



**BOARD OF COMMISSIONERS  
TOWN OF REDINGTON SHORES  
WORKSHOP MEETING  
WEDNESDAY, FEBRUARY 28, 2024 - 6:00 P.M.  
AGENDA**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPEARANCES AND PRESENTATIONS**

**E. OLD BUSINESS**

**F. NEW BUSINESS**

1. Gunfire Associated with Hunting
2. Solicitor Ordinance
3. Charter Review Committee
4. Variance Costs
5. Policy for Issuing Proclamations
6. Repetitive Loss Area Flood Mitigation Project Discussion
7. Town Administrator Performance Review Discussion
8. Amendment to the Statewide Division of Emergency Management Mutual Aid Agreement – 2023
9. Resident Parking Pass Discussion

**G. MISCELLANEOUS**

Regular Meeting- Wednesday, March 13, 2024 – 6:00 P.M.  
Workshop Meeting- Wednesday, March 27, 2024 – 6:00 P.M.

**H. ADJOURNMENT**

Pursuant to Florida Statutes § 286.0105, if any person or entity decides to appeal any decision made on any matter considered at any meeting or hearing of any Redington Shores Board or Commission, he, she or it will need a record of the proceedings and, for such purpose, he, she or it may need to ensure that a verbatim record of the proceedings is made, which record includes the legal arguments, testimony, and evidence upon which the appeal is to be based.

# **ITEM F.1.**



Town of  
**Redington Shores**

Date: February 28, 2024  
To: Board of Commissioners  
From: Mike McGlothlin  
Re: Gunfire Associated with Hunting

At the request of Commissioner Hoyt, attached is information related to the concern about gunfire and hunting in the waterways of Redington Shores.

## Town Clerk

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**From:** Town Administrator  
**Sent:** Wednesday, February 21, 2024 9:39 AM  
**To:** Mayor; Commissioner Dist. 1; Commissioner Dist. 3; Commissioner Dist. 4;  
thomas.w.kapper@gmail.com  
**Cc:** Commissioner Dist. 2; Town Clerk; Richard Swann; Glen Smith  
**Subject:** FW: Inquiry from Commissioner - Town of Redington Shores (re: Waterfowl Hunting)  
**Attachments:** Red Shores - Screenshot from gmaps 2.17.24.png; ISPD Memo - Waterfowl Hunting 2.12.24.pdf

Good morning, all,

Please find attached additional information as provided by Commissioner Hoyt regarding the waterfowl hunting discussion at our 02/287 Workshop.

Feel free to contact me directly with any questions that you may have.

Best regards,

Mike

Mike McGlothlin, MBA-PA  
Town Administrator  
Town of Redington Shores  
17425 Gulf Blvd.  
Redington Shores, FL 33708  
Ph. 727-397-5538  
Fax. 727-392-9470  
[www.townofredingtonshores.com](http://www.townofredingtonshores.com)

**From:** Commissioner Dist. 2 <comdist2@redshoresfl.com>  
**Sent:** Wednesday, February 21, 2024 9:30 AM  
**To:** Robert Eschenfelder <Rob@cityattorneys.legal>; Town Administrator <townadmin@redshoresfl.com>  
**Cc:** Commissioner Dist. 2 <comdist2@redshoresfl.com>; Town Clerk <townclerk@redshoresfl.com>  
**Subject:** FW: Inquiry from Commissioner - Town of Redington Shores (re: Waterfowl Hunting)

Hello Mike and Rob,

As follow up to the phone calls I had with both of you, and as related to the topic of "Waterfowl Hunting in Redington Shores" that we discussed, please see below and attached for the information and communication request that I sent to State Representative Linda Chaney...

I did receive a follow up call from one of her assistants, who directed me to FWC. I informed him that I had already spoken with FWC, at length, and they provided me with a wealth of information, but the next step is to address this legislatively. He communicated that I should contact the Pinellas County Commission, but he would update Linda Chaney on our discussion.

Since this topic is on the 2/28 Workshop agenda, I wanted to ensure that you are in the loop on what has transpired at this point. Please also share this with the rest of the Commission, in an effort to also keep them in the loop and hopefully have a productive initial meeting, surrounding this subject.

Regards,  
CJ Hoyt

**From:** Commissioner Dist. 2 <[comdist2@redshoresfl.com](mailto:comdist2@redshoresfl.com)>  
**Sent:** Monday, February 19, 2024 3:52 PM  
**To:** [Linda.Chaney@myfloridahouse.gov](mailto:Linda.Chaney@myfloridahouse.gov)  
**Cc:** Commissioner Dist. 2 <[comdist2@redshoresfl.com](mailto:comdist2@redshoresfl.com)>  
**Subject:** FW: Inquiry from Commissioner - Town of Redington Shores

Good Afternoon Representative Chaney,

I hope you are doing well! Robin Miller provided me with your contact information (below) and suggested that you may be able to help me with an initiative / situation which I am working on, on behalf of some residents in my District 2 in Redington Shores. I am hoping that I can schedule a few minutes of your time to discuss this situation with you on a phone call.

To give you a high level of what is going on and prepare you for our discussion, here is an overview of the situation:

- I am the Commissioner for District 2 in Redington Shores, which has many properties that border the ICW (Intracoastal Waterway).
- In the early hours (before dawn) on January 11, 2024, I heard a series of very loud noises. (It sounded like gunfire, but the thought was so obscure that I didn't even consider it.)
- Many other residents also heard these noises because a few of them subsequently reached out to me with inquiries, and number of residents also contacted our Town Hall.
- I found out later that my neighbors across the street, who live on the point of 176<sup>th</sup> Terrace Dr. E. contacted the police at the time, because they saw someone in the ICW with a gun.
- It turns out that someone was duck hunting in the ICW, a short distance from their property (and a short distance from many other properties, as our homes are all in very close proximity to each other and most homes are located either directly on the ICW, or on canals just off the ICW). I am including a screenshot of a satellite view of what is the approximate area of our Town of Redington Shores, for reference. Hopefully, this screen shot from Google maps will give you an understanding of where our residents' homes are, in association with the ICW, as well as in association with Millenium Park, which is just across the ICW from our Town. (I mention this, because it seems the hunters are hunting off the shores of Millenium Park and the "spoil" islands in the ICW where the waterfowl live and roost.)
- In addition to the gunfire on the morning of 2/11, which prompted the neighbors' calls to the police, many of us subsequently heard gunfire on a few of the days following the initial incident. However, I imagine that after people knew it was legal, those incidents were not reported (to my knowledge).
- I am attaching an "Interoffice Memorandum" that the Indian Shores Police Department (ISPD) put together to provide an overview of what transpired.
- I understand that it is the responsibility of the police department to enforce the laws that are in place, and we are very grateful and thankful for everything that our esteemed ISPD does in partnership, and in protection of, the Town of Redington Shores.
- That said, given the fact that many of the residents in my District are still concerned about this situation, and in learning that there is no safe distance required for proximity of hunting near residences, coupled with the fact that Pinellas County is (officially) the most densely populated county in the state of FL, I owe it to my constituents to look into this further to determine what, if anything, can possibly be done from either a legislative perspective, or as inclusion in the Florida Administrative Code (FAC) which is mentioned in the memo from ISPD.

- I understand that gun rights are a very volatile topic in today's climate, and I can assure you that I am a staunch advocate of the 2<sup>nd</sup> Amendment; however, I do not feel that people should be allowed to hunt so close to peoples' residences, especially in the most densely populated county in FL where the only "green" spaces left are state, county, and municipal parks.
- Furthermore, and most importantly, my constituents are concerned about this, which makes me concerned about this!

I have requested that this topic be put on our Town Workshop agenda for our next meeting on February 28<sup>th</sup>. In preparation, I would very much appreciate a few minutes of your time to get your thoughts and suggestions on what can possibly be done to address this concern. Please let me know your availability for a phone call and the best number on which to reach you. Alternatively, please feel free to call me at your convenience.

Very Kind Regards,

CJ Hoyt

Commissioner, District 2

Town of Redington Shores

17425 Gulf Blvd.

Redington Shores, FL 33708

Cell: 727-423-5185

[www.townofredingtonshores.com](http://www.townofredingtonshores.com)

**From:** Robin Miller <[robin@tampabaybeaches.com](mailto:robin@tampabaybeaches.com)>

**Sent:** Friday, February 16, 2024 4:50 PM

**To:** Commissioner Dist. 2 <[comdist2@redshoresfl.com](mailto:comdist2@redshoresfl.com)>

**Subject:** State Rep

Email Linday Chaney, State Rep.

Chaney, Linda, [Linda.Chaney@myfloridahouse.gov](mailto:Linda.Chaney@myfloridahouse.gov)

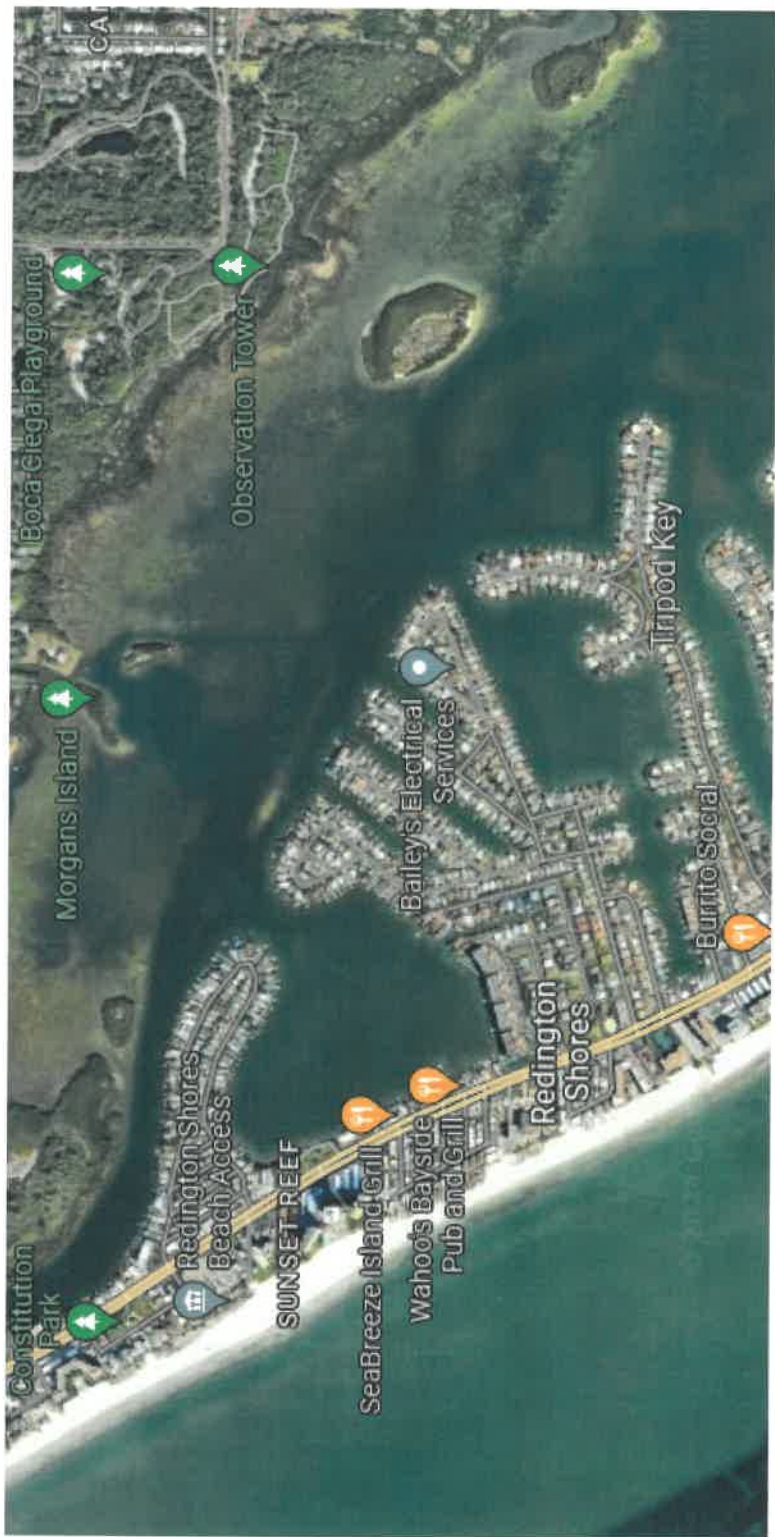
**Robin A. Miller, IOM, FCCP  
President & CEO**

727-360-6957

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RICHARD (RICK) SWANN, CHIEF OF POLICE

## INDIAN SHORES POLICE DEPARTMENT

*Protect With Honor, Serve With Pride*

INTEROFFICE  
MEMORANDUM

DATE: February 12<sup>th</sup>, 2024  
TO: Chief R. Swann  
FROM: Detective A. Holt  
RE: Waterfowl Hunting

Chief Swann,

In response to concerns regarding waterfowl hunting in the intercoastal, here are some resources and information that may be of interest to concerned citizens.

On January 11<sup>th</sup> Indian Shores Police Department (ISPD) responded to assist Pinellas County Sheriff's Office (PCSO) with a suspicious person call. The information given to responding units was that a man in camouflage had a rifle in the intercoastal and appeared to be shooting. ISPD responded and located two hunters in the intercoastal waterway, due east of 176<sup>th</sup> Terrace Drive. The hunters exited on the eastern side of the intercoastal where PCSO took over the call. The two hunters were found to be hunting waterfowl and were cleared of any wrongdoing. This information sparked concerns from Redington Shores residents of waterfowl hunting in such proximity to homes.

Florida State Statute provides that fishing and hunting is permitted to take place on private property with landowner permission or on any water body that has public access. The statute does not have a restriction on hunting areas, unless it is listed in the Florida Administrative Code (FAC). Administrative code restrictions include wildlife management areas, water management districts and national wildlife refuges, among others. Currently, Redington Shores and surrounding areas do not belong to any restricted areas listed in the FAC. Additionally, there is no statute that prohibits a hunter from being a certain distance from a home, as they hunt waterfowl. However, shooting or propelling potentially lethal projectiles over or across private land without authorization to take game is considered criminal trespassing and is a felony.

All hunters in Florida are required to have completed a hunter safety course, which covers the knowledge, skills and attitude needed to be a safe hunter. Waterfowl hunters also must adhere to nontoxic shot regulations, which is a nationwide ban on using any shot type that can cause sickness and/or death when ingested by migratory birds.

Often, when someone sees a large shotgun, they may associate it with large ammunition. In waterfowl hunting, hunters are restricted to using a type of ammunition that consists of small pellets designed for small game and birds. Once fired, these pellets can only travel about 50-100 yards. This distance is almost 95% less than a typical shotgun round.



As the Town's law enforcement department, it is our priority to ensure that citizens feel safe and informed about activities in and around the Town we share. Florida's Fish and Wildlife Conservation (FWC) website has significant information on this topic and others, including how hunters support waterfowl conservation efforts in our state.

Further information can be found on [myfwc.com](http://myfwc.com) or through FWC's law enforcement dispatch center, 863-648-3200.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Alexandra Holt', written in a cursive style.

Detective Alexandra Holt

# **ITEM F.2.**



Town of  
**Redington Shores**

**Date:** February 28, 2024  
**To:** Board of Commissioners  
**From:** Margaret Carey, Town Clerk  
**Re:** Ordinance for Solicitors

The Town currently has no ordinance regarding solicitors. Recently, the Clerk's Office was notified by the Police Department that a door-to-door solicitor was knocking on doors with no permit.

The adoption of an ordinance is necessary for:

- Establishing permitting guidelines
- Enforcement and citation issuance for noncompliance

Attorney Eschenfelder prepared a draft ordinance (attached).

For Discussion:

- Does the Board feel there is a need for such an ordinance?
  - Is there any permitting required by the Town – or is it only processed through the Clerk of the Circuit Court?
  - Would we charge for a Business Tax Receipt (BTR)?
-

**ORDINANCE NO. 2024-03**

**AN ORDINANCE OF THE TOWN OF REDINGTON SHORES, FLORIDA, AMENDING CHAPTER 111 (PEDDLING AND SOLICITING) OF THE TOWN CODE TO ADDRESS SOLICITATION ACTIVITIES AT RESIDENTIAL PROPERTY; PROVIDING FOR CODIFICATION, SEVERABILITY, AND FOR AN EFFECTIVE DATE.**

**WHEREAS**, the courts, such as in *Jacobs v. City of Jacksonville*, 762 F.Supp. 327 (M.D. Fla. 1991) (where the court found that a city ordinance prohibiting a youth organization from door-to-door peddling and solicitation was an invalid exercise of police power under Florida law), have long held that the history of how the front door of a home is used affords certain First Amendment protections to non-owners, and that it has historically been acceptable for a non-owner to go to a front door and knock to seek to engage in some speech with the resident; and

**WHEREAS**, the court, in *New York Public Interest Research Group, Inc. v. Village of Roslyn Estates*, 498 F. Supp. 922 (E.D. N.Y. 1979), ruled that a village ordinance prohibiting, among other acts, “peddling or soliciting an order for any. . . book, periodical or printed matter whatsoever. . . [or] for the purpose of soliciting alms or a subscription or a contribution to any. . . charitable or public institution,” constituted an unconstitutional restriction of First Amendment rights as applied to groups seeking to circulate petitions on current issues, recruiting volunteers, and offering memberships; and

**WHEREAS**, ordinances which outlaw all types of door-to-door solicitation will be unconstitutional, such as when the Supreme Court, in *Watchtower Bible and Tract Society of New York, Inc. v. Village of Stratton*, 536 U.S. 150, 122 S.Ct. 2080, 153 L.Ed.2d 205 (2002), ruled that a village’s ordinance unquestionably demonstrated that it applied to a significant number of non-commercial solicitors, canvassers and peddlers who wanted or might want to promote a wide variety of causes or convey various messages, and that the ordinance was therefore overly broad and a First Amendment violation; and

**WHEREAS**, in *Fane v. Edenfield*, 945 F.2d 1514, 1517 (11<sup>th</sup> Cir. 1991), the court ruled, with respect to the regulation of commercial solicitation and peddling, that blanket prohibitions on commercial speech are disfavored, and the mere possibility that isolated abuses or mistakes may occur will not likely justify a total ban on a certain mode of protected commercial speech; and

**WHEREAS**, in light of these and many other judicial decisions, the Town could not adopt an ordinance totally banning door-to-door solicitations; and

**WHEREAS**, Pinellas County had, for decades, maintained Chapter 42 of the Pinellas County Code, concerning Consumer Protection and addressing, in part, solicitations, various elements of which law have been challenged in the federal courts over time; and

**WHEREAS**, in *Public Citizen, Inc. v. Pinellas County*, 321 F.Supp.2d 1275 (M.D. Fla. 2004), the federal court found certain elements of the County’s code to be unconstitutional, but upheld more limited provisions focused on certain registration aspects applicable to charitable solicitors; and

**WHEREAS**, in reaction to this decision, Pinellas County repealed all the unconstitutional elements of its solicitation code in 2007, leaving those which the court had upheld as codified in Article VII of Chapter 42 of the Pinellas County Code, entitled Charitable Solicitations; and

**WHEREAS**, these County code sections include § 42-269, entitled “territory embraced”, which specifies that the ordinance applies to and can be enforced in “all territory within the legal boundaries of the county, including all incorporated and unincorporated areas”, meaning there already are certain requirements for charitable solicitors applicable in the Town since the County’s code already applies within the Town; and

**WHEREAS**, Florida’s “Solicitation of Contributions Act” (Florida Statutes § 496.401 – § 496-415), also regulates charitable solicitation of funds and provides detailed registration requirements, but in general if charitable solicitors follow the requirements, they are allowed to solicit; and

**WHEREAS**, in *Sciarrino v. City of Key West, Fla.*, 83 F.3d 364, 367 (11<sup>th</sup> Cir. 1996), the court found that a regulation of commercial speech must serve a legitimate, substantial interest and “[t]o find a ‘substantial interest,’ a court must conclude both that the interest advanced by the state is legitimate in theory, and that that interest is in remedying a problem that exists in fact (or probably would exist, but for the challenged legislation)”; and

**WHEREAS**, as it did with charitable solicitations, the Legislature has adopted regulations on commercial home solicitations (Florida Statutes § 501.021- § 501.055); and

**WHEREAS**, Florida Statutes § 501.022 provides that it is unlawful for any person to conduct any home solicitation sale, or to supervise minors conducting such sales, without first obtaining a valid home solicitation sale permit; and

**WHEREAS**, the statute provides that this permit is to be issued by the Clerk of the Circuit Court, who has the power to revoke, suspend, or deny a permit; and

**WHEREAS**, the statute also provides that “[e]very permitholder shall carry the permit and certificate required by this section at all times while engaged in home solicitation sales and shall display the same to all prospective buyers before initiating the solicitation of a sale, lease, or rental”; and

**WHEREAS**, Florida Statutes § 501.046 requires any business conducting home solicitation sales to ensure all employees engaged in such sales obtain a permit, to obey the applicable statutes, and to leave a business card which must include the name, address, and phone of the parent company and the name, address, and phone of the employee making the home solicitation; and

**WHEREAS**, Florida Statutes § 501.052 authorizes the Attorney General or a State Attorney to enforce the home solicitation statutes; and

**WHEREAS**, Florida Statutes § 501.055 provides the following criminal enforcement:

- (1) Violation of any of the provisions of ss. 501.025-501.047 is a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

- (2) Any person who conducts or attempts to conduct a home solicitation sale without first obtaining and having in her or his possession a valid, current permit as required by s. 501.022 or who uses or attempts to use an expired, suspended, or revoked home solicitation sale permit in a home solicitation sale is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. Upon second or subsequent conviction for violation of this subsection, the offender is guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.
- (3) Any person who uses a false or fictitious name in any application for a home solicitation sale permit or certificate as provided for in s. 501.022 or who makes a false statement, conceals a material fact, or otherwise commits a fraud in any such application is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. Upon a second or subsequent conviction for violation of this subsection, the offender is guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. The obtaining of two or more permits which are in different names or the possession of two or more such permits shall be prima facie evidence that this subsection has been violated

; and

**WHEREAS**, the sum of the foregoing statutory provisions is that Florida law does permit individuals to go door-to-door soliciting either for charitable purposes, or for commercial purposes, so long as those persons and the companies or entities who hire them follow all of the licensing and conduct rules; and

**WHEREAS**, while the Town cannot outright ban door-to-door solicitations, its residents have the power to utilize the State's trespass statutes to prohibit door-to-door solicitors from entering their property, so long as they follow the statutory requirements; and

**WHEREAS**, Florida Statutes § 810.09(1) provides that a person who, without being authorized, licensed, or invited, willfully enters upon or remains in where notice against entering or remaining is given, either by actual communication to the offender or by posting the land, commits a misdemeanor of the first degree; and

**WHEREAS**, Florida Statutes § 810.12(1) provides that unauthorized entry by any person into or upon any enclosed and posted land shall be *prima facie* evidence of the intention of such person to commit an act of trespass; and

**WHEREAS**, Florida Statutes § 810.011(5)(a) provides that "posted land" is land, including a residential dwelling:

- upon which signs are placed not more than 500 feet apart along, and at each corner of, the boundaries of the land,
- upon which signs there appears prominently, in letters of not less than 2 inches in height, the words "no trespassing" and

- in addition thereto the name of the owner, lessee, or occupant of said land, and
- where such signs are placed along the boundary line of the land in a manner and in such position as to be clearly noticeable from outside the boundary line.

; and

**WHEREAS**, law enforcement officers have full authority to enforce the trespass statutes and camera footage of violators would be usable as evidence to support an arrest and prosecution for door-to-door solicitors who violate the trespass statutes by broaching properties where the proper no-trespassing signs have been posted; and

**WHEREAS**, § 103-27(A) of the Town Code adopts the statutory trespass rules and allows for violations of the trespass statutes to also be enforced by local code violation proceedings where the trespasses are a pattern; and

**WHEREAS**, the court in *State v. Catalano*, 60 So.3d 1139 (Fla. 2d DCA 2011) has noted that, although the First Amendment protects the right to certain forms of speech, the government may, nevertheless, impose reasonable restrictions on the time, place and manner in which persons exercise these rights, subject to the provisos that such restrictions: 1) are content-neutral; 2) are narrowly tailored to serve a significant governmental interest, and 3) leave open ample alternative channels of communication”; and

**WHEREAS**, while the Legislature has occupied a substantial amount of this field, the Town Commission has been informed by the Town’s police department that residents are receiving increasingly frequent and unwanted contacts at their homes from door-to-door solicitors; and

**WHEREAS**, Chapter 111 of the current Code, which addresses peddling and soliciting, only currently addresses peddling on the beach, and on Town sidewalks, streets, and rights of way; and

**WHEREAS**, the Commission wishes to reduce the risk of crime which can occur when persons use door-to-door residential solicitation activities as a ruse to perpetrate criminal activities; and

**WHEREAS**, the Commission finds that placing reasonable time, place and manner limitations on residential solicitation activities will enhance the ability of residents to peacefully enjoy their homes while also allowing for ample times for solicitors to exercise their First Amendment rights related to engaging in residential door-to-door solicitation; and

**WHEREAS**, the Commission therefore determines that the Town should adopt such additional local regulations as the statutes and court opinions will allow such that residents’ inconvenience and the potential for crime related to door-to-door solicitations create; and

**WHEREAS**, the Board of Commissioners has determined that it is in the interest of the Town’s residents to adopt the amendments to the Town Code 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 Town Code of the Town of Redington Shores is hereby amended to read 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. 111-3. – Residential solicitation activities regulated.**

- (a) Residential solicitation times. All attempts to conduct non-commercial solicitations, as defined by Florida Statutes § 496.404 and all attempts to perform home solicitation sales, as defined by Florida Statutes § 501.021, shall be conducted only between Monday through Friday, and only between the hours of 8 a.m. and 6 p.m.
- (b) Residential solicitor registration. It shall be a violation for any person engaged in non-commercial solicitations, as defined in Florida Statutes § 496.404, to fail to comply with the registration requirements contained in Florida Statutes § 496.405.
- (c) Residential solicitor licenses. It shall be a violation for any person to conduct non-commercial solicitations, as defined in Florida Statutes § 496.404, to fail to maintain a solicitor license as required by Florida Statutes §496.4101. Such persons shall, when requested by a resident or a town code enforcement officer, show the resident or officer a copy of the license.
- (d) Commercial sales efforts. It shall be a violation for any business or agent or employee of a business, to fail to provide a resident a business card containing the name, address, and phone of the parent company and the name, address, and phone of the employee making the home solicitation.
- (e) Commercial sales permit. It shall be a violation for any person to solicit for a home solicitation sale, or to supervise minors conducting such sales as provided for in Florida Statutes § 501.022 (b)5, without first obtaining a valid home solicitation sale permit from the clerk of the circuit court, as required by Florida Statutes § 501.022. Such persons shall,



when requested by a resident or a town code enforcement officer, show the resident or officer a copy of the permit.

**Sec. 111-43. - 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 penalties as are set forth in chapter 1 and chapter 70 of this Code.

**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 Town 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)(a), prior to the date the public notice of the public hearing for this Ordinance was published, the Town prepared and posted on its website a business impact estimate which included: a) a summary of the Ordinance, a statement of the public purpose to be served by the Ordinance, b) an estimate of the direct economic impact of the Ordinance on private, for-profit businesses in the Town, c) an estimate of direct compliance costs that businesses may reasonably incur due to the Ordinance, d) identification of any new charge or fee on businesses created by the Ordinance or for which businesses will be financially

responsible, e) an estimate of the Town's regulatory costs and of revenues from any new charges or fees imposed on businesses to cover such costs, and f) a good faith estimate of the number of businesses likely to be impacted by the Ordinance.

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

**ADOPTED ON FIRST READING** on the 14<sup>th</sup> day of February, 2024, by the Board of Commissioners of the Town of Redington Shores, Florida.

**ADOPTED ON SECOND AND FINAL READING** on the 13<sup>th</sup> day of March, 2024, by the Board of Commissioners of the Town of Redington Shores, Florida.

\_\_\_\_\_  
Lisa Hendrickson, Mayor Commissioner

**Attest:**

\_\_\_\_\_  
Margaret Carey, Town Clerk

# **ITEM F.3.**



Date: February 28, 2024  
To: Board of Commissioners  
From: Mike McGlothlin  
Re: Charter Review Committee

The Town Charter requires that at least once every five years, the Town Commission shall consider the necessity for the appointment of a Charter Review Committee, and at least once every 10 years, the Town Commission shall appoint a Charter Review Committee (CRC), for the purpose of reviewing the Charter of the Town of Redington Shores, and making recommendations to the Town Commission on any amendments, additions or deletions to the Town Charter.

The last Charter Review Committee was established on 4-11-2012. The Charter Review Committee will be effective with the adoption of the Resolution.

The CRC is made up of five residents appointed by the Commission, with one appointee designated by each District Commissioner from within that District, and with one appointee designated by the Mayor-Commissioner from the Town at large.

Additional duties and responsibilities are provided in the Resolution. Please see attached additional research and information.

**RESOLUTION 2-24**

**A RESOLUTION OF THE TOWN OF REDINGTON SHORES, FLORIDA, ESTABLISHING A CHARTER REVIEW COMMITTEE; PROVIDING FOR A MISSION AND FOR PROCEDURES FOR THE CHARTER REVIEW PROCESS; MAKING RELATED FINDINGS; PROVIDING FOR SEVERABILITY AND FOR AN EFFECTIVE DATE.**

**WHEREAS**, § 16(F) of the Town Charter requires that, at least once every five years, the Town Commission shall consider the necessity for the appointment of a Charter Review Committee, and at least once every 10 years, the Town Commission shall appoint a Charter Review Committee (CRC), for the purpose of reviewing the Charter of the Town of Redington Shores, and making recommendations to the Town Commission on any amendments, additions or deletions to the Town Charter; and

**WHEREAS**, on April 11<sup>th</sup> 2012, the Town Commission established its last CRC; and

**WHEREAS**, that CRC conducted six meetings between April and June of 2012, and issued its final report to the Commission on June 20<sup>th</sup> 2012; and

**WHEREAS**, inasmuch as the Commission has not appointed a new CRC in over eleven years, and so as to abide by the Town Charter’s mandate, the Commission finds that a CRC must now be appointed; and

**WHEREAS**, the Commission finds that since Town elections are scheduled to occur in March of 2024, it will be in the Town’s best interests to allow the most recently elected/re-elected Commission members to make appointments to the CRC and to consider any recommendations the CRC may make; and

**WHEREAS**, the Commission finds that the adoption of this Resolution is in the best interests of the Town and its residents.

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

**Section 1:** Pursuant to § 16(F) of the Town Charter, a 2024 Charter Review Committee (CRC) is hereby created.

**Section 2:** Pursuant to § 16(F) of the Town Charter, the CRC shall be made up of five residents appointed by the Commission, with one appointee designated by each District Commissioner from within that District, and with one appointee designated by the Mayor-Commissioner from the Town at large.

- Section 3:** The members of the CRC shall be appointed by the members of the Commission, in the manner set forth in Section 2, at its April 10<sup>th</sup> 2024 meeting, or as soon thereafter as practicable.
- Section 4:** Pursuant to § 5-4 of the Town Code, once appointed, the CRC members shall receive an orientation as to ethics, records and sunshine laws applicable to advisory board members, and shall receive available historical records from the Town’s prior CRC’s work.
- Section 5:** Pursuant to § 5-6 of the Town Code, at its first meeting, the CRC shall select a chair, a vice chair, and a secretary. Also at its first meeting, the CRC shall establish a schedule of meetings for it to conduct its business so as to produce a final report to the Commission within the deadline set forth in this Resolution.
- Section 6:** Pursuant to § 5-7 of the Town Code, the Town Administrator and Town Clerk shall provide administrative support to the CRC.
- Section 7:** Pursuant to § 11(D) of the Town Charter, the Town Attorney shall serve as legal advisor to the CRC.
- Section 8:** The duty of the CRC shall be to carefully review the current Town Charter, to conduct no less than four meetings at which Town residents, property owners, and business owners may attend and offer comments and recommendations regarding the Town Charter, and to thereafter develop a final report to the Town Commission making recommendations as to any amendments, additions or deletions to the Town Charter.
- Section 9:** The CRC shall schedule its meetings and conduct its business so as to finish its deliberations and vote on a final report and recommendation to the Town Commission by no later than Friday, June 28<sup>th</sup> 2024. The Commission may extend this deadline at the request of the CRC if good cause exists to grant such extension.
- Section 10:** After the Commission receives the CRC’s report and recommendation, it shall consider which if any of the CRC-proposed Charter amendments to submit to the Town’s electors at a referendum to be scheduled by the Commission.

**BE IT FURTHER RESOLVED** that if any section, subsection, sentence, clause, provision or word of this Resolution is held unconstitutional or otherwise legally invalid, same shall be severable and the remainder of this Resolution shall not be affected by such invalidity, such that any remainder of the Resolution shall withstand any severed provision, as the Board of Commissioners would have adopted the Resolution even absent the invalid part.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon adoption.

**DULY ADOPTED** with a quorum present and voting this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Lisa Hendrickson, Mayor

**Attest:**

\_\_\_\_\_  
Margaret Carey, Town Clerk

## Town Clerk

---

**From:** Robert Eschenfelder <Rob@cityattorneys.legal>  
**Sent:** Monday, December 4, 2023 12:14 PM  
**To:** Town Clerk; Deputy Clerk; Town Administrator  
**Subject:** RE: Last Charter Review  
**Attachments:** Redington Shores Charter Review Committee Resolution.pdf

Awesome, those are great historical records. I recommend including those, along with the draft resolution (I've changed the resolution number to a 2024 number since that's when it will be adopted) to the Commission's January or February workshop meeting so then can give final direction to put the Resolution on the agenda for adoption in February or March, so that the first April trigger date (appointment of the members) can occur.

Regards,  
Robert M. Eschenfelder, Esquire  
Board Certified in City, County and Local Government Law  
[Rob@cityattorneys.legal](mailto:Rob@cityattorneys.legal)  
TRASK DAIGNEAULT, LLP  
Harbor Oaks Professional Center  
1001 South Fort Harrison Avenue, Suite 201  
Clearwater, FL 33756  
(727) 733-0494 Phone  
(727) 733-2991 Fax



### CONFIDENTIALITY NOTICE

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**From:** Town Clerk <townclerk@redshoresfl.com>  
**Sent:** Monday, December 4, 2023 12:01 PM  
**To:** Robert Eschenfelder <Rob@cityattorneys.legal>; Deputy Clerk <depclerk@redshoresfl.com>; Town Administrator <townadmin@redshoresfl.com>  
**Subject:** RE: Last Charter Review

Good morning Rob,

I did some research and have attached 3 files.

