

**WORKSHOP MEETING  
BOARD OF COMMISSIONERS  
TOWN OF REDINGTON SHORES  
WEDNESDAY, APRIL 26, 2023 – 6:00 P.M.** (per amended Commissioners Policy Manual)  
**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPEARANCES AND PRESENTATIONS**

None

**OLD BUSINESS**

1. Administrators Performance Objectives
2. Administrators Report Outline

**NEW BUSINESS**

1. Manatee Protection
2. Creation of Structure to Harness the Enthusiasm of our Civic Minded Residents/ Community Volunteers
3. Town Security Policy
4. Back Hall Rental Policy
5. Discussion of Motorized Paragliders
6. Town Website Postings
7. Building Department/ Interpretation of Dock Code 63.12

**MISCELLANEOUS**

Regular Meeting – Wednesday, May 10, 2023 – 6:00 p.m.

Hurricane Information Meeting- Wednesday, May 17, 2023 – 6:00 p.m.

Workshop Meeting- Wednesday, May 31, 2023 – 6:00 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.”

## Administrator Performance Objectives

- (1) Create an Administrative Procedures manual **Nov 2023**
  - (a) Section for each department (building, office, public works, sewer, commission relations, code enforcement, customer service, legal, fleet maintenance, facilities maintenance) **Request clarification- are these departments or functions?**
  - (b) Create wage salary matrix – **Nov 2023**
  - (c) NPDES certification for Mike- **Done, has been certified for over a year**
- (2) Permanent Building Code Official with all required certification, including Flood Plain Management. Flood Plain Manager certification is not a required certification to be the Floodplain Administrator – The Florida Floodplain Managers association recommends 2 years of Flood Plain Management experience prior to sitting for the exam, Our current building department is qualified but it is intended to go for bids in the next 60 days to ensure procurement policies are fully followed.
- (3) Immediate implementation of Building Department software **Vendor has identified that 60 days is doable**
- (4) Complete parking lot renovation for County lot- **Not under our purview. According to the intra-local agreement Capital improvements fall under the County.**
- (5) Town lot through coordination with Beautification Committee
  - (a) Update parking meters for these lots as well as town hall- **currently working to replace meters with the same app based system as IS**
- (6) Audio Visual upgrade for Commission Chambers- **estimates we have gotten are outside of the current capital budget. I would ask direction on what capabilities are required and which are preferred**
- (7) Complete Building Department expired permits procedure and frequency **This falls under item1(a)**
- (8) Swim and shallow water buoys installed with plans in advance of receipt for anchorage- **as blue boys are available. Swim buoys are in hand**
- (9) Complete Sewer Infrastructure upgrades (main runs relined?, laterals replaced, Lift stations replaced or upgraded) **3-5 years**
  - (a) Develop or update plan for future maintenance
  - (b) Prioritize Seabreeze lateral repair- **Already scheduled**
- (10) Stormwater repairs (inventory, complete) **updates are already provided through miller pipeline monthly**
  - (a) Develop or update maintenance plan- **seminole septic to forward the schedule. Owner is out of town until Thursday 27<sup>th</sup>.**
  - (b) Stormwater master plan- **already in hands of engineer and underway**

The following are items I transferred from Jeff's Excell spreadsheet that I thought we shouldn't drop

- (1) Underground west Gulf blvd
  - (a) Complete establishment of easements- **Awaiting clarification from Duke Energy on what easements are needed.- They are re-evaluating needs after a prior meeting where it was discovered they were asking for easements they already had.**
  - (b) Negotiate price with Duke, and develop thorough budget, coordinating with Duke- **The Town has little control over this item as there is very little negotiating to be done.**
  - (c) Develop thorough time line with Duke as well as coordination with other utilities to assure continuous service- **This is almost entirely Duke Energy's purview, I have no**

control over this item

- (d) Coordinate with Duke for turtle street light conversion and conversion of town owned lights- Maint. Is inventorying town owned equipment for forwarding to Duke for quote.
- (2) Develop 23/24 town budget with full coordination of Financial Advisory Committee  
September 2023

# Administrators Report Outline

## 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 rmtl)
- 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

# Administrators Report Outline

- 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

# Administrators Report Outline

## 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

## Administrators Report Outline

- Turtle \_\_\_\_\_

## Town Clerk

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**From:** Mayor  
**Sent:** Wednesday, February 22, 2023 1:22 PM  
**To:** Town Administrator; Town Clerk  
**Cc:** Robert Eschenfelder  
**Subject:** Fwd: Manatee Protection Zone

Sent from my iPad

Begin forwarded message:

**From:** Leslie Beard <pureislandgirl@gmail.com>  
**Date:** February 22, 2023 at 12:10:33 PM EST  
**To:** Mayor <mayor@redshoresfl.com>  
**Subject:** Manatee Protection Zone

Dear Marybeth,

My husband and I are residents of Redington Shores and couldn't be more grateful to live here. We have been in our home on Wall Circle for the past 8 years and can't imagine living anywhere else. We are located at approximately Channel Marker 27.

Our favorite thing to do is sit and watch the incredible marine life right behind our home, THEIR HOME! There are, at LEAST, 10-15 manatees that take up residence every spring, in our "backyard". They reside behind the two islands across from us and come through the channel to mate behind our homes, on a sandbar, about 70 feet from our docks. It is located about 40 feet this side of the channel. I cannot tell you the times we have sat and literally PRAYED the manatees would not be hit by one of the boats going by at full throttle, with zero regard for any life, much less marine life. A slow moving vessel will give these slow, incredibly amazing animals, at the very least, a fighting chance against the boat prop. The increase of manatees, in the past couple of years, is incredible and We'd LOVE to see it continue.

We are reaching out to you in desperate need of your help moving the "No Wake Zone" from its current location, approximately Channel Marker 29, south to at least Channel Marker 25.

FWC told us to contact our local municipality (Redington Shores), to bring up this dire situation. They explained to us that, if Redington Shores brings this, extremely urgent situation to their attention, they could potentially get signage moved down as far as the Redington Shores city boundary allows and in a much much quicker timeframe. Without your assistance, we were told, by FWC, that it could be years for them to relook at this county for ICW rezoning.

Please feel free to contact me, at your earliest convenience, so we can figure out a way to help save these majestic, endangered animals, together. Sean and I are both big supporters of you and very happy to see a new local government. Thank you for your time and running for mayor.

"Inspired By and Created From Nature",

Leslie B. McClellan  
Pure Island Sol  
808-227-8893



Sec. 63-12. - Design criteria for private docks.

In addition to the design criteria for all private docks regulated by the Pinellas County Water and Navigation Control Authority, the following additional design criteria shall apply to those private docks lying within the municipal boundaries of the Town of Redington Shores, Florida:

- A. Private docks, boat lifts and davits to be constructed in the waters of the town shall be constructed so that the length of the dock shall not extend from the mean high water line or seawall of the property further than one-half the width of the property at waterfront. This requirement may be waived by the building commissioner, provided that signed statements of no objection from both adjacent waterfront property owners have been submitted, or the building commissioner may refer the matter to the board of commissioners for decision.
- B. Private docks, boat lifts and davits must be constructed within the center one-third of the applicant's waterfront property or 50 feet from the adjacent property, whichever is less restrictive. This requirement may be waived by the building commissioner, provided that signed statements of no objection from the property owner encroached upon have been submitted, or the building commissioner may refer the matter to the board of commissioners for decision.

( Ord. No. 21-12, § 3, 12-20-2021)