall notify the violator and allow a reasonable time for the violator to correct the violation. Should the violation not be corrected within the time allowed (including any extensions the code enforcement officer determines to be reasonable under the circumstances), the code enforcement officer shall notify the town clerk that a special magistrate hearing is requested. The town clerk shall, thereafter, notify the special magistrate of the referral and coordinate with the magistrate on the scheduling of the hearing. The town clerk shall also ensure a written notice of such hearing is hand delivered or mailed as provided in Florida Statutes § 162.12 to the violator. Notice may additionally be served by publication or posting as provided in Florida Statutes § 162.12. If, within the time provided by the code enforcement officer for correction, the violation is corrected but then recurs, or if the violation is not corrected, the violation is still considered a violation and shall still be presented to the special magistrate even if, prior to the hearing, the violation is corrected, and the notice of hearing shall so state.

C. If a repeat violation is found, the code enforcement officer shall notify the violator but is not required to give the violator a reasonable time to correct the violation. The code enforcement officer, upon notifying the violator of a repeat violation, may immediately notify the clerk to schedule a special magistrate hearing. If the repeat violation has been corrected by the time of the hearing, the special magistrate shall schedule a hearing to

determine costs and impose the payment of reasonable enforcement fees upon the repeat violator.

D. If the code enforcement officer has reason to believe a violation or the condition causing the violation presents a serious threat to the public health, safety, and welfare or if the violation is irreparable or irreversible in nature, the code enforcement officer shall make a reasonable effort to notify the violator and may immediately notify the clerk and request a special magistrate hearing.

E. If the owner of property that is subject to an enforcement proceeding before the special magistrate or court transfers ownership of such property between the time the initial pleading was served and the time of the hearing, such owner shall:

(1) Disclose, in writing, the existence and the nature of the proceeding to the transferee.

(2) Deliver to the transferee a copy of the pleadings, notices, and other materials relating to the code enforcement proceeding.

(3) Provide written disclosure to the transferee that the transferee will be responsible for compliance with the applicable code and with orders issued in the code enforcement proceeding.

(4) File a notice with the code enforcement official of the transfer of the property, with the identity and address of the new owner and copies of the above-required disclosures made to the new owner, within five days after the date of the transfer.

If the property is transferred before the hearing, the proceeding shall not be dismissed, but the new owner shall, upon proper motion made, be afforded a reasonable continuance to allow the new owner to correct the violation, secure legal counsel, or for other good cause shown. If the new owner corrects the violation before the re-scheduled hearing, the code enforcement officer may, if he or she determines that the new owner has acted in good faith to promptly come into compliance, file a dismissal of the violation and request cancellation of the hearing.

~~Upon appointment, the special magistrates shall, before entering upon discharge of his or her duties, take an oath of office.~~

Sec. 70-5. - Conduct at hearings; legal counsel.

A. Upon request of the code enforcement officer, or at such other times as may be necessary, the special magistrate may call a hearing to hear any outstanding notices of violations or any related motions. The town clerk shall ensure that adequate hearing space within town hall, or at such other location within the town as would be appropriate, is secured for the hearing. The town clerk shall serve as the clerk for the hearing officer and shall keep and maintain a copy of all official records of the case including exhibits admitted into evidence. However, it shall be the responsibility of any party to such hearing to secure a certified court reporter should a record of the proceedings be desired.

- B. If the local governing body prevails in prosecuting a case before the special magistrate, it shall be entitled to recover all costs incurred in prosecuting the case before the code enforcement board or magistrate and such costs may be included in the lien authorized by law.
- C. The special magistrate shall proceed to hear the cases on the agenda for that day. However, the special magistrate may, in its/his/her discretion, continue any case until the next agenda upon a showing of good cause at the time of or prior to the scheduled hearing. All testimony shall be under oath. The special magistrate shall take testimony from the code enforcement officer, the alleged violator and any other witnesses called by the parties and allowed to testify by the special magistrate. The parties shall have the opportunity to give testimony, present witnesses and to cross-examine adverse witnesses in person or through their attorney. The formal rules of evidence shall not apply, but fundamental due process shall be observed and shall govern the proceedings. The special magistrate may impose the rule of witness exclusion during the hearing if so requested by a party. While Florida Statutes § 286.011 is not applicable to a magistrate hearing, the magistrate shall generally allow citizens to attend and observe the hearing, and shall not exclude a person from the hearing room absent the person's engaging in threatening or disruptive behavior or for other good cause. Before removing a person from the hearing, the magistrate shall, safety permitting, hear from the parties and the person to be removed before ruling. Any such ruling shall be made on the record, and the magistrate shall state the reasons for the removal.
- D. At the conclusion of the hearing, the special magistrate shall issue a final order containing findings of fact and conclusions of law, and shall therein affording the proper relief consistent with the findings and conclusions, and within the limits provided for in Florida Statutes Chapter 162. A certified copy of any such order which imposes a daily fine or awards allowable costs to the town may be recorded in the public records of the county and shall constitute notice to any subsequent purchasers, successors in interest, or assigns if the violation concerns real property, and the findings therein shall be binding upon the violator and, if the violation concerns real property, any subsequent purchasers, successors in interest, or assigns. If an order is recorded in the public records pursuant to this subsection and the order is complied with by the date specified in the order, the code enforcement board or special magistrate shall issue an order acknowledging compliance that shall be recorded in the public records.

~~Conduct of hearings. The code enforcement special magistrate shall adopt rules for governing the conduct of its affairs not inconsistent with the provisions of this section and specifically:~~

- ~~(1) The special magistrate may call hearings at any time.~~
- ~~(2) The special magistrate may, at any properly noticed hearing, set a future hearing date.~~
- ~~(3) Minutes shall be kept of all hearings. All hearings and proceedings shall be open to the public. All testimony shall be under oath and mechanically recorded.~~

- ~~(4) The town shall provide a hearing room and such clerical and administrative personnel as may be reasonably required by the special magistrate for the proper performance of his or her duties.~~
- ~~(5) Each case before the special magistrate shall be presented by the one or more code inspectors who are charged with the responsibility for inspection and/or enforcement of the specific code section or sections alleged to have been violated. If the local governing body prevails in prosecuting a case before the special magistrate, it shall be entitled to recover all costs incurred in prosecuting the case before the special magistrate and such costs may be included in the lien authorized under section 70-8 of this Code and F.S. Ch. 162.~~
- ~~(6) The special magistrate shall proceed to hear the cases on the agenda for that day; provided, however, that the special magistrate may, in his or her discretion, continue any case until the next agenda upon a showing of good cause at the time of or prior to the scheduled hearing. The special magistrate shall take the testimony from the code inspector, the alleged violator, and any other witnesses. Both sides shall have a right to give testimony, present witnesses and to cross-examine adverse witnesses, in person or through their attorney. Formal rules of evidence shall not apply, but fundamental due process shall be observed and shall govern the proceedings.~~
- ~~(7) After conclusion of the hearing, the special magistrate shall issue findings of fact based upon the evidence or record, and conclusions of law, and shall issue an order affording the proper relief consistent with the powers granted herein. The order may include a notice that it must be complied with by a specified date and that a fine may be imposed and, under the conditions specified in section 70-8, the cost of repairs may be included along with the fine if the order is not complied with by said date. A certified copy of such order may be recorded in the public records of Pinellas County and shall constitute notice to any subsequent purchasers, successors in interest or assigns if the violation concerns real property, and the findings therein shall be binding upon the violator and, if the violation concerns real property, any subsequent purchasers, successors in interest or assigns. Such order shall have priority over any other mortgages, liens or encumbrances. If an order is recorded in the public records pursuant to this subsection and the order is complied with by the date specified in the order, the special magistrate shall issue an order acknowledging compliance that shall be recorded in the public records. A hearing is not required for the issuance of an order acknowledging compliance.~~
- ~~(8)(1) All hearings and deliberations before the special magistrate shall be open to the public.~~

~~A. *Legal counsel.* The town attorney shall provide legal counsel to the code inspectors.~~

Sec. 70-6. - Powers of special magistrate.