1. Minutes from The July 25, 2012 BOC Special Meeting – Second Reading of Adopted Ordinance 12-04 CHARTER AMENDMENTS



2. Ordinance 12-04 – Outlines 16 Charter Amendments
3. Pinellas County Election Results for the November 6, 2012 Election – All 16 Charter Amendments went to vote and were ALL APPROVED

Regards,  
Margaret

**Margaret Carey**

Town Clerk

Town of Redington Shores

17425 Gulf Blvd.

Redington Shores, FL 33708

Ph. 727-397-5538

Fax. 727-392-9470

[www.townofredingtonshores.com](http://www.townofredingtonshores.com)



**Town of**  
**Redington Shores**

***Please Note: Florida has a very broad public records law. Most written communications to or from the Town of Redington Shores officials are public records available to the public and media upon request. Your e-mail address and communications may therefore be subject to public disclosure.***

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TOWN OF REDINGTON SHORES  
BOARD OF COMMISSIONERS  
**SPECIAL MEETING**  
WEDNESDAY, JULY 25, 2012 – 7:00 P.M.  
MINUTES

Present Upon Roll Call: Commissioner Wojcik; Commissioner Holmes; Vice Mayor Branch; Mayor Adams; Absent: Commissioner Kapper

OPEN PUBLIC HEARING

Second Reading and Advertised Public Hearing – Ordinance 12-04 – Charter Amendments  
Patti Herr, Deputy Town Clerk, read Ordinance 12-04 by title. Mayor Adams reviewed the process that occurred over a period of weeks with input from the Charter Review Committee, himself and Mary Palmer, Town Clerk. This will be voted on at the November 6, 2012 election. Commissioner Holmes moved to pass Ordinance 12-04, as amended as requested by the Supervisor of Elections Office, on second reading, as amended; Vice Mayor Branch seconded. Roll Call all yes.

Resolution 06-12 – Appoint Special Master Attorney  
Patti Herr read Resolution 06-12 by title. Attorney Jim Yacavone, currently the Town's Special Magistrate for Variance Hearings, will also become the Code Enforcement Special Master. Commissioner Holmes made a motion to approve Resolution 06-12 as presented; Vice Mayor Branch seconded. Roll Call all yes.

CLOSE PUBLIC HEARING

Respectfully Submitted,

Patti Herr  
Deputy Town Clerk

**ORDINANCE NO. 12-04**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF REDINGTON SHORES, FLORIDA, PERTAINING TO THE REDINGTON SHORES CHARTER, PROPOSING AMENDMENTS TO THE REDINGTON SHORES CHARTER; PROPOSING AN AMENDMENT TO § C-3 OF THE CHARTER PERTAINING TO FORM OF GOVERNMENT TO DELETE OBSOLETE LANGUAGE AND TO REQUIRE THAT MEMBERS OF THE BOARD OF COMMISSIONERS BE RESIDENTS AND QUALIFIED REGISTERED VOTORS; PROPOSING AMENDMENTS TO § C-4 OF THE CHARTER PERTAINING TO GENERAL POWERS TO PROVIDE THAT THE TOWN IS AUTHORIZED TO HOLD TITLE TO PROPERTY OUTSIDE OF THE BOUNDARIES OF THE TOWN FOR ANY LAWFUL PURPOSE, PERTAINING TO THE QUALIFICATION OF VOTERS AND EMPHASIZING STRICT ADHERENCE TO THE ETHICAL STANDARDS SET FORTH BY FLORIDA STATUTES; PROPOSING AMENDMENTS TO § C-5 OF THE CHARTER PERTAINING TO THE BOARD OF COMMISSIONERS TO PROVIDE THAT DISTRICT COMMISSIONERS AND THE MAYOR BE QUALIFIED REGISTERED VOTERS OF THEIR DISTRICTS AND OF THE TOWN AND PROVIDING FOR THE VICE MAYOR TO BE ABLE TO ACT IN THE ABSENCE OF THE MAYOR IN CALLING SPECIAL MEETINGS; PROPOSING AN AMENDMENT TO § C-9 OF THE CHARTER PERTAINING TO NOMINATIONS FOR THE BOARD OF COMMISSIONERS, PERTAINING TO QUALIFICATIONS AND QUALIFYING PERIOD FOR MEMBERS OF THE BOARD OF COMMISSIONERS; PROPOSING AN AMENDMENT TO § C-10 OF THE CHARTER PERTAINING TO ELECTIONS TO DELETE OBSOLETE LANGUAGE NOW SUPERSEDED BY PROVISIONS OF THE FLORIDA STATUTES; PROPOSING AN AMENDMENT TO § C-11 OF THE CHARTER PERTAINING TO POWERS AND DUTIES OF THE BOARD OF COMMISSIONERS TO DELETE OBSOLETE LANGUAGE AND TO PROVIDE FOR INDUCTION OF NEWLY-ELECTED COMMISSIONERS INTO OFFICE TO COMPLY WITH CURRENT STATE STATUTORY REQUIREMENTS; PROPOSING AN AMENDMENT TO § C-13 OF THE CHARTER PERTAINING TO THE POSITION OF VICE MAYOR, TO PROVIDE FOR THE APPOINTMENT TO THE POSITION OF VICE MAYOR; PROPOSING AMENDMENTS TO § C-16 OF THE CHARTER PERTAINING TO THE TOWN COMMISSION'S DUTIES AND POWERS, TO AMEND LANGUAGE PERTAINING TO BID REQUIREMENTS AND TO INCLUDE A REQUIREMENT OF CONSIDERATION BY THE TOWN COMMISSION OF A CHARTER REVIEW COMMITTEE EVERY FIVE YEARS AND THE APPOINTMENT OF SUCH CHARTER REVIEW COMMITTEE AT LEAST ONCE EVERY TEN YEARS; PROPOSING AN AMENDMENT TO § C-21 OF THE CHARTER PERTAINING TO FINANCES AND TAXATION TO DELETE AND AMEND OBSOLETE LANGUAGE AS RECOMMENDED BY THE TOWN'S AUDITORS AND TO PROVIDE FOR THE ASSESSMENT OF MILLAGE AND THE ESTABLISHMENT OF BUDGETS IN ACCORDANCE WITH STATE STATUTE; PROPOSING AN AMENDMENT TO § C-22 OF THE CHARTER PERTAINING TO TAX REVENUE BONDS TO DELETE OBSOLETE LANGUAGE AS RECOMMENDED BY THE TOWN'S AUDITORS; PROPOSING AN AMENDMENT TO § C-23 OF THE CHARTER PERTAINING TO POWERS TO ISSUE BONDS TO DELETE SUCH SECTION IN ITS ENTIRETY AS RECOMMENDED BY THE TOWN'S AUDITORS; SETTING FORTH THE BALLOT LANGUAGE TO BE SUBMITTED TO THE ELECTORATE ON EACH PROPOSED AMENDMENT TO THE CHARTER OF THE

TOWN OF REDINGTON SHORES; SCHEDULING THE DATE OF THE REFERENDUM ELECTION; PROVIDING THAT EACH SUCH AMENDMENT TO THE CHARTER OF THE TOWN OF REDINGTON SHORES SHALL BE ENACTED IF PASSED BY THE ELECTORATE AT SUCH REFERENDUM ELECTION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Commissioners of the Town of Redington Shores deemed it advisable to have the Charter of the Town of Redington Shores reviewed and to have amendments proposed for amendments, deletions or additions to the Charter; and

WHEREAS, to accomplish such purpose, the Board of Commissioners did, on April 11, 2012, appoint a Charter Review Committee for the purpose of reviewing the Charter of the Town of Redington Shores and making recommendations to the Town Commission on proposed amendments, additions or deletions to the Charter; and

WHEREAS, such Charter Review Committee, consisting of members Joe Wiedemann, Chairperson; Bonnie Stein, Vice Chairperson; Christy Herig; Dave Eldridge; and Doug Mitchell, has conducted meetings and by Report dated June 20, 2012, submitted to the Board of Commissioners proposed amendments to the Charter of the Town of Redington Shores; and

WHEREAS, the Commission has met and discussed all such proposed amendments; and

WHEREAS, the Board of Commissioners deems all of such amendments appropriate to be submitted to the electorate of the Town of Redington Shores for consideration as amendments to the Charter of the Town of Redington Shores; and

WHEREAS, the Board of Commissioners desires to enact this Ordinance to submit such proposed amendments to the Charter of the Town of Redington Shores to the electorate of the Town for consideration, and to schedule such referendum election.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF REDINGTON SHORES, FLORIDA:

**SECTION 1.** That § C-3 of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

**‘ C-3. Form of government.**

The form of government of the Town of Redington Shores provided for in this Charter shall be the commissioner plan. The Board of Commissioners shall consist of five members who shall be ~~freeholders~~ residents and qualified registered voters in said Town and elected as hereinafter provided. Said board shall consist of a Mayor-Commissioner elected at large and four District Commissioners, each elected from a district hereinafter provided.

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 1**

**An Amendment to C-3 of the Charter of the  
Town of Redington Shores**

Shall C-3 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to delete obsolete language and provide that the members of the Board of Commissioners shall be residents and qualified registered voters as provided therein?

Yes

No

**SECTION 2.** That § C-4 A. of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

**' C-4. General powers.**

Without denial or disparagement of other powers now held or that may hereafter be held or that may hereafter be given to the Town under the Constitution or Laws of the State of Florida, the Town of Redington Shores shall have power:

- A. As given to such municipal corporations and the officers thereof under the general laws of this state in existence or that may hereafter be passed, not inconsistent with the provisions of this Charter; also the power to purchase, lease and hold property, real, personal and mixed, within said Town, and may sell, lease or otherwise dispose of the same for the benefit of the Town and may purchase, lease, receive and hold property, real and personal, beyond the limits of the Town to be used for any lawful purpose deemed appropriate by the Board of Commissioners ~~the burial of the dead, for the erection of waterworks,~~

~~power plants and sewerage disposal plants, for the establishment of  
poorhouses, pest houses and houses for detention and for public parks  
and promenades, recreation parks and pavilions, hospitals, golf  
courses and buildings incident thereto.~~

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 2**

**An Amendment to C-4 A. of the Charter of the  
Town of Redington Shores**

Shall C-4 A. of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to provide that the Town shall be able to own property beyond the limits of the Town to be used for any lawful purposes deemed appropriate by the Board of Commissioners?

Yes

No

**SECTION 3.** That § C-4 of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

**' C-4. General powers.**

Without denial or disparagement of other powers now held or that may hereafter be held or that may hereafter be given to the Town under the Constitution or Laws of the State of Florida, the Town of Redington Shores shall have power:

- A. As given to such municipal corporations and the officers thereof under the general laws of this state in existence or that may hereafter be passed, not inconsistent with the provisions of this Charter; also the power to purchase, lease and hold property, real, personal and mixed, within said Town, and may sell, lease or otherwise dispose of the same

for the benefit of the Town and may purchase, lease, receive and hold property, real and personal, beyond the limits of the Town to be used for the burial of the dead, for the erection of waterworks, power plants and sewerage disposal plants, for the establishment of poorhouses, pest houses and houses for detention and for public parks and promenades, recreation parks and pavilions, hospitals, golf courses and buildings incident thereto.

- B. To acquire, own, hold, build, construct and operate such garbage disposal equipment or garbage disposal plants as deemed necessary, and to contract with any responsible person, firm or corporation, municipal or private, to establish a garbage disposal service and police and fire protection for the use of the inhabitants of the Town as may to the governing authorities seem advisable and best and suitable to the best interests and protection of the Town.
- C. To establish and impose by ordinance a charge or fee for the service of garbage collection rendered by the Town.
- D. In addition to the acquisition and ownership of real estate and personal property above provided for, to own and operate said property for such other public purposes as the Board of Commissioners may deem necessary and proper, and may sell, lease or otherwise dispose of said property for the benefit of the Town to the same extent that natural persons may do, provided that before said Town shall sell or lease real property owned by the Town and dedicated to public use as distinguished from property held in its proprietary function for a term exceeding 10 years, such proposed sale or lease for a term of more than 10 years shall be submitted to a vote of those persons who are ~~freeholders~~ residents and qualified registered voters within the Town and are otherwise qualified to vote at Town elections at an election to be called by the Board of Commissioners of said Town, and the majority of the votes cast shall be in favor thereof, except as hereinafter provided.
- E. To make a special assessment upon a pro rata basis upon property benefited for the purpose of building sidewalks, seawalls, wharves and piers and constructing drainage and sanitary sewers and grading, paving and curbing streets, sidewalks and promenades and to subject itself to a bonded indebtedness for the purpose of building sidewalks, seawalls, wharves and piers and constructing drainage and sanitary sewers and grading, paving and curbing streets, to construct waterworks and power plants, securing protection from fires or for such other public municipal improvements as the ~~Mayor-Commissioner and~~ Board of Commissioners shall decide upon, provided that before any bonded indebtedness shall be incurred, the Board of Commissioners shall submit the same to a vote of those persons who are ~~freeholders~~ residents and qualified registered voters of property situated within the

limits of the Town and are otherwise qualified to vote at Town elections and the majority of the votes cast shall be in favor thereof and provided, further, that said bonded indebtedness shall never exceed 15% of the assessed value of the real and personal property within the corporate limits.