The special magistrate shall have the power to:

- A. Adopt rules for the conduct of his or her hearings which are not inconsistent with this chapter.
- B. Subpoena alleged violators and witnesses to his or her hearings. Subpoenas may be served by a town the police officer or, if the violator or witness is not located in the officer's jurisdiction, then department having jurisdiction in the Town of Redington Shores, or by any other individuals authorized to serve process in the jurisdiction where the violator or witness is located.
- C. Issue sSubpoenas for evidence when so requested by a party to a hearing.
- D. Take testimony under oath.
- E. Issue orders having the force of law commanding whatever steps are necessary to bring a violation into compliance.
- F. Impose daily fines in the manner and amounts set forth in this code, but not to exceed the maximum amounts established by state law.
- E.G. To hear appeals of parking violation tickets in the manner provided for in § 140-16 of the code.

Notwithstanding the foregoing authority, the magistrate shall not have any authority to grant a declaration regarding the underlying title to, or property rights of an alleged violator, including declaring whether a property owner has a vested or grandfathered right. Such determinations may only be made by a court of competent jurisdiction or as may be provided for in the land development code.

Sec. 70 7. - Enforcement procedures.

- A. ~~It shall be the duty of the code inspectors to initiate enforcement proceedings of the town's Code; the special magistrate shall not have the power to initiate such enforcement proceedings.~~
- B. ~~If a violation of the Code is found, except in the case of a repeat violation, the code inspector shall notify the violator and give him a reasonable time to correct the violation. In the event the violation is not corrected within the period of time given by the code inspector, the code inspector shall provide written notice, as herein provided, to the violator of the date, time and place of a hearing to be held on the violation. If the violation is corrected and then recurs, or if the violation is not corrected by the time specified for correction by the code inspector, the case may be presented to the special magistrate even if the violation has been corrected prior to the hearing and the notice shall so state. The~~

~~notice shall also state that if the alleged violator fails to appear, that the hearing will take place in his absence.~~

~~C. If an alleged repeat violation is found, the code inspector shall notify the violator of same, but is not required to give the violator a reasonable time to correct the violation. The code inspector, upon notifying the violator of a repeat violation, shall at the same time provide written notice, as herein provided, to the violator of the date, time and place of the hearing on the violation. The case may be presented to the special magistrate even if the repeat violation has been corrected prior to the hearing, and the notice shall so state. If the alleged violator has been properly noticed and fails to appear before the special magistrate, the special magistrate may proceed with the hearing. If the alleged repeat violator is found guilty of the violation, or appears and admits the repeat violation, the special magistrate may impose an appropriate fine as provided for herein and an order with appropriate findings of fact and conclusions of law shall be entered. The provisions of section 70-8.F. hereof shall apply to said order. A request for termination of said fine shall be heard by the special magistrate. All notices required in this subsection shall state that if the alleged violator fails to appear, the hearing will still take place in his or her absence.~~

~~D. If the code inspector has reason to believe that a violation presents a serious threat to the public health, safety or welfare, or if the violation is irreparable or irreversible in nature, the code inspector shall make a reasonable effort to notify the alleged violator of the violation and of the hearing and may immediately notify the special magistrate and request a hearing. The special magistrate shall conduct a hearing to determine if a violation exists and may enter appropriate orders.~~

~~E. If the owner of property that is subject to an enforcement proceeding before a special magistrate, or court transfers ownership of such property between the time the initial pleading was served and the time of the hearing, such owner shall:~~

~~(1) Disclose, in writing, the existence and the nature of the proceeding to the prospective transferee.~~

~~(2) Deliver to the prospective transferee a copy of the pleadings, notices and other materials relating to the code enforcement proceeding received by the transferor.~~

~~(3) Disclose, in writing, to the prospective transferee that the new owner will be responsible for compliance with the applicable code and with orders issued in the code enforcement proceeding.~~

~~(4) File a notice with the code enforcement official of the transfer of the property, with the identity and address of the new owner and copies of the disclosures made to the new owner, within five days after the date of the transfer.~~

~~A failure to make the disclosures described in paragraphs A, B and C before the transfer creates a rebuttable presumption of fraud. If the property is transferred before the hearing,~~

~~the proceeding shall not be dismissed, but the new owner shall be provided a reasonable period of time to correct the violation before the hearing is held.~~

Sec. 70-78. - Administrative fines; costs of repair; liens.

- A. The special magistrate ~~may~~, upon notification by the code inspector that an order of the special magistrate requiring compliance by a date certain has not been complied with by ~~that date a set time~~, or upon a finding by the special magistrate that a repeat violation has ~~occurred been committed~~, may order the violator to pay a fine as specified herein for each day the violation continues past the date set by the special magistrate for compliance, or in the case of a repeat violation, for each day the repeat violation continues past the date set by the special magistrate for compliance or, in the case of a repeat violation, for each day the repeat violation continues, beginning with the date the repeat violation is found by the code enforcement officer to have occurred or is discovered to exist of notice to the violator of the repeat violation. In addition, if the violation is a violation described in ~~§section 70-47.D. of this Code~~, the special magistrate shall notify the town commission, which may make all reasonable repairs which are required to bring the property into compliance and charge the violator with the reasonable costs of the repairs along with the fine imposed pursuant to this section. Making such repairs does not create a continuing obligation on the part of the town to make further repairs or to maintain the property and does not create any liability against the town for any damages to the property if such repairs were completed in good faith. If a finding of violation or a repeat violation has been made, a hearing shall not be necessary for issuance of the order imposing the fine. If, after due notice and hearing, the special magistrate finds a violation to be irreparable or irreversible in nature, it may order the violator to pay a fine as specified in subsection paragraph B.
- B. A fine imposed pursuant to this ~~chaptersection~~ shall not exceed \$250.00 per day for a first violation and shall not exceed \$500.00 per day for a repeat violation, and, in addition, may include all costs of repairs pursuant to subsection A. However, if a special magistrate finds the violation to irreparable or irreversible in nature, the magistrate it may impose a fine not to exceed \$5,000.00 per violation.
- C. In determining the amount of fine, if any, the special magistrate shall consider the following factors:
- (1) The gravity of the violation;
 - (2) Any actions taken by the violator to correct the violation; and
 - (3) Any previous violations committed by the violator.
- D. In any case in which the violator is found by the special magistrate to be in violation of the ordinances of the ~~tTown of Redington Shores~~, the special magistrate may impose additional fines to cover all shall assess costs against the violator, ~~which costs shall include fees and expenses incurred by the town in enforcing its codes against the violator~~ conducting the hearing, including the fee of the special magistrate, and all costs of repairs pursuant to

~~subsection A. In determining the amount of such fines, the special magistrate shall consider the criteria set forth in subsection C. The special magistrate is authorized to enter any appropriate order pertaining to costs, and such order shall constitute a lien against the land on which the violation exists, and upon any other real or personal property owned by the violator, in the same manner as any other lien established herein.~~

- E. The special magistrate may reduce or eliminate a fine imposed by it pursuant to this section. The request to reduce or eliminate a fine shall be made within 60 days of correcting the violation for which the fine was assessed. If the violator fails to appear before the special magistrate because ~~the violator~~ he did not receive actual notice of the hearing on ~~the underlying his~~ violation, and so long as said lack of actual notice was not the result of the violator's own act or omission, the special magistrate may consider a request to reduce or eliminate a fine notwithstanding that the request is untimely made.
- F. Unless any request to reduce or eliminate a fine meets the conditions of subsection E ~~above~~, any reduction or elimination in any fine previously imposed can only be considered by the town commission ~~of the Town of Redington Shores~~.
- ~~G. A certified copy of an order imposing a fine, or a fine plus repair costs, may shall be recorded in the public records of the cPinellas County, Florida, and thereafter shall constitute a lien against the land on which the violation exists and upon any other real or personal property owned by the violator. Such lien shall have priority over any other mortgages, liens or encumbrances. Upon petition to the circuit court, such order shall be enforceable in the same manner as a court judgment by the sheriffs of the state, including execution of a levy against the personal property of the violator, but such order shall not be deemed to be a court judgment except for enforcement purposes. A fine imposed pursuant to this section shall continue to accrue until the violator comes into compliance or until judgment is rendered in a suit to foreclose on a lien filed pursuant to this section, whichever first occurs. A lien arising from a fine imposed pursuant to this section runs in favor of the town, and the commission may execute a satisfaction or release of lien entered pursuant to this section. Upon filing and recording of such a lien, it shall remain a lien against each such property until paid.~~
- H. After three months from the filing of any such lien which remains unpaid, the town commission may authorize the town attorney to foreclose on the lien ~~or to sue to recover a money judgment for the amount of the lien plus accrued interest~~. No lien created pursuant to the provisions of this section may be foreclosed on real property which is homestead under Section 4, Article X of the Florida Constitution. The money judgment provisions of this section shall not apply to real property or personal property which is covered by Section 4(a), Article X of the Florida Constitution. ~~The town attorney or her/his designee is authorized to obtain a public records search for the purpose of determining whether to institute a lien foreclosure proceeding without the necessity of any action by the commission whenever the unpaid amount of a lien assessed by the special magistrate exceeds \$100.00. No public records search for the purpose of determining whether to institute a lien foreclosure proceeding shall be obtained where the unpaid amount of the lien is less than \$100.00.~~

G.I. Pursuant to Florida Statutes § 695.01(3), a lien by the town that attaches to real property for a code enforcement fine or penalty is valid and effectual in law or equity against creditors or subsequent purchasers for a valuable consideration only if:

(1) the lien is recorded in the official records of the county in which the property is located, and

(2) the recorded notice of lien contains:

a. the name of the owner of record,

b. a description or address of the property, and

c. the tax or parcel identification number applicable to the property as of the date of recording.

H.

Sec. 70-8. – Duration of lien.

No lien provided under this article and applicable state law shall continue for a period longer than 20 years after the certified copy of an order imposing a fine has been recorded, unless within that time an action is commenced pursuant to subsection 70-7.G in a court of competent jurisdiction. In an action to foreclose on a lien or for a money judgment, the town is entitled to recover all costs, including a reasonable attorney's fee, that it incurs in the action. The town shall be entitled to collect all costs incurred in recording and satisfying a valid lien. The continuation of the lien effected by the commencement of the action shall not be good against creditors or subsequent purchasers for valuable consideration without notice, unless a notice of lis pendens is recorded.

Sec. 70-9. – Ex Parte communications prohibited.

A. No person who is or may become a party or a witness to a hearing before the special magistrate shall communicate with the special magistrate concerning that violation except at the hearings provided for in this article. This restriction shall extend to any person appearing or interceding on behalf of a party, whether or not such person may have a direct, personal or financial interest in the property which is the subject of the alleged violation.

B. The special magistrate shall not communicate with any party, witness, representative of a party, or interceding person concerning any alleged violation except at the hearings provided for in this chapter.

C. Failure on the part of the special magistrate to comply with the provisions of this subsection shall constitute grounds for removal of the special magistrate.

Sec. 70-~~109~~. - Appeals.

An aggrieved party, including the town commission, may appeal a final administrative order of the special magistrate to the circuit court. Such an appeal shall not be a hearing de novo but shall be limited to appellate review of the record created before the special magistrate. An appeal shall be filed within 30 days of the execution of the order to be appealed.

Sec. 70-~~110~~. - Notices.

- A. All notices required pursuant to this chapter shall be provided to the alleged violator by certified mail to the address listed in the tax collector's office for tax notices or to the address listed in the county property appraiser's database.; The town may also provide an additional notice to any other address it may find for the property owner and, if the owner informs the town in writing that notices should be sent to an alternative address, subsequent notices shall also be sent to that address. For property owned by a corporation, notices may be provided by certified mail to the registered agent of the corporation. Notice may also be by hand delivery by a law enforcement officer or code inspector; or by leaving the notice at the alleged violator's usual place of residence with any person residing there who is above 15 years of age and informing such person of the contents of the notice. In the case of a commercial premises, notice may be by leaving the notice with the manager or other person in charge of the commercial establishment.
- B. In addition to providing notices as set forth in subsection A. above, at the option of the special magistrate, notice may also be served by publication as follows:
- (1) Such notice shall be published once during each week for four consecutive weeks (four publications being sufficient) in a newspaper of general circulation in the county where the special magistrate is located. The newspaper shall meet such requirements as are prescribed under F.S. Ch. 50 for legal and official advertisements.
 - (2) Proof of publication shall be made as provided in F.S. § 50.041 and § 50.051.
- C. Notice of publication may run concurrently with or may follow an attempt or attempts to provide notice by hand delivery or by mail. Evidence that an attempt has been made to hand deliver or mail notice in compliance with this section, together with proof of publication as required herein, shall be sufficient to show that notice requirements of this chapter have been met without regard to whether or not the alleged violator actually received such notice.

ARTICLE II. – SUPPLEMENTAL ENFORCEMENT PROCEDURES IN COUNTY COURT

Sec. 70-20. – Citation system procedure; issuance; filing; notice.

- A. The provisions of this section are additional and supplemental means of enforcing the town's codes or ordinances and may be used for the enforcement of any code or ordinance.

or for the enforcement of all codes and ordinances. Nothing contained in this section shall prohibit the town from enforcing its codes or ordinances by any other means.

B. A violation of this Code is a civil infraction. A code enforcement officer is authorized to issue a citation to a person when, based upon personal investigation, the officer has reasonable cause to believe that the person has committed a civil infraction in violation of a duly enacted code or ordinance and that the county court will hear the charge. The citation will be filed and heard in the county court.

C. Prior to issuing a citation, a code enforcement officer shall provide notice to the person that the person has committed a violation of a code or ordinance and shall establish a reasonable time period within which the person must correct the violation. Such time period shall be no more than 30 days. If, upon personal investigation, a code enforcement officer finds that the person has not corrected the violation within the time period, a code enforcement officer may issue a citation to the person who has committed the violation. A code enforcement officer does not have to provide the person with a reasonable time period to correct the violation prior to issuing a citation and may immediately issue a citation if a repeat violation is found or if the code enforcement officer has reason to believe that the violation presents a serious threat to the public health, safety, or welfare, or if the violation is irreparable or irreversible.

Sec. 70-21. -- Form and content of citation.

Pursuant to F.S. § 162.21(3)(c), a citation issued by a code enforcement officer pursuant to this article shall be in a form prescribed by the town and shall contain:

A. The date and time of issuance.

B. The name and address of the person to whom the citation is issued.

C. The date and time the civil infraction was committed.

D. The facts constituting reasonable cause.

E. The number or section of the code or ordinance violated.

F. The name and authority of the code enforcement officer.

G. The procedure for the person to follow in order to pay the civil penalty or to contest the citation.

H. The applicable civil penalty if the person elects to contest the citation.

I. The applicable civil penalty if the person elects not to contest the citation.

J. A conspicuous statement that if the person fails to pay the civil penalty within the time allowed, or fails to appear in court to contest the citation, the person shall be deemed to have waived his or her right to contest the citation and that, in such case, judgment may be entered against the person for an amount up to the maximum civil penalty.