- F. By ordinance to require the owner or agent of vacant lots or other property in the Town to clean the same of weeds and remove therefrom any stagnant pools of water and other matter injurious to the public health and to prescribe the penalty for the violation thereof, and in case such owner or their agents fail to comply with requirements of said ordinance, to have work done and to assess the cost thereof and constitute the same a lien against such property and enforce the collection thereof in the manner as taxes are collected that may be due upon such property.
  
- G. By ordinance or otherwise, to define, prevent or abate nuisances; to regulate and prevent the bringing into and depositing within the Town limits of any carcasses or any offensive or unwholesome matter and to require the removal or destruction thereof by any person who shall have placed upon or near his or her premises any offensive matter and to provide penalties for the violation of such regulation; to restrain and punish gambling or other disorderly conduct; to prevent running at large of cattle, horses, dogs, cats, fowl, sheep, hogs and goats in the streets of the Town or within the Town limits; to provide for the purchasing or establishing of waterworks, electric or other lighting plants and all the other plants necessary for the Town, and to provide for the regulation thereof; to regulate the use of streets, avenues and beaches within the Town and to prevent encroachment thereof; to regulate the speed at which bicycles, automobiles or other vehicles may be ridden, driven or propelled through the streets of the Town; to regulate height below which airplanes, dirigibles or other aircraft may operate over Town or in corporate limits; to regulate the speed at which street or other railway cars, locomotives or motors shall run in the Town limits; to regulate the speed and manner in which boats may be operated over or through the waters lying within the Town limits; to license privileges, businesses, occupations and professions carried on and engaged in within the Town limits, and the respective amounts of such licenses to be fixed by Town ordinance and the amounts of such taxes shall not be dependent upon the general state revenue law; to establish quarantine and health provisions of the State Board of Health; to organize and provide a Fire Department and to regulate the same so as to protect the Town from fire; to establish fire limits and to prescribe the character and method of construction of buildings to be erected or repaired therein and the materials to be used in the construction and repair thereof; to provide for and authorize Town planning and zoning and to regulate and control the agencies therefor; to establish hospitals and, in conjunction with the County of Pinellas, to



establish rules and regulations respecting the poor, indigent, infirm and insane, and to provide for their support and to fix the conditions upon which such persons coming into said Town shall be allowed to remain; and in conjunction with the County of Pinellas, State of Florida, or any other municipality, agency or authority, to build bridges leading from the Town across any body of water to the other shore thereof, within the County of Pinellas, and to make payment for such bridges and maintenance thereof, the cost, construction and maintenance to be such as may be agreed upon between the Town and such other governmental agency; to provide for the punishment of persons who may at any time disturb the peace of the Town, or violate any of its ordinances, or any of the rules and regulations of said Board of Commissioners; to fix and regulate from time to time the salaries of the appointed or hired employees of the Town except as herein provided; to provide, erect, construct and maintain a Town sanitary sewerage system and to compel property owners or occupants to connect with Town sanitary sewer, and to do and regulate any other matter or thing that may tend to promote the peace, health, prosperity, morals and general welfare of the Town; and shall have the right and power of eminent domain for the purpose of condemning private property for the purpose of opening any street, alley, sidewalk or promenade in said Town or for constructing any sewer or for parks, beach, municipal docks or any other public purpose.

- H. To extend its territorial limits by the annexation of any unincorporated tract of land or any incorporated city or town lying contiguous to said Town of Redington Shores in accordance with the provisions of the general laws of the State of Florida pertaining to extension of municipal territorial limits.

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 3**

**An Amendment to C-4 of the Charter of the  
Town of Redington Shores**

Shall C-4 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town

Commission pursuant to Ordinance No. 12-04 to delete obsolete language pertaining to freeholders and to provide that electors are residents and qualified registered voters of the Town, as provided therein?

Yes

No

**SECTION 4.** That § C-4 of the Charter of the Town of Redington Shores, Florida, is hereby amended to add a new subparagraph I. as follows:

- I. In all matters pertaining to the Board of Commissioners, Town employees and the operation of the Town, strict adherence shall be given to all provisions of the Florida Statutes, pertaining to the ethical standards for public employees, elections and financing.

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 4**

**An Amendment to C-4 of the Charter of the Town of Redington Shores**

Shall C-4 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to provide that officials and employees of the Town shall give strict adherence to all ethical standards mandated by the Florida Statutes, as provided therein?

Yes

No

**SECTION 5.** That § C-4 of the Charter of the Town of Redington Shores, Florida, is hereby amended to add a new subparagraph J. as follows:

**J. Personal Financial Interest.**

Any Town officer or employee who has a financial interest, direct or indirect, or by reason of ownership of stock in any corporation, in any contract with the Town or in the sale of any land, material, supplies or services to the Town or to a contractor supplying the Town shall make known that interest and shall refrain from voting upon or otherwise participating in his capacity as a Town officer or employee in the making of such sale or in the making or performance of such contract. Any Town officer or employee who willfully conceals such a financial interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit his office or position. Violation of this section with the express or implied knowledge of the person or corporation contracting with or making a sale to the Town shall render the contract or sale voidable by the Board of Commissioners. All Town officers and employees shall strictly comply with the provisions of the Florida Ethics Code as contained in the Florida Statutes.

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 5**

**An Amendment to C-4 of the Charter of the  
Town of Redington Shores**

Shall C-4 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to provide that officials and employees of the Town shall not have any personal financial or ethical conflicts as prohibited by Florida Statutes?

Yes

No

**SECTION 6.** That ' ' C-5 A. and B. of the Charter of the Town of Redington Shores, Florida, are hereby amended as follows:

- A. There is hereby created a Board of Commissioners to consist of one Mayor-Commissioner and four District Commissioners who shall be residents and ~~freeholders~~ qualified registered voters of the Town.
- B. Qualifications and term of office. Each District Commissioner shall be a resident and qualified registered voter of the district from which he or she is elected, and the Mayor-Commissioner shall be a resident and qualified registered voter of said Town. Terms of office of all Commissioners shall be for a period of two years and shall commence on the day following their election to office as soon as the ballots have been canvassed and the results certified and declared and shall terminate the day of their successors' election to office. Commencing with the general election in March 2000, the term of office of the Mayor shall be for a period of three years and shall commence on the day following his or her election to office as soon as the ballots have been canvassed and the results certified and declared and shall terminate the day of his or her successor's election to office.

Such Sections of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Sections of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 6**

**An Amendment to C-5 A. and B. of the Charter of the  
Town of Redington Shores**

Shall C-5 A. and B. of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to delete obsolete language?

Yes

No

**SECTION 7.** That ' C-5 F. of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

- F. Rules of procedure. The Commission may determine its own rules of procedure, may punish its own members for misconduct and may compel attendance. The majority of all members of the Commission shall constitute a quorum to do business. A smaller number may adjourn from time to time. The Commission shall hold regular meetings at such time and place as may be prescribed by ordinance or resolution. Special meetings may be called by the Mayor-Commissioner, or in his or her absence, the Vice Mayor when necessary ~~in the opinion of the majority of the Commission, such special meeting is necessary.~~ All meetings of the Commission shall be open to the public.

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 7**

**An Amendment to C-5 F. of the Charter of the  
Town of Redington Shores**

Shall C-5 F. of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to provide that special meetings of the Board of Commissioners can be called by the Vice Mayor in the absence of the Mayor-Commissioner?

Yes

No

**SECTION 8.** That § C-9 of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

**’ C-9. Nominations for Board of Commissioners.**

Every person who shall desire to become a candidate for election under the provisions of this Charter to the office of Mayor-Commissioner and District Commissioner shall qualify to become such candidate by filing with the Town Clerk, ~~not less than 15 days before the date of the election in which he or she desires to become a candidate,~~ his or her application to have his or her name

printed upon the ballot as a candidate for election to the office for which he or she aspires, in which application he or she shall declare from which district he or she is a candidate and so declare if he or she is a candidate for Mayor-Commissioner during the qualifying period established by ordinance and as stated in Chapter 12 of the Redington Shores Code - Elections. All applications shall be accompanied by an affidavit that the candidate is a qualified elector of the Town of Redington Shores, Florida, and has been a resident of the area included in the Town hereby created for ~~six months~~ one year immediately prior to the date of said application and has been a resident of the area included in the district for which he or she declares himself or herself to be a candidate for a period of ~~six months~~ one year prior to the date of said application. With said application shall be filed a petition which shall indicate prominently the district from which the petitioner is a candidate, or if he or she is a candidate for Mayor-Commissioner, said petition shall so state. The petition shall be signed by not fewer than 15 nor more than 25 qualified electors, for District Commissioner. Said petition shall be signed by not fewer than 75 nor more than 100 qualified electors for Mayor-Commissioner. In the case of a candidate for District Commissioner, his or her petition shall be signed by the electors of the district in which he or she resides. No electors shall sign more than two petitions, one of which may be that of a candidate of and from the district in which the elector resides and one of which may be that of a Mayor-Commissioner. The Board of Commissioners shall prescribe the form of and prepare such petition papers.

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 8**

**An Amendment to C-9 of the Charter of the Town of Redington Shores**

Shall C-9 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 pertaining to the qualification of a resident to run for the Board of Commissioners, as provided therein?

Yes

No

**SECTION 9.** That § C-10 of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

**' C-10. Elections.**

- A. An election shall be held in the Town of Redington Shores on the second Tuesday in March of each year for the purpose of electing successors to each elective office, whose terms shall expire on the day following the election of such year.
- ~~B. The Board of Commissioners of the Town shall by ordinance prescribe the manner of holding both general and special elections not inconsistent with the provisions hereof, and said Board of Commissioners shall also by ordinance provide such polling place or places as it deems expedient. The Board of Commissioners shall appoint a canvassing board for each municipal election. Such canvassing board shall consist of three members, one of whom shall be the Town Clerk of the Town of Redington Shores. The other two members shall be appointed by the Board of Commissioners at least sixty (60) days prior to any municipal election. Such two members shall not be an elected official or employee of the Town, nor related to any candidate for election, or Commissioner or employee of the Town. The canvassing board may delegate to the Town Clerk the duties of coordinating the election with the Pinellas County Supervisor of Elections, conducting any pre or post election equipment testing or verification, attendance at any meetings with the Supervisor of Elections, or any other functions. The canvassing board shall certify the results of the election and declare such results in accordance with the provisions of state law.~~
- G.B. The provisions of the general laws of the State of Florida pertaining to state and municipal elections relating to the qualification of electors, registrations, transfer of electors from one district to another, manner of voting, duties of election officers, canvassing the returns and all other particulars in respect to the management of elections, shall, so far as the same may be applicable, govern all Town elections. ~~The Board of Commissioners may, by ordinance, amend any provision of this Charter pertaining to these items or the dates of elections, the providing of any notice of any such elections, the date of commencement of the term of the Mayor Commissioner and District Commissioners, and the date and time of the induction of members of the Board of Commissioners into office.~~
- ~~D. No informalities in conducting Town elections shall invalidate the same if they have been conducted fairly and in substantial conformity with the requirements of this Charter.~~

~~E.C.~~ The candidate who receives the greatest number of votes at the general election shall be declared the winner of such election.

~~F.~~ Notice of the holding of such election shall be given by publication in a newspaper having general circulation throughout the Town and qualified to accept legal advertising under the laws of the State of Florida of a notice of the calling and holding of such election, which notice shall give the time and place where such election shall be held and which notice shall be published one time not less than 10 days nor more than 20 days prior to the holding of the first of such elections.

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 9**

**An Amendment to C-10 of the Charter of the  
Town of Redington Shores**

Shall C-10 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to delete obsolete language superseded by State Statute as provided for therein?