Sec. 70-22. – Deposit of citation with county court; refusal to sign and accept.

A. After issuing a citation to an alleged violator, a code enforcement officer shall deposit the original citation and one copy of the citation with the county court.

B. Pursuant to F.S. § 162.21(6), any person who willfully refuses to sign and accept a citation issued by a code enforcement officer shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. § 775.082 or F.S. § 775.083.

Sec. 70-23. – Application of article's provisions.

The provisions of this part shall not apply to the enforcement pursuant to F.S. §§ 553.79 and 553.80 (the state building code adopted pursuant to F.S. § 553.73) as applied to construction, provided that a building permit is either not required or has been issued by the town. For the purposes of this subsection, the term "building codes" means only those codes adopted pursuant to F.S. § 553.73.

Sec. 70-24. – Penalty for violation.

A. Findings of violations will subject the violator to a maximum fine of \$500.00. The fine for a violator who elects not to contest a violation citation shall be \$250.00.

B. Any person charged with a violation of a town ordinance in county court may appear and contest the citation, and if found to be in violation, may appeal such finding as provided in the Florida Rules of Civil Procedure.

Sec. 70-25. – Notice to appear.

A. Notwithstanding Florida Statutes § 34.07, a code enforcement officer, designated pursuant to this chapter, may issue a notice to appear at any hearing conducted by a county court if the officer, based upon personal investigation, has reasonable cause to believe that the person has violated a code or ordinance. A notice to appear means a written order issued by a code enforcement officer in lieu of physical arrest requiring a person accused of violating the law to appear in a designated court or governmental office at a specified date and time. If a person issued a notice to appear under this section refuses to sign such notice, the code enforcement officer has no authority to arrest such person.

B. Prior to issuing a notice to appear, a code enforcement officer shall provide written notice to the person that the person has committed a violation of a code or ordinance and shall establish a reasonable time period within which the person must correct the violation. Such

time period shall be no fewer than five days and no more than 30 days. If, upon personal investigation, a code enforcement officer finds that the person has not corrected the violation within the prescribed time period, a code enforcement officer may issue a notice to appear to the person who has committed the violation. A code enforcement officer is not required to provide the person with a reasonable time period to correct the violation prior to issuing a notice to appear and may immediately issue a notice to appear if a repeat violation is found, or if the code enforcement officer has reason to believe that the violation presents a serious threat to the public health, safety, or welfare or that the violator is engaged in violations of an itinerant or transient nature, as defined by local code or ordinance within the jurisdiction, or if the violation is irreparable or irreversible.

ARTICLE III. – ENFORCEMENT BY CIVIL ACTION

Sec. 70-30. – Civil actions to enforce town codes.

In addition to other provisions of law or this Code authorizing the enforcement of the town's codes, the town may enforce any violation of its code by filing a civil action in the same manner as instituting a civil action. The action shall be brought in county or circuit court, whichever is appropriate depending upon the relief sought.

Sec. 70-11. – Affect on other proceedings.

~~The provisions of this chapter shall in no way be construed to limit the power of the Town of Redington Shores, Florida, to proceed in any other civil or criminal proceeding or in any other forum to obtain enforcement of its Code provisions.~~

Sec. 70-12. – Conflict of interest provisions.

~~A. No person who is or may become a party or a witness to a hearing before the special magistrate shall communicate with the special magistrate concerning that violation except at the hearings provided for in this chapter. This restriction shall extend to any person appearing or interceding on behalf of a party, whether or not such person may have a direct, personal or financial interest in the property which is the subject of the alleged violation.~~

~~B.A. The special magistrate shall not communicate with any party, witness, representative of a party, or interceding person concerning any alleged violation except at the hearings provided for in this chapter.~~

~~C.A. Failure on the part of the special magistrate to comply with the provisions of this subsection shall constitute grounds for removal of the special magistrate.~~

Sec. 70-13. – Public records searches.

~~A. The town attorney or his designee is authorized to obtain a public records search for the purpose of determining whether to institute a lien foreclosure proceeding without the~~

~~necessity of any action by the board of commissioners whenever the unpaid amount of a lien assessed by the special magistrate exceeds \$100.00.~~

~~B. No public records search for the purpose of determining whether to institute a lien foreclosure proceeding shall be obtained where the unpaid amount of the lien is less than \$100.00.~~

Section 2. Section 140-16 of the Redington Shores Town Code is hereby amended to read as follows:

Sec. 140-16. – Enforcement; penalties for offenses.

A. The police department shall enforce the restricted parking access provisions of this article by inspection of the designated areas and issue of parking violation tickets.

~~Violation of this article shall be punishable by a fine of \$15.00 per incident.~~

~~B. Persons wishing to appeal a parking violation ticket received pursuant to this chapter may file an appeal with the town's code enforcement special magistrate. The appeal shall be in writing, shall set forth each reason why the violator believes the parking violation ticket was issued in error, and shall be signed by the violator or, if the violator is a business entity, by the violator's authorized representative.~~

~~B-C. The code enforcement special magistrate shall hear appeals where an alleged violator contests a parking violation ticket issued in accordance with article III of chapter 140 of the code (stopping, standing and parking). The town shall bear the initial burden of proof that the violator occurred. Thereafter, the burden of proof shifts to the appealing violator to demonstrate the ticket was issued in violation of the law. If the special magistrate determines that there was a violation associated with the violator or a motor vehicle licensed to the violator, then the magistrate shall sustain the ticket. If the special magistrate determines that there was no violation committed, or that the violator established that the law was not followed, the magistrate shall dismiss the ticket. If the special magistrate sustains the ticket then, in addition to the fine amount listed on the ticket, the special magistrate may impose administrative costs incurred by the town associated with the appeal hearing, including the magistrate's fee.~~

Section 3. For purposes of codification of any existing section of the Redington Shores Code herein amended, words **underlined** represent additions to original text, words **~~stricken~~** are deletions from the original text, and words neither underlined nor stricken remain unchanged.

Section 4. If any section, subsection, sentence, clause, provision or word of this Ordinance is held unconstitutional or otherwise legally invalid, same shall be severable and the remainder of this Ordinance shall not be affected by such invalidity, such that any remainder of the Ordinance shall withstand any severed provision, as the Board of Commissioners would have adopted the Ordinance and its regulatory scheme even absent the invalid part.

Section 5. The Codifier shall codify the substantive amendments to the Redington Shores Code contained in Sections 1 and 2 of this Ordinance as provided for therein, and shall not codify the exordial clauses nor any other sections not designated for codification.

Section 6. Pursuant to Florida Statutes § 166.041(4), this Ordinance shall take effect immediately upon adoption.

ADOPTED ON FIRST READING on the ___ day of _____, 2023, by the Board of Commissioners of the Town of Redington Shores, Florida.

ADOPTED ON SECOND AND FINAL READING on the ___ day of _____, 2023, by the Board of Commissioners of the Town of Redington Shores, Florida.

Attest:

MaryBeth Henderson, Mayor Commissioner

Tracy Campbell, Town Clerk

			late	
belleaire shore	\$ 45.00			
indian rocks beach	\$ 75.00	\$ 15.00	clerk of courts	
North Redington	\$ 50.00			
Redington Beach	\$ 100.00	na		
Madeira Beach				
Treasure Island	\$ 60.00	\$ 120.00		
St Pete Beach	\$ 40.00	\$ 80.00	\$ 95.00	

LEASE AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2023, by and between the TOWN OF REDINGTON SHORES, FLORIDA, a Florida Municipal Corporation, and GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC. a Florida Not For Profit Corporation.

WHEREAS, the TOWN OF REDINGTON SHORES is the owner of property legally described as:

Lots 10, 11, 12 and 13, Less the Northeasterly 13 feet of said Lots, Block 2, GAY SHORES SUBDIVISION, as recorded in Plat Book 25, Page 64 of the Public Records of Pinellas County, Florida; subject, however, to the use of the public and State of Florida in and to that portion of said lots lying within fifty feet of the survey line of State Road #699 (Gulf Boulevard); being otherwise described as: From the most Westerly corner of Lot 10, Block 2, of said GAY SHORES SUBDIVISION, as a Point of Beginning, run North 74°22' 03" East, 144.20 feet along the Southerly right of way line of 174th Terrace, to a monument; thence South 15°37' 57" East, 168.0 feet to the Northerly right-of-way line of 17 4th Avenue to a monument; thence South 74°22' 03" West, 100.92 feet along said right of way line to the most Southerly corner of Lot 13, Block 2 of said GAY SHORES SUBDIVISION to an X-cut on walk; thence by a curve to the right, radius 6808.55 feet, arc 173.49 feet, chord North 30°04' 44" West, 173.48 feet to the Point of Beginning, marked by an X-cut;

and

WHEREAS, the parties desire to enter into a non-exclusive Lease Agreement to allow GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC. to use a portion of such parking lot.

NOW, THEREFORE, the parties do hereby agree as follows:

1. GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC. shall be allowed to park cars on fifteen (15) spaces of the parking lot on a non-exclusive, first come, first served

basis, as space is available, along with other persons authorized to use the parking lot, during regular business hours of the Town Hall. The use of such parking spaces shall be controlled by decals, placards, or hangtags, as has been done in the past.

2. In addition, GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC shall be allowed to have unlimited parking on such parking lot on weekends, holidays, and evenings (other than when Town meetings are scheduled at Town Hall, as set forth below) on a non-exclusive, first come, first served basis, as space is available, along with other persons authorized to use the parking lot. The use of such parking spaces shall be controlled by decals, placards, or hangtags, as has been done in the past.
3. That as long as such parking spaces are available, the spaces utilized by GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC. shall be located on the eastern side (the rear side) of such parking lot.
4. GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC agrees that whenever possible and practical, such parking spaces shall not be used on the first and second Tuesday night of each month when the Town Commission of Redington Shores is conducting a meeting, or at other special events held in the Town Hall by the Town Commission, such as the annual holiday party, or when the Town Hall facility is rented for events such as weddings. In such case, the Town shall notify GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC. fourteen (14) days in advance.
5. Notwithstanding anything herein to the contrary, the Town reserves the right to designate a portion of the parking lot as being "For Town Business Only" or other

similar designation, and GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC. shall not have the right to park in any spaces so designated.

6. GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC. will pay to the TOWN OF REDINGTON SHORES the amount of \$15,000.00 per year, payable in advance, payable in the amount of \$1,250 per month, due on the first of each and every month, plus applicable sales taxes that maybe required, with the first such payment commencing on _____, 2023.
7. GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC. agrees to indemnify the TOWN OF REDINGTON SHORES for any liability or claims arising as a result of the use of the premises by GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC.
8. GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC. agrees to keep the premises in a clean condition and free of trash and litter.
9. GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC. will add TOWN OF REDINGTON SHORES, FLORIDA as an additional insured party in its General Liability Insurance Policy.
10. This Agreement and Lease may be terminated by either party, upon providing 15 days written notice to the other party.

WHEREFORE, the parties have hereunto set their official hands and seals this _____ day of _____, 2023, at Redington Shores, Florida.

TOWN OF REDINGTON SHORES, FLORIDA
A Florida Municipal Corporation

ATTEST:

By: _____

GRAND SHORES WEST CONDOMINIUM ASSOCIATION, INC A Florida Not For
Profit Corporation

By: _____

N. Redington Beach, FL 33708

On Thu, Mar 2, 2023 at 1:27 PM Katie Corson <katie.corson@vacatia.com> wrote:

Sure. Shaun, can you please send me a copy of the old lease?

Thanks,
Katie

On Thu, Mar 2, 2023 at 1:23 PM Miky Kuo <miky.kuo@vacatia.com> wrote:

Katie - can you work with Shaun to help him draft this?

Can take the old lease parking lease agreement and simply add that GSW will add the Town of Redington Shores as an additional named insured on its General Liability insurance policy.

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

From: **Shaun Tulper** <shaun.tulper@vacatia.com>

Date: Thu, Mar 2, 2023 at 5:32 AM

Subject: Re: Grand Shores West - Parking Lot Lease Agreement - URGENT

To: Miky Kuo <miky.kuo@vacatia.com>

Good morning,

Is there a way for us to write up a lease that I can present to them? Anything we can do to make it easier for them might help accomplish the extension

Shaun Tulper
General Manager

Grand Shores West

727-397-5594

17350 Gulf Boulevard

N. Redington Beach, FL 33708

On Wed, Mar 1, 2023 at 10:30 PM Miky Kuo <miky.kuo@vacatia.com> wrote:

@Shaun Tulper - Please communicate to the Town of Redington Shores

- Per the current lease, the Town of Redington Shores is fully indemnified by GSW.
- GSW will add the Town of Redington Shores to the GSW GL policy to further release the Town of Redington Shores of any liability for GSW guest use of the parking lot.
- In order to do so, the Town of Redington Shores should add that either to a new lease or as an amendment to the existing lease that GSW is required to add the Town of Redington Shores as an additional named insured on GSW's GL policy.
- Let the Township know that we are ready and willing to do so in hopes that they are willing to renew the parking lease.

On Wed, Mar 1, 2023 at 9:25 AM Nicole Graneau <Nicole_Graneau@ajg.com> wrote:

Miky,

Just received confirmation from the carrier they agreed to add this location and Town of Redington Shores as AI for no additional premium effective inception. In order for the AI to be valid, it must be required by written contract so we ask that you amend the contract if they agree to move forward with the lease renewal.

PERFORMANCE METRICS – TOWN ADMINISTRATOR

Create and maintain an efficient, transparent, and responsive Town government. Coordinate projects (e.g., CRS, Wahoo's parking lot) and provide employees and contractors with guidance and support to move projects to completion. Work with all departments to achieve progress on the commission's priorities.

1. **Admin**
 - a. Create an Administrative Procedures Manual
 - i. Section for each department (building, office, public works, sewer, commission relations, code enforcement, customer service, legal, fleet maintenance, facilities maintenance)
 - b. Create workflow checklists for day-to-day duties for each position (e.g., phone inquiries, pre-meeting prep, post-meeting follow up, trash, dog stations, beach raking, FOIA requests, permit requests, processing incoming bills). 50% completion in 90 days; 100% completed in 6 mths
 - c. Set performance objectives for each of the checklists
2. **Staff**
 - a. Maintain less than 45 days with unfilled positions
 - b. Weekly staff meetings with agenda 12 hours in advance 100% of the time
3. **Fiscal**
 - a. Include financial reports in Commissioner packet 100% of the time
 - b. Budget completed on deadline
4. **Project Management – submit to commission every month – which projects are in which phase (later, may want to set metrics for # days a project should spend in each phase)**
 - a. Planning phase
 - b. Design/bid phase
 - c. Execution phase
 - d. Close out phase
 - e.
5. **Institute formal Volunteer Program**
 - a. Create application form (review w town attorney)
 - b. Set up database of approved volunteers
 - c. Search the database when needed for beach cleanup, holiday decorating, town hall projects, Christmas tree lighting)

Thoughts for possible metrics for Clerks?