Yes

No

**SECTION 10.** That ' C-11 of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

**' C-11. Powers and duties of Board of Commissioners.**

A. Powers. All powers of the Town and determination of all matters of policy shall be vested in the Board of Commissioners. Without limitation of the foregoing, the Board of Commissioners shall have power to:

- (1) Appoint and remove the Town Clerk, Town Attorney, ~~Municipal Judge~~ and all other employees of said Town.



- (2) Establish other administrative departments and distribute the work of other departments.
  - (3) Adopt a budget of the Town.
  - (4) Authorize issuance of bonds by appropriate ordinances or resolution.
  - (5) Inquire into the conduct of any office, department or agency of the Town and make investigations as to municipal affairs.
  - (6) Appoint the members of the ~~Planning Board and a Board of Adjustment~~ Town boards and committees.
  - (7) Approve and adopt plats.
  - (8) Regulate and restrict the height and number of stories of buildings and other structures, the side of yards and courts, the density of populations and location and use of buildings for trade, industry, business, residence or other purpose.
  - (9) Provide for independent audit.
- B. Town Clerk. The Board of Commissioners shall appoint an officer of the Town who shall have the title of Town Clerk and who shall give notice of its meetings, keep the journal of its proceedings and authenticate by his or her signature and record in full in a book kept for the purpose all ordinances and resolutions and shall perform such other duties as shall be required by this Charter or by ordinance.
- C. Induction of Board of Commissioners into office. The first meeting of each duly elected Board of Commissioners for induction into office shall be at ~~7:30 in the evening~~ on the first business day following the ~~election~~ immediately after the ballots ~~have~~ having been canvassed, the results certified and declared and the officials so elected shall have been qualified ~~and taken at which time such officials shall take~~ the oath of office, after which the Board of Commissioners shall meet regularly at such times as may be prescribed by its rules but not less frequently than once each month. All meetings of the Board of Commissioners shall be open to the public, as required by State law.
- D. Town Attorney. The Town Commission shall appoint a Town Attorney upon such terms and for such compensation as the Commission may fix, who shall act as legal advisor to and attorney for the Town and all of its officers and matters relating to their official duties and shall prosecute and defend for and on behalf of the Town all complaints, suits and controversies in which the Town is a party and shall perform such other

professional duties as may be required of him or her by the Board of Commissioners. The Town Attorney shall be an attorney at law, admitted to practice in the courts of Florida. The Board of Commissioners may appoint such Assistant Town Attorneys as they may deem necessary.

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 10**

**An Amendment to C-11 of the Charter of the  
Town of Redington Shores**

Shall C-11 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to delete obsolete language and to provide for the swearing in of newly-elected members of the Board of Commissioners in a manner required by State law, as provided therein?

Yes

No

**SECTION 11.** That § C-13 of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

**‘ C-13. Vice Mayor.**

The Mayor-Commissioner, with the consent of the Board of Commissioners, shall appoint a Vice Mayor at its first regular meeting, and his or her duties shall be to preside over the meetings of Board of Commissioners during the absence of the Mayor-Commissioner, and in general during the absence or incapacity of the Mayor-Commissioner, he or she shall do and perform those acts and things provided in this Charter to be done by the Mayor-Commissioner.

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 11**

**An Amendment to C-13 of the Charter of the  
Town of Redington Shores**

Shall C-13 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to provide the method of appointment of the position of Vice Mayor, as provided therein?

Yes

No

**SECTION 12.** That § C-16 of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

**‘ C-16. Town Commission; duties and powers.**

The Town Commission shall be responsible for the proper administration of all affairs of the Town, and to that end its powers are and they shall be:

- A. To see that the laws and ordinances are enforced.
- B. To appoint and remove all subordinate officers and employees of the Town.
- C. To exercise control and direct supervision over all departments and divisions of the municipal government under this Charter or which may hereafter be created by the Town Commission.
- D. To see that all terms and conditions imposed in favor of the Town or its inhabitants in any public utility franchise are faithfully kept and performed and, upon knowledge of any violation thereof, to call the same to the attention of the Town Attorney whose duty it is hereby made to take such legal steps as may be necessary to enforce the same.

E. ~~Purchases or contracts involving an expenditure of less than \$1,000 shall not require bids; however, whenever possible, informal prices or bids shall be obtained prior to making such purchase or expenditure. If any purchase or contract is in the amount of \$1,000 or greater, but is less than the amount of \$2,500, informal prices or bids shall be obtained by the Commissioner authorizing such expenditure, but such expenditure need not be presented to the Town Commission for approval. Making a purchase or contract involving an expenditure of not less than \$2,500 or more than \$15,000, whenever practical, shall be based upon competitive bidding under such rules and regulations as may be established by the Commission. Said bids may be informal but of which there shall be a written record, and purchases for such amounts shall only be made upon approval of the Town Commission. If any single purchase or contract involves an expenditure of more than \$15,000, it shall be made on the basis of sealed bids after such public notice as may be prescribed by the Commission. In the event of an emergency situation which creates a hazard to health or threatens the loss of property, such bid procedures shall not be required and may be waived by the Commissioner in charge of such project, but any such purchase or expenditure shall be subsequently ratified by the Town Commission. The Commission shall have the power in respect to all purchases or contracts to reject any and all bids, to readvertise for bids or to make the purchase or contract in the open market after the rejection of all bids, provided that any such purchase or contract on the open market shall not exceed the price of the lowest responsible bidder of the bids rejected. The Commission shall have further power to purchase or make contracts for professional services and for services for which the rate or price is fixed by a public authority authorized by law to fix rates or prices without recourse to competitive bidding, but no such contracts shall run beyond the term of the Commission making the same. A record of all bids showing the names of the bidders and the amounts of the bids and indicating in each case the successful bidder, together with the original of all sealed bids and other documents pertaining to the award of contracts, shall be preserved by the Town in a file which shall be open to public inspection during regular business hours. No transaction which is essentially a unit shall be divided for the purpose of evading the intent of this section. The dollar limitations established herein may be amended from time to time by ordinance passed by the Town Commission. Purchases of the Town of Redington Shores shall be made pursuant to Ordinance enacted by the Town Commission, with such Ordinance requiring fairness in the preparation, evaluation and award of any bids, and with such Ordinance further providing for purchases being made pursuant to competitive bids, whether formal or informal, whenever practical.~~

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 12**

**An Amendment to C-16 of the Charter of the  
Town of Redington Shores**

Shall C-16 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to require that bidding and purchases be done by Ordinance requiring fairness, and providing for purchases being made pursuant to competitive bids whenever practical, as provided therein?

Yes

No

**SECTION 13.** That § C-16 of the Charter of the Town of Redington Shores, Florida, is hereby amended to add a new subparagraph F. as follows:

- F. At least once every five (5) years, the Town Commission shall consider the necessity for the appointment of a Charter Review Committee, and at least once every ten (10) years, the Town Commission shall appoint a Charter Review Committee, for the purpose of reviewing the Charter of the Town of Redington Shores, and making recommendations to the Town Commission on any amendments, additions or deletions to the Town Charter. Such Charter Review Committee shall be made up of five residents appointed by the Town Commission, with one appointee designated by each District Commissioner from within that District, and with one appointee designated by the Mayor-Commissioner from the Town at large.

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 13**

**An Amendment to C-16 of the Charter of the  
Town of Redington Shores**

Shall C-16 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to provide a new subparagraph F that requires the appointment of a Charter Review Committee at least every ten years and providing for the appointment of members, as provided therein?

Yes

No

**SECTION 14.** That § C-21 of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

**‘ C-21. Finances and taxation.**

A. Fiscal year. The fiscal year of the Town shall begin on October 1 and end on September 30 of each year ~~unless otherwise provided by the Board of Commissioners.~~

~~B. Annual estimate.~~

~~(1) The Town Clerk and Mayor Commissioner on or before the first day of the third month preceding the beginning of the fiscal year shall make an annual report covering the operation of the Town in which it shall be their duty to make and submit to the Board of Commissioners covering the ensuing fiscal year an estimate of the expenditures and revenues of the Town for the next fiscal year. This estimate shall be compiled from detailed information, and in its arrangement the classification of expenditures shall be as nearly uniform as possible for the main functional divisions and departments of the Town and shall give in columns the following information:~~

~~(a) A detailed estimate of the expenses of conducting each department and division of the Town, including all public utilities and enterprises conducted by the Town.~~

~~(b) Expenditures for corresponding items during the preceding two fiscal years, if any.~~

~~(c) The amount of supplies and materials on hand.~~

~~(d) The increase of demands compared with corresponding appropriations for the preceding fiscal year, if any.~~

~~(e) Such other information as required by the Town Commission or as the Town Clerk or Mayor-Commissioner may deem advisable to submit.~~

~~(2) The estimate so given as to the amount necessary to be appropriated in the ensuing fiscal year shall be supported with information giving the reasons therefor and such detail as may be necessary to afford the Board of Commissioners a comprehensive understanding of the needs and requirements of various divisions of the Town government for the ensuing period.~~

~~(3) Sufficient copies of the annual report and estimate shall be prepared so that there may be copies on file in the office of the Town Clerk for inspection by the public.~~

~~C.B. Budget. As soon as practicable after the receipt of the annual estimate provided for in the preceding section, the Commission shall determine and fix the amount necessary to carry on the government of the Town for the ensuing year and shall by resolution adopt a budget setting forth the amounts necessary to be raised by the various departments of the Town and fixing the amount of millage necessary to raise such sum. The resolution adopting the budget and fixing the millage, including the budget so adopted in condensed form, shall within 11 days after its passage be published in one issue of a newspaper of general circulation within the Town, together with a notice stating the time and place where and when objections thereto may be heard and shall be heard by the Commission. The Commission shall sit at the time and in the place set forth in said notice, and unless valid objection shall be made thereto, said budget and the millage therein fixed and adopted shall stand for the ensuing year, provided that in the event said budget or millage is changed at the time and in the place stated in said notice, no further publication of said budget as changed or amended shall be necessary. The Town Commission shall adopt by resolution a budget, capital improvement program and other financial measures or controls as required, and make amendments thereto as deemed necessary, in accordance with appropriate provisions of Florida Statutes and the sections and paragraphs concerning financial procedures in the Redington Shores Code, as amended from time to time.~~

~~D.C. Transfer of funds. The Town Commission shall have authority to transfer any fund or funds of said Town to any other fund-except no transfers can be made out of any sinking fund or funds.~~

~~E.D.~~ Capital asset acquisition or replacement funds. There shall be established by ordinance capital asset acquisition or replacement funds, with provision for periodic input of moneys thereto and restrictions upon use of said funds to stated capital asset purposes. No transfer of funds from such restricted reserve shall be made other than for the stated purpose unless such transfer is approved by the electorate at referendum in connection with a regularly scheduled municipal election.

~~F.~~ Limitation of appropriations.

~~(1)~~ At the close of each fiscal year, the unencumbered balance of each appropriation shall revert to the respective fund from which it was appropriated and shall be subject to future appropriation.

~~(2)~~ Any accruing revenue of the Town as herein provided and any balance at any time remaining after the purpose of the appropriation shall have been satisfied or abandoned may from time to time be appropriated by the Town Commission to such use as will not conflict with any uses for which such revenues specifically accrue. No moneys shall be drawn from the treasury of the Town nor shall any obligation for the expenditure of any money be incurred except pursuant to the appropriations made by the Town Commission.

~~G.E.~~ Taxation and millage. The Town of Redington Shores shall have the right to raise by taxes such amounts as may be necessary and allowed pursuant to Florida Statute for carrying on the government of said Town, ~~not to exceed two mills on the dollar on the assessed value of all the real and personal property in said Town. In addition to the right to levy a tax of two mills on the dollar as herein provided,~~ said Town shall have the right to levy additional taxes as may be necessary and allowed pursuant to Florida Statute to pay the interest on any bonds that said Town may from time to time issue in accordance with the law and also to provide a sinking fund for the redemption of said bonds when the same mature. It shall be the duty of the Board of Commissioners after having adopted the budget as provided for in Subsection ~~GB~~ above and after having been notified of the amount of the total taxable property in the Town to fix and determine the millage which shall be levied and assessed against such taxable property and to certify to the Tax Assessor of Pinellas County, Florida, the amount of such millage, such certificates to be signed by the Mayor-Commissioner or, in his or her absence, by the Vice Mayor and the Seal of the Town placed thereon and attested by the Town Clerk. All matters affecting taxation, assessment for taxes or collection of taxes for any municipal purpose shall be controlled and governed by the provisions of Chapter 26160, Laws of Florida, 1949, and any amendments thereto and by the general laws of the State of Florida affecting taxation.



Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 14**

**An Amendment to C-21 of the Charter of the  
Town of Redington Shores**

Shall C-21 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to delete obsolete language and to provide for financing and taxation as required by Florida Statutes, as provided therein?

Yes

No

**SECTION 15.** That § C-22 of the Charter of the Town of Redington Shores, Florida, is hereby amended as follows:

**‘ C-22. Tax revenue bonds.**

~~Upon the affirmative vote of 4/5 of the membership of the Board of Commissioners of said Town, the Town is hereby authorized at any time to borrow money to the extent of 1/2 of the amount of the taxes levied in any one year and to issue as evidence of indebtedness for the money borrowed revenue bonds which shall be signed by the Mayor-Commissioner of the Town and attested by the Town Clerk under the Seal of said Town, and shall not be of less denomination than \$100 each. Such bonds shall be issued separately against any and all of the funds for which taxes are assessed, and when assessed against any fund, the amount realized from the loan of said bonds shall be carried and credited to the fund against which said bonds were issued. Said bonds shall be issued in serial numbers beginning with No. 1 as against each separate fund, and the holder of such bonds shall have a first lien upon the uncollected taxes to the extent of the amount borrowed and as against such fund for which said bonds were issued, and as the taxes are collected, the bonds shall be paid in the order in which they are issued out of the funds against which said bonds were negotiated. No revenue bonds shall be issued for a longer period~~

~~than 12 months and shall bear such interest as the Board of Commissioners may fix, not exceeding 6% per annum.~~

Such Section of the Charter shall only be amended if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

**CHARTER AMENDMENT NO. 15**

**An Amendment to C-22 of the Charter of the  
Town of Redington Shores**

Shall C-22 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to delete language deemed obsolete as provided therein?

Yes

No

**SECTION 16.** That § C-23 of the Charter of the Town of Redington Shores, Florida, is hereby deleted in its entirety as follows:

~~**C-23. Power to issue bonds; limitation, ratification, type and execution.**~~

~~A. The Town of Redington Shores shall have the power to issue and sell bonds for municipal improvements of every nature and kind and to carry out any of the authorized powers or purposes of the Town not to exceed the amount of 25% of the assessed value of all properties subject to taxation within the corporate limits of the Town; provided, however, that bonds for street, sewer, sidewalk and other municipal improvements which are paid for from special assessments to the amount for which the Town shall hold liens for uncollected special assessments shall not be subject to such limitation of amount or be considered when computing the amount of bonds that may be issued or sold until the same shall have been approved by a majority of the freeholders who are qualified electors residing in the Town as provided by the general laws of the State of Florida.~~

- ~~(1) Such bonds shall be negotiable coupon bonds in such denominations as prescribed by resolution and shall bear interest not exceeding 6% per annum payable semiannually, both principal and interest to be payable in legal tender of the United States at such place or places as the Town Commission may elect, and said bonds shall not be sold for less than 95% of par.~~
- ~~(2) Such bonds shall be signed by the Mayor Commissioner, attested by the Town Clerk and sealed with the Seal of the Town. The interest coupons thereto attached shall be signed by the Town Clerk, whose signature may be in facsimile. Any of such bonds may by resolution of the Town Commission be registered as to number under such terms and conditions and at such place or places within or without the Town as the Commission in such resolution determine.~~
- ~~(3) The foregoing subsections of this section shall not refer to the refunding bonds which are issued exclusively for the purpose of refunding bonds or interest already existing against said Town of Redington Shores.~~

~~B. Refunding bonds. Whenever for the purpose of extending the time of payment of any bonded indebtedness, which from its limit of taxation the Town may be unable to pay at maturity, or whenever it appears to the Town Commission to be for the best interest of the Town to refund any such bonded indebtedness, the Town Commission, by ordinance introduced and passed at any regular meeting, is hereby authorized and given full power to compromise, compound, refund and settle any bonded indebtedness lawfully made and undertaken by the Town by authority of law and for this purpose and without submitting the same for ratification by the qualified electors as hereinbefore provided; provided, however, that no bonded indebtedness of said Town shall be so compromised, refunded or extended unless such indebtedness shall be determined to be an existing, valid and binding obligation of said Town. The resolution of the Commission authorizing the issue of said negotiable coupon bonds shall state the amount of bonded indebtedness to be compromised, refunded or extended, the aggregate amount of the bonds to be issued therefor, their number and denomination, the date of maturity and the rate of interest they shall bear and the place of payment of principal and interest.~~

~~C. Tax for payment of bonds, sinking fund. The Town Commission is hereby authorized and empowered to levy a sufficient tax upon all real property within the corporate limits of the Town each year to pay annual interest and to pay not less than 2% per annum on the principal of said general and refunding bonds, besides all expense of assessing and collecting the same, which said amount of principal so raised by taxation and the interest accruing thereon, when collected, shall be and remain a sinking fund to pay said bonds, and the same together with interest thereon shall~~

~~be invested by the Town Commission in negotiable interest bearing bonds of the United States government or Class AAA bonds listed on the New York Stock Exchange or shall be deposited in the depositories where said bonds are payable, which said deposits in said institutions shall be secured by negotiable interest bearing bonds of the United States government, surety company bonds or Class AAA bonds listed on the New York Stock Exchange for the full amount of such deposits or shall be used to retire bonds of the same issue for which said sinking fund is provided and no other, and when such levies shall have been made, the same shall continue in force until the whole amount of principal and interest shall have been fully paid, provided that nothing herein shall authorize the taking up of bonds heretofore issued or evidence of indebtedness created and issuing new bonds in lieu thereof before the maturity of any such bonds or evidence of indebtedness, unless such new bonds shall bear a less rate of interest than the bonds or evidence of indebtedness taken up or unless the maturity of said bonds is extended.~~

~~D. Separate items in proposed issue. In case the total or aggregate proposed issue of bonds is composed of two or more items for distinct and separate purposes, advertisement of said proposed issue shall state separately the items that serve the purposes for which said bonds are to be issued, and the balance used at the election to determine issue of said bonds shall have printed thereupon the several separate items and purposes in such a manner as to permit the voter thereof to cast his or her vote for or against each and any of the items therein enumerated. Funds derived from the sale of bonds shall be used for no other purpose than that for which the same was voted. Any excess which may remain from the proceeds of the sale of said bonds after the accomplishment of the purpose for which the same was issued as aforesaid shall be added to and become a part of a sinking fund or interest fund for the retirement of said bonds.~~

Such Section of the Charter shall only be deleted if this proposal is passed by a majority of the electorate at referendum called for such purpose.

A referendum election shall be held in conjunction with the General Election on November 6, 2012 to determine whether the electorate wishes to amend such Section of the Charter as set forth herein.

The ballot title and the language of the referendum question to be presented to the electorate at such referendum election shall be as follows:

### **CHARTER AMENDMENT NO. 16**

#### **An Amendment to C-23 of the Charter of the Town of Redington Shores**

Shall C-23 of the Charter of the Town of Redington Shores, Florida be amended as recommended by the Charter Review Committee

made up of five citizens of the Town, and enacted by the Town Commission pursuant to Ordinance No. 12-04 to delete such section in its entirety as provided therein?

Yes

No

SECTION 17. A referendum election shall be held in the Town of Redington Shores in conjunction with General Election to be conducted on November 6, 2012.

SECTION 18. Each of the above amendments shall be effective December 1, 2012, as to each of the above proposed amendments which is passed by a majority vote of the electorate at such referendum election.

SECTION 19. As to each such proposed amendment that is passed by the electorate at such referendum of the electorate, the Charter of the Town of Redington Shores shall be deemed amended as worded herein, and the publisher of the Charter may renumber or reclassify such sections in order to accomplish such purpose.

SECTION 20. The provisions of this Ordinance and all parts and sub-parts thereof shall be deemed to be severable and independent of each other, and in the event any portion or subsection of this Ordinance is found to be invalid or unenforceable, such findings shall not affect any remaining portions of this Ordinance.

SECTION 21. This Ordinance shall be deemed effective immediately upon its final passage.

FIRST READING on the 11<sup>th</sup> day of July, 2012.

SECOND READING on the 25<sup>th</sup> day of July, 2012.

PUBLIC HEARING on the 25<sup>th</sup> day of July, 2012.

PUBLISHED in the Tampa Bay Times on the 15<sup>th</sup> day of July, 2012.

\_\_\_\_\_  
MAYOR/COMMISSIONER

ATTEST:

\_\_\_\_\_  
Town Clerk

# Pinellas County Supervisor of Elections

**GENERAL ELECTION**  
**NOVEMBER 6, 2012**  
 Website last updated 11/16/2012  
 5:42:56 PM EST

Active Registered Voters: 626,348  
 Ballots Cast: 461,806  
 Voter Turnout: 73.73 %

Precincts Reported: 299 of 299

**Official Results**  
 Includes Early Voting  
 Includes Mail Ballots  
 Includes Provisional Ballots  
 Includes 10-Day Overseas Mail Ballots  
 Write-In Totals Include Valid and Invalid Votes

**Check Map for Precincts Reporting.**

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 (73 of 73)

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**CITY OF LARGO REFERENDUM (Vote for 1)**  
 35 of 35 Precincts Reporting

	Percent	Votes
YES	58.53%	17,016
NO	41.47%	12,058
		<b>29,074</b>

**TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 1 (Vote for 1)**  
 1 of 1 Precincts Reporting

	Percent	Votes
YES	81.51%	1,023
NO	18.49%	232
		<b>1,255</b>

**TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 2 (Vote for 1)**  
 1 of 1 Precincts Reporting

	Percent	Votes
YES	55.60%	685
NO	44.40%	547
		<b>1,232</b>


**TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 3 (Vote for 1)**  
 1 of 1 Precincts Reporting

	Percent	Votes
YES	80.11%	995
NO	19.89%	247
		<b>1,242</b>

**TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 4 (Vote for 1)**  
 1 of 1 Precincts Reporting

	Percent	Votes
YES	81.49%	1,008

**TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 4 (Vote for 1)**

		<b>Percent</b>	<b>Votes</b>
NO		18.51%	229
			1,237

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# Pinellas County Supervisor of Elections

**GENERAL ELECTION**  
**NOVEMBER 6, 2012**  
Website last updated 11/16/2012  
5:42:56 PM EST

Active Registered Voters: 626,348  
Ballots Cast: 461,806  
Voter Turnout: 73.73 %

Precincts Reported: 299 of 299

**Official Results**  
Includes Early Voting  
Includes Mail Ballots  
Includes Provisional Ballots  
Includes 10-Day Overseas Mail Ballots  
Write-In Totals Include Valid and Invalid Votes



**Check Map for Precincts Reporting.**



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[Search Contests](#)  
(73 of 73)

TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 5 (Vote for 1)		
1 of 1 Precincts Reporting		
	Percent	Votes
YES	 82.52%	1,015
NO	 17.48%	215
		1,230

TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 6 (Vote for 1)		
1 of 1 Precincts Reporting		
	Percent	Votes
YES	 77.92%	935
NO	 22.08%	265
		1,200

TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 7 (Vote for 1)		
1 of 1 Precincts Reporting		
	Percent	Votes
YES	 74.79%	908
NO	 25.21%	306
		1,214

TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 8 (Vote for 1)		
1 of 1 Precincts Reporting		
	Percent	Votes
YES	 76.96%	922
NO	 23.04%	276
		1,198

TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 9 (Vote for 1)		
1 of 1 Precincts Reporting		
	Percent	Votes
YES	 78.74%	937



**TOWN OF REDINGTON SHORES CHARTER AMENDMENT NO. 9 (Vote for 1)**

		<b>Percent</b>	<b>Votes</b>
NO		21.26%	253
			1,190

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# **ITEM F.4.**



Date: February 28, 2024  
To: Board of Commissioners  
From: Mike McGlothlin  
Re: Variance Cost Analysis

At the request of Commissioner Hoyt, my staff and I completed a survey of variance costs in our neighboring communities. The results are attached.