Meeting Prep timeliness

1. Process being measured: Preparation for commission meetings (e.g., previous meeting minutes, accurate agenda, posting on kiosks, marquee, website, meeting room set up)

2. **Performance measurement/metric: 0 agenda revisions, 3-day deadline met on all media, meeting packet uploaded to website**
3. **Performance objective: 100% achievement**

Redington Shores is a community where cost-effective, high-quality municipal services and well maintained public facilities meet the changing needs of current and future residents.

- Deliver cost effective, high quality municipal services and ensure all public facilities are well maintained.
- Improve procedures to continually revise a physical inventory of all Town facilities and assets to maintain both short and long-term Capital Improvement Programs.
- Develop a phased replacement plan for town facilities
- Encourage collaboration between Town Departments
- Analyze staffing levels and prepare recommendation to Commission
- Explore new ways to communicate / inform citizens / develop quarterly newsletter
- Review annual staff evaluation procedures and update as needed
- Implement succession planning for key personnel
- Determine Town Staff organization / levels
- Elevate prominence of committee openings on Town Website
- Immediate implementation of Building Department software
- Develop and implement a renewal procedure for Certificate of Use holders
- Parking lot Reno for County lot and Town owned lot

Maintain sound fiscal management of Redington Shores financial resources by developing sustainable annual budgets that promote long-term financial stability.

- Prepare the annual budget
- Engage the FAC with projects to encourage resident input

Maintain long-range maintenance and improvement for all existing public facilities and town-owned land to protect prior public investment.

- Evaluate Town Hall structure issues
- Maintain maintenance schedule and implement upgrades to Town Hall interior facilities
- Analyze appraisals for pier property and update Commission
- Manage & fund under grounding project for utilities on West side of Gulf Blvd
- Audio visual upgrade in Commission chambers
- Street light conversion to turtle friendly for Gulf Blvd and Town owned fixtures
- Constitution Park shade replacement

Ensure a high level of administrative functions from all town departments and enhance effective communication between town staff and citizens.

- Encourage collaboration between Town Departments
- Analyze staffing levels, salary and job descriptions
- Explore new ways to communicate / inform citizens
- Review annual staff evaluation procedures and update as needed Implement succession planning for key personnel
- Determine Town Staff organization/levels
- Implementation of new software system

- Elevate prominence of committee openings on Town Website and Facebook
- Work with Building Dept for expired permits procedure/frequency
- Record retention project
- Work with Audit selection committee
- Parking ticket update and implementation
- Plan for various Town functions (picnic, tree lighting, parade, etc)

Ensure the Town maintains compliance with all state and federal regulations

- Ensure we are 100% ready for CRS audit/visit
- Sewer system maintenance/repairs/upgrades
- Storm Water Master Plan to mitigate adverse impacts on the Town
- LDC language updates

Preserve high levels of public works activities by continuously prioritizing service demands, supporting staffing levels and managing effective facilities and equipment maintenance / replacement programs.

- Adjust budget for equipment: Trucks, tractor, rake, etc
- Analyze staffing needs
- Swim buoys order and installation

Recognize the library as a cultural and a critical public service by adequately funding

- Evaluate library funding

Protect residents and property by delivering coordinated, cost effective, high quality fire protection, law enforcement, emergency medical services and emergency disaster response.

- Continuously assess the adequacy of public safety facilities, resources, and equipment to ensure the highest state of public safety readiness.
- Provide funding and manage project for new EMS/Maintenance Building
- Work with Police Dept to fulfill needs regarding new speaker/sirens
- FEMA pub assist
- Emergency Operations Manual update

The following is a list of Performance objectives for the Town Administrator. These objectives are inclusive of Operational, Staff Development and Personal Performance needs/requirements.

Performance Outcomes/Objectives:

- **The Administrator will demonstrate effective Interpersonal skills.**
To this end, the Administrator shall complete an in person or online Interpersonal Development training program. Effective immediately, interpersonal skill improvement will be demonstrated by communicating effectively, resolving conflict, maintaining a positive attitude, being cooperative, collaborative, diplomatic, and unemotional.
- **The Administrator will be highly productive.**
As demonstrated by results that are driven by planning, meeting deadlines, accepting accountability and clearing roadblocks. To this end, the Administrator will provide the Commission with a monthly report that outlines the month's completed objectives (accomplishments); the next months planned objectives, updates on the progress of all major projects and any newly identified issues needing resolution.
- **The Administrator will abide by Town Ordinances, State and Federal laws and any relevant Pinellas County Ordinances.**
As demonstrated by decisions and actions being consistent with above.
- **The Administrator will engage the resource of the Town Attorney in the fulfillment of duties.**
As demonstrated by seeking guidance and approval on matters appropriate for counsel to review or approve, such as Resolutions, Legal Letters, sensitive human resource issues, questions with regard to compliance with laws and ordinances, relevance of upcoming legislation.
- **The Administrator will ensure that the annual budget is on track and meeting financial goals.**
To this end a monthly report will be provided to the Commission and shall include the current information and a column with the *YTD budget for easy comparison with YTD Actuals*.
- **The Administrator will ensure that the Town is completely ready for the CRS 5 year review by 3.22.23.**
To this end, the CRS audit will maintain our 20% discount and have no audited areas needing further information/attention.
- **The Administrator will effectively execute all annual Town events, community meetings, newsletters and other communications.**
To this end these events and activities will be delivered on time, be organized and planned in advance without last minute crisis management.

- The Administrator will train, develop and provide effective guidance for direct reports.

To this end, direct reports will be able to express a verbal understanding of their job responsibilities and expectations. Their work products will be well planned, accurate, and timely. They will provide fact based communication and will not hesitate to delay a response or action until they have fact based responses.

- The Administrator will establish and execute a plan for effective communication to Citizens and seek Community input where appropriate.

- The Administrator will execute a plan that improves the appearance of Town parks and Gulf Blvd.

To this end the LDU and Multi mobile Capital funds will be appropriately utilized with Commission approval when necessary

- The Administrator will ensure that the Town adheres to all Floodplain Ordinances.

To this end, the Administrator will attend all Pinellas County and Town floodplain related meetings and beneficial workshops and will be responsible for ensuring that the Town participates in as many CRS activities as possible. The TA will hold the Town's Building Official /Floodplain manager accountable for ensuring all Floodplain building codes are enforced and ensure that a designated person is responsible for record keeping of all CRS community activities and documents and that they are downloaded to CRS as appropriate.

- The Administrator will work effectively with all Town contracted Service Providers to ensure that the needs of the Town are met.

- The Administrator will ensure that the maintenance department has the certifications needed to provide effective NPDES services to the Community.

To this end, the maintenance department will perform scheduled daily/weekly drive throughs to observe and document adherence to NPDES requirements.

- The Administrator will ensure that the Town is well maintained.

To this end, the TA will ensure that the maintenance staff regularly and on a prescheduled basis, reviews and reports the condition of the Town's parks, beaches, walkways, street lights, storm-drains, sewer systems, equipment etc, to ensure that all are in good condition and in good working order.

- The Administrator shall ensure that the Building Department software program is successfully implemented in the next 60 days.

To this end the Administrator will set a deadline for implementation and will clear all obstacles to ensure it is implemented. Original implementation date was 10/22.

Action Plan items:

Establish a goal setting and prioritizing timeline with Commissioners. Next Commission workshop. Prior to workshop, create a list of all items on "white board" along with any other town and staff development goals and objectives. Work with Commission to develop priorities and set deadlines for completion.

Quarterly, at Commission workshops, Complete a Goal and Priority update.

Create an effective monthly report format. That should include: 1. Goals accomplished and as appropriate status update on other goal activity; 2. Meetings attended (who where and when); 3. Meetings held (who where and when), 4. New procedures implemented; 5. Issues, activities and problems that need commission awareness.

Update employee Job descriptions and create a personalized development plan for each employee. This should include external development goals, but more importantly your development ~~go the employee.~~




Goals For The

Meet weekly with Staff (Admin, Maintenance and Bldg.) set goals and objectives, determine what leadership needs to be provided to ensure results in a timely and accurate fashion. .

Eliminate negative behaviors. Keep and resolve personal issues with others confidential. Demonstrate professionalism, positivity, enthusiasm, and a "can do" approach while on the job. Work collaboratively and responsively with individual Commissioners.

2023

ID	Activity	Priority	2023														
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC			
1	Dei Bello Paver Repair	High															
2	County Beach Parking Reno	High															
3	Stormwater Master Plan	High															
4	Business Dist. Parking Reno	High															
5	Holiday Tree Lighting Prep	High															
6	Town Picnic/Prep	High															
7	Undergrounding of W Gulf Blvd	High			Optimistic?												
8	Stormwater point repairs (22)	High															
9	Sewer Lateral Repairs	High															
10	CRS Coordinator	High															
11	Parking Ticket update	High			20-Mar												
12	CRS Site Visit	High			27-Mar												
13	FEMA Pub Assist	High			Ongoing →												
14	CRS Info web update	High			W/E 3-3												
15	Constitution Park Shade repair	High															
16	Streetlight Conversion-Turtle	High															
17	Chambers A/V	High															
18	Auditor Selection	High															
19	Records Retention project	High															
20	Lift Station 4 Pump replacement	High															
21	Emergency Operations Manual Update	High															
22	Town Parking Meter upgrade	High															
23	Expired/Open Bldg Permit	High															
24	Property Appraisal	High															
25	Update Town Job Descriptions	High															
26	Create Wage/Salary Matrix	High															
27	Town Budget 23/24	High															
28	Structural Evaluation of Town Hall	High															
29	Seabreeze Lateral repair	High															
30	Building Dept Software update	High															
31	Land Dev Code Language Update Adoption	High															
32	Swim Buoys	High															

Notes:
 =Projected
 = In Progress
 =Completed

Priority
 1 High
 2 Med/High
 3 Normal
 4 Med Low
 5 Completed

COMMISSION DEPARTMENTAL RESPONSIBILITIES

Administration

General Administration Policies
 Policy Manual
 Employee Policy
 Solid Waste/Recycling Contract
 Other Contracts; Interlocal,
 Governmental, or Service Providers
 Contract Bidding
 Ordinances
 Resolutions
 Elections
 Town Hall Security
 Code Book Updates
 Public Notifications
 Computer Operations / Maintenance
 Telephone Service
 Approval of Checks
 Attorney Contracts
 Office Employee Training
 Office Employee Compensation
 Office Employee Performance

Maintenance

All repairs except sewer
 Town Maintenance Equipment
 Town Garage
 Safety Policy
 Christmas Decorations
 Beach Maintenance
 Road and Sign Maintenance
 Building Maintenance
 Plumber Contracts
 Electrician Contracts
 Implementation of the Stormwater

Mngmt Plan Implementation of the

Traffic Island Plan
 Maintenance Employee Training
 Maintenance Employee
 Compensation
 Maintenance Employee Performance

Sewer

Sewer System Performance
 Sewer Operation Manual
 Sewer Maintenance and Repair
 Septic Service Contracts
 Cleaning Contracts
 County Water Department
 Sewer Employee Training
 Sewer Employee Compensation
 Sewer Employee Performance

Social

Town Activities
 Picnic
 Fireworks
 Boat Parade
 House Decorating

Stormwater / Flood

Stormwater Management /
 Maintenance Plan
 Stormwater Utility Uses
 Stormwater Improvements
 NPDES

Police

Police Contract
 Police Services

Emergency Management

Emergency Management Activities
 Evacuation Plans
 Flood Plain Management

Fire

Fire Protection Services
 Emergency Services

Finance

Accounting System
 Accounting Policy
 Auditor Contracts
 Annual Budget
 Performance to Budget
 Insurance
 Rates for Services
 Occupational Licenses

Other – To Be Assigned

Sewer Services
 Garbage Rates
 Franchise Fees
 Annual Report
 Fund Transfers
 Lease Contracts and Rates

Building

Building Department Policy
 Building Permits
 Certificate of Occupancy
 Flood Insurance Supervision
 Occupational Licenses
 Planning and Zoning Board

Zoning Changes

Sign Regulations
 Code Enforcement
 Comprehensive Land Use Plan
 Building Inspector Training
 Building Inspector Compensation
 Building Inspector Performance

Parks and Recreation

Park Acquisitions
 Park Improvements
 Park Equipment
 Park Policy
 Town Hall Community Room Policy
 Youth Activities
 Youth Policy

Other – To Be Assigned

Mayors' Council
 Chamber of Commerce Activities
 Barrier Island Governmental Council
 Florida League of Cities
 Suncoast League of Cities Library
 Contract
 PSTA
 Forward Pinellas
 Beaches & Shores

Citizens Advisory Committees

	District 1	District 2	District 3	District 4	At Large or Sitting	Alternate	2022	2023
Audit Selection Committee	Jim Parker 223 174 th Ave E 727-459-0206 jparker3@gable.net app 1/23			Paul Herzfeld 840 182 nd Ave E. 727-644-4601 paul@herzfeld.net re-app 4/20 exp 4/22	Mayor Marybeth Henderson Sitting Member app 1/23			

Reaffirmation Advisory Committee	Marie Palona 404-313-2808 201 175 th Ave. E. Mpalona2you@yahoo.com app 4/22 exp 4/24	Loretta Fricks 615-323-3550 235 176 th Ave. E lorettafricks@gmail.com app 4/22 exp 4/24	Susan Smith 813-505-8051 17817 Lee Ave sm app 4/22 exp 4/24	Rob Francour 678-314-0011 18326 Gulf Blvd, Unit 209 rfrancour@gmail.com app 4/22 exp 4/24	CJ Hoyt 247 176 th Terrace Dr. 813-310-8234 cynthiahoyt@gmail.com app 4/22 exp 4/24		12/6, 10/13, 6/23	1/10, 1/20
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Financial Advisory Committee	David Grimes 17408 Gulf Blvd, Unit 1504 727-295-5059 dgrimesr@gmail.com app 4/22 exp 4/24	William (Bill) Sanders 17745 Gulf Blvd Unit 704 727-432-4842 wsanders46@gmail.com App 4/21, Exp 4/23	Paul Herzfeld 840 182 nd Ave E. 727-644-4601 paul@herzfeld.net Re-app 4/20, Exp 4/22		Kirby Howell 17820 Gulf Blvd 727-483-3876 kirby@howell.com App 4/20, Exp 4/22		23-May	
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Personnel Advisory Committee	Cynthia Cain 17715 Gulf Blvd Unit 6 412-860-4871 Cynthiacain381@gmail.com RESIGNED 12/9/22	Rich Perez 17725 Long Point Dr. 727-641-0469 schripf@comcast.net		Jill Weingart 18304 Gulf Blvd, Unit 508 330-628-9710 Weingart8@outlook.com	John Strakele 207 180th Ave E 972-898-1126 jstrakele@verizon.net RESIGNED 1/4/2023			
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Planning and Zoning	Steve Laird PO Box 8184 Madiera Beach FL 33738 Ph. 770-883-4464 steve_laird57@hotmail.com 148 175th Ave E App 04/21, Exp. 04/23	Cynthia Hoyt 247 176 th Terr Dr. 813-310-8234 cynthiahoyt@gmail.com Re-app 04/22, Exp. 04/24	Richard Cady 17720 Gulf Blvd., Unit 200 813-394-4014 rhcady@verizon.net from unexpired term	Merv Dickerson 18211 Sunset Blvd. 813-689-4280 cdickersm@aol.com Re-app 04/22, Exp. 4/24	Lisa Foster (CHAIR) 845 180 th Ave E. 813-493-5857 laddoster@gmail.com Re-app 4/21, Exp. 4/23	Cassandra Reardon 17723 Gulf Blvd Unit 1 813-205-0528 cassandra.reardon@gmail.com Appointed 04/22; Exp. 4/24		
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Kim Harr 727 424 8376 (Citizen and Insurance Industry Stakeholder) kimharr@harrins.com
 Lisa Foster 727 464 8962 (Citizen Stakeholder) lfoster@co.pinalas.fl.us
 Dave Moley 727 656 0516 (Citizen Stakeholder) dmoley@gmail.com
 Bill Blackburn 727 322 2900 (Citizen Stakeholder and Realtor) wblackburn@blackburncoastalrealty.com
 Justin Bonus 727 593 7715 (Citizen Stakeholder and Lending Official 57th bank) justin.bonus@53.com
 Cinda Kouk 727 423 5185 (Vice Mayor Commissioner, Staff) comdis2@redshores.com
 Vincent La Porta 727 283 5208 (Building Official) buildingofficial@lowmofredshores.com
 Jeff Shoobridge 727 241 0126 (Town Administrator, Staff) jshoobridge@redshores.com
 Jolie Patterson 727 423 5538 (Deputy Town Clerk, Staff) depclerk@redshoresfl.com

Other Meetings	2022
Stormwater Master Plan Public Education Meeting	15-Aug
Annual Flood and Hurricane Information	12-May

COMMISSION DEPARTMENTAL RESPONSIBILITIES

Administration

General Administration Policies
 Policy Manual
 Employee Policy
 Solid Waste/Recycling Contract
 Other Contracts; Interlocal,
 Governmental, or Service Providers
 Contract Bidding
 Ordinances
 Resolutions
 Elections
 Town Hall Security
 Code Book Updates
 Public Notifications
 Computer Operations / Maintenance
 Telephone Service
 Approval of Checks
 Attorney Contracts
 Office Employee Training
 Office Employee Compensation
 Office Employee Performance

Implementation of the Traffic Island
 Plan

Maintenance Employee Training
 Maintenance Employee
 Compensation
 Maintenance Employee Performance

Social

Town Activities
 Picnic
 Fireworks
 Boat Parade
 House Decorating
 Christmas Tree Lighting

Sewer/Stormwater/Flood

Sewer System Performance
 Sewer Operation Manual
 Sewer Maintenance and Repair
 Septic Service Contracts
 Cleaning Contracts
 County Water Department
 Sewer Employee Training
 Sewer Employee Compensation
 Sewer Employee Performance
 Stormwater Management /
 Maintenance Plan
 Stormwater Utility Uses
 Stormwater Improvements
 NPDES
 CRS

Police/Fire/Emergency

Management
 Police Contract
 Police Services
 Fire Protection Services
 Emergency Services
 Emergency Management Activities
 Evacuation Plans
 Flood Plain Management

Zoning Changes

Sign Regulations
 Code Enforcement
 Comprehensive Land Use Plan
 Building Inspector Training
 Building Inspector Compensation
 Building Inspector Performance

Beautification/Parks and

Recreation

Park Acquisitions
 Park Improvements
 Park Equipment
 Park Policy
 Town Hall Community Room Policy
 Youth Activities
 Youth Policy
 Town Branding
 Landscaping

Other – To Be Assigned

Mayors' Council
 Chamber of Commerce Activities
 Barrier Island Governmental Council
 Florida League of Cities
 Suncoast League of Cities Library
 Contract
 PSTA
 Forward Pinellas
 Beaches & Shores
 Vision 2025

Maintenance

All repairs except sewer
 Town Maintenance Equipment
 Town Garage
 Safety Policy
 Christmas Decorations
 Beach Maintenance
 Road and Sign Maintenance
 Building Maintenance
 Plumber Contracts
 Electrician Contracts
 Implementation of the Stormwater
 Mngmt Plan

Building

Building Department Policy
 Building Permits
 Certificate of Occupancy
 Flood Insurance Supervision
 Occupational Licenses
 Planning and Zoning Board

Commissioner Oversight Areas

Administration

- General Office Admin
- Admin Policy Manual
- Ordinances
- Resolutions
- Code Book Updates & Distribution
- I/T Systems
- Elections
- Contracts Administration
- Records Retention
- Legally Required Public Notification
- Licensing (occupational, business, COU, vacation rntl)
- Town hall rental coordination
- Park rental coordination

Human Resources

- Employee Policy Manual
- Office Employee Training & Certification
- Office Hiring, Compensation & Training
- Public Works Employee Training & Certification
- Public Works Hiring, Compensation & Training
- Building Department Employee Training & Certification
- Building Department Hiring, Compensation & Training
- Sewer/Stormwater Employee Training & Certification
- Sewer/Stormwater Hiring, Compensation & Training

Building Department

- Building Department Processes & Policy
- Building Permits
- Certificate of Occupancy
- Flood Plain Mgmt
- P&Z
- Code Enforcement
- CRS

Public Works

- Beach Maintenance
- Parks Maintenance
- Equipment Maintenance
- Facilities Maintenance
- Sprinkler Systems

Commissioner Oversight Areas

- Roads & Signs
- Lighting – Parks & Facilities
- Christmas Decorations
- Event Prep (Picnic, parade, tree lighting)
- Dog Stations
- Trash (beach, parks, town hall)
- Basic repairs
- NPDES Reports
- Road & Sign Maintenance
- Lift station readings

Sewer/Stormwater

- Sewer Operation & Maintenance
- Vendor Sourcing & Mgmt
- Pinellas County Utilities Liaison
- Stormwater Mgmt Plan
- NPDES

Public Safety

- Police contract
- Police services
- Fire protection contract
- Fire protection services
- Emergency Mgmt/Planning/Prevention
- Evacuation Planning
- Town Hall Security

Finance

- Invoice/Check Approval
- Accounting Policy
- Accounting Systems
- Auditing Committee
- Auditor Selection & Monitoring
- Accounting Contractor Selection & Monitoring
- Budget Prep & After-Action
- Building/Permitting
- Rate setting (sewer, trash, franchise)
- Fund Transfers
- Annual Report
- Asset Mgmt

Commissioner Oversight Areas

Beautification

- Traffic Islands
- Beach Clean-Up
- Easements
- Signage
- Lighting
- Landscape
- Park Equipment & Facilities Improvement
 - Del Bello
 - Thelma Spitzer
 - Constitution
 - Strip “parks”

Social/Events

- Picnic
- Tree Lighting
- Christmas Parade
- Boat Parade
- House Decorating
- Beach Clean-up

Citizen Engagement

- Civic Plus
- Opt-In Text & Email Notices
- Quarterly Newsletter
- Website Updates
- Social Media (Facebook, Instagram, Twitter)

Other

- Mayors’ Council
- Chamber of Commerce Activities
- Library
 - BIG-C
- Florida League of Cities
- Suncoast League of Cities
- PSTA
- Forward Pinellas
- Tampa Bay Regional Planning Council
- Florida Shores & Beaches

Commissioner Oversight Areas

- Turtle _____