## Variance Cost Analysis

**Belleair Beach-** The fee is \$500 for a hearing with the BOA with an additional \$500 deposit in case a magistrate is used (otherwise refunded after).

**Belleair Shore-** fee is \$150.00, non-refundable.

**Indian Rocks Beach-** Existing, nonconforming conditions \$250. New projects or existing, conforming conditions \$400. Accessory uses \$200. Flood variances \$100. Other Variances \$400. The City has a Planning and Zoning Consultant- Hetty Harmon/ Civilsurv Design. She works with Pinellas County Building Department who represents the City.

**Indian Shores-** Our variance filing fee is \$250. Our Board of Adjustments and Appeals Members are compensated \$20 each per meeting they attend. We are also required to advertise in the newspapers 15 days and then 5 days before the hearing. When establishing the fee, I would consider adding the cost of member compensation and advertising fees to the total variance fee. (Freddie's opinion only).

**North Redington Beach-** fee is \$400. We have a Special Magistrate that hears the cases which the fee doesn't come close to covering. However, we have very few variance requests. Bruce Cooper, our Building Official with Safebuilt, attends the hearing as the Town's representative.

**Redington Shores-** Variance fee- \$1,500 non-refundable

**Redington Beach-** \$250 per application- processed by the town staff.

**Madeira Beach-** Zoning variances for residential dwelling units (per variance, up to three units)- \$1,800. Zoning variances for multifamily, tourist dwellings, or commercial- \$2,000. A partner with the firm charges \$190/ hour for their time.

**Treasure Island-** Filing fee for variance- \$350. Each additional variance request- \$100. Variance request –ii. Multifamily, Commercial, and Institutional - Base fee (one variance) \$500 with each additional variance requested \$100.

**ITEM F.5.**



Date: February 28, 2024  
To: Board of Commissioners  
From: Margaret Carey, Town Clerk  
Re: Proclamation Policy

The Town receives requests for the issuance of proclamations. These requests cover varying topics and causes – and not all pertaining to our Town specifically. At the advice of Attorney Eschenfelder and the input of Mayor Hendrickson, it is suggested that the Town establish an internal policy that provides guidelines for proclamations the Town will support. Specifically, it is suggested that our policy will allow for the support of proclamations that focus on people, events, or groups which have a direct tie to the Town, the Gulf Beaches, or Pinellas County.

An example Resolution and a list of all proclamations issued by Redington Shores since 2005 are attached.

**EXAMPLE**

**RESOLUTION 2022-24**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAKE WALES, FLORIDA; ADOPTING A PROCLAMATION POLICY FOR THE CITY AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission desired to have a Proclamation Policy drafted and adopted to help ensure a procedure that was fair and uniform for every request; and

**WHEREAS**, the City Commission has provided input into a Proclamation Policy.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WALES, FLORIDA AS FOLLOWS:**

**SECTION 1.** The City Commission has determined a policy for approving or denying Proclamation requests.

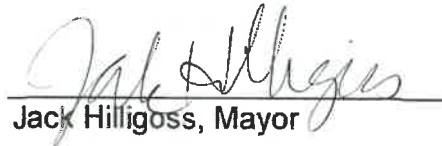
**SECTION 2.** The City of Lake Wales is in full support of recognizing various accomplishments, achievements and acknowledgement of public campaigns that affect the citizens of Lake Wales

**SECTION 3.** The Proclamation Policy is attached hereto.

**SECTION 4.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAKE WALES, FLORIDA, in regular session on this 5 day of July, 2022.**

**LAKE WALES, FLORIDA**

  
\_\_\_\_\_  
Jack Hilligoss, Mayor

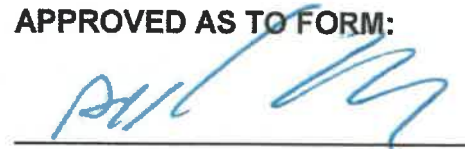
**ATTEST:**



Digitally signed by Jennifer Nanek  
DN: cn=Jennifer Nanek, o=City of  
Lake Wales, ou=City Clerk,  
email=jnanek@lakewalesfl.gov,  
c=US  
Date: 2022.07.14 09:57:57 -0400

\_\_\_\_\_  
Jennifer Nanek, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Albert C. Galloway, Jr.  
City Attorney

## LAKE WALES PROCLAMATION POLICY - Adopted July 5, 2022

Proclamations are ceremonial documents issued by the City of Lake Wales to honor and celebrate events or increase public awareness of noteworthy causes.

### Criteria

Proclamations are signed by the Mayor and issued for:

- Public Campaigns designed to raise Lake Wales Citizens awareness of issues pertinent to their physical safety and well-being.
- Unique Acts of Public Service performed by Lake Wales Citizens
- Acts of heroism performed by Lake Wales Citizens of Civil Servants
- Special Honors received by or achievements of Lake Wales Citizens
- Acknowledgement of the history and achievements of different ethnic groups which are a part of the Lake Wales Community

Proclamations recognize a specific day, week or month which raise awareness of issues pertinent to a significant number Lake Wales' Citizens.

Personal proclamations for individuals or businesses are generally not accepted.

Proclamations should also align with the City's Core Values as identified in the City's Code of Ordinances 2-2 Legislative intent and Statement of policy. The values are listed as follows:

- 1) *Fairness*. We shall have compassion, respect and sensitivity for all and shall be impartial and objective when making decisions, always seeking to attain the greatest common good.
- 2) *Responsiveness*. We shall deliver public services in an equitable, efficient and effective manner.
- 3) *Ethics*. We shall be open, responsible and accountable for our decisions and actions.
- 4) *Professionalism*. We shall comport ourselves with dignity in a manner which exceeds the expectations of those we serve, and we shall strive to gain the knowledge which enables us to perform our official duties without the intrusion of personal bias.
- 5) *Excellence*. We shall work together cooperatively and unselfishly while striving for the best results.



(6) *Initiative and innovation.* We shall plan, anticipate, take reasonable risks and try new approaches with a positive attitude.

(7) *Decorum.* We may disagree but we shall be respectful of one another, and we shall not engage in personal attacks.

(8) *Pride.* We shall take pride in our community, ourselves, and the accomplishments attained.

Requests for proclamations may *only* be submitted by a City of Lake Wales resident or organization. An organization does not have exclusive rights to the day, week, or month for their proclamation. Proclamations are not automatically renewed – requests must be made on an annual basis.

Multiple requests by an organization in the same calendar year, or requests that are similar to proclamations previously issued, may not be honored.

### How to Submit a Request

Requests must be made in writing to the City Clerk's Office- by email, mail, fax or hand- delivery. If you are requesting a proclamation at a specific Commission meeting, you may check the City Commission Calendar and request a date; Every reasonable attempt will be made to accommodate each request for a Proclamation.

Requests should be made at least 30 days in advance of date of desired Proclamation, but no more than six months prior to your preferred date to allow for review and production. Requests must be completed to include this information:

- Your contact information
- The background info on the event or organization
- The draft text to include three or four "whereas" clauses
- The day, week, or month to be proclaimed

### Review and Approval

The City Clerk will review and may edit or rewrite the text provided. Staff will contact you to confirm receipt of your request and to confirm if the proclamation will appear on the Commission's agenda, under Proclamations, after the Mayor's approval.

The Mayor reserves the right to deny any request *with or without cause* and to make exceptions to these guidelines; if your request is denied, a written notice will be provided.

Proclamations will not be issued for:

- Any matters of political or social controversy, ideological or religious beliefs, or individual convictions.
- Anything that may suggest an official county position on a matter under consideration, or a political, religious, or social issue.
- Any events or organizations with no direct relationship to City of Lake Wales or its residents.
- Campaigns or events contrary to City of Lake Wales policy or to the wellbeing of its residents.

### **Procedure**

Proclamations meeting the requirements of this policy will be listed under the Presentations section of the City Commission Agenda. You will be presented with the original proclamation at the meeting.

### **Submit Request to:**

City of Lake Wales City Clerk's Office  
201 Central Avenue  
Lake Wales, FL 33859  
Phone: 863-678-4182 ext. 270  
Email: [jnanek@lakewalesfl.gov](mailto:jnanek@lakewalesfl.gov)

## Proclamations

6/14/05	Hurricane Awareness Month
6/14/05	WiFi for Barrier Islands
8/9/05	Scleroderma Awareness Month
10/11/05	Lights on After School Month
1/10/06	EPCRA Awareness Week
6/12/06	State of Emergency
6/13/06	State of Emergency Terminated
10/11/06	Domestic Violence Awareness Month
4/10/07	Municipal Clerks Week
6/12/07	Hurricane Awareness Month
3/12/08	Older Americans Month
4/13/08	National Crime Victim's Rights Week
5/5/08	Building Safety Week
5/14/08	Municipal Clerks Week
5/18/08	National Public Works Week
6/11/08	June Hurricane Awareness Month
7/9/08	Silver Star Banner Day May 1 <sup>st</sup>
10/8/08	October 2008 Domestic Violence Awareness Month
4/8/09	April Water Conservation Month
4/8/09	Child Abuse Prevention Month April
4/8/09	May 3-9 Municipal Clerks Week
5/13/09	May 2009 Older Americans Month
5/13/09	May 17-23 Public Works Week
9/9/09	Sept. 6-12 Suicide Awareness & Prevention Week
11/18/09	Dec. 1, 2009 World AIDS Day
3/10/10	April Water Conservation Month
4/14/10	May Older Americans Month
5/17/10	Public Works Week May 17-23
6/15/10	Elder Abuse Awareness Day
6/15/10	Hurricane Awareness Month
7/14/10	August 16-20 Water Professionals Week
9/8/10	Yellow Ribbon Suicide Awareness Week Sept. 5-11
12/8/10	Childhood Cancer Awareness Week 12/26 – 1/1/2011
3/9/11	March 6-11 Girl Scout Week
3/9/11	April Water Conservation Month
4/13/11	May 15-21 National Public Works Week
5/11/11	May 1-7 Municipal Clerks Week
9/14/11	September 23 Caregiver Day
4/11/12	Older Americans Month – May
5/9/12	May Civility Month

5/9/12	May 20-26 Public Works Week
6/13/12	June Hurricane Awareness Month
10/01/12	Domestic Violence Awareness Month
4/10/13	April 9 Mayors Day of Recognition for National Service
4/10/13	April 2013 Child Abuse Prevention Month
4/10/13	April 17 Military Family & Community Covenant Day
5/5/13	Municipal Clerks Week
5/19/13	Public Works Week
5/8/13	May Older Americans Month
6/12/13	June Hurricane Awareness Month
8/12/13	Florida Water Professionals Week 8/12-8/16
3/24/14	April 2014 Water Conservation Month
5/14/14	Municipal Clerks Week May 4-10
5/14/14	Pledge of Civility Month – May
6/11/14	Florida Water Professionals Month – August
2/2/15	First Responder Awareness Week 1/5 – 1/9
4/8/15	April Donate Life Month
5/1/15	Older Americans Month
5/1/15	Building Safety Month
5/27/15	Elder Abuse Awareness June 15
6/10/15	July 26 ADA Awareness Day
9/17/15	Blessings in a Backpack Day
3/23/16	Donate Life Month
5/11/16	Older Americas Month
6/8/16	Elder Abuse Awareness Day
1/11/17	School Choice Week
2/8/17	Flood Insurance Awareness Month
4/12/17	Building Safety Month
5/10/17	Older Americas Month
6/14/17	Elder Abuse Awareness Day
9/13/17	FALLS PREVENTION AWARENESS DAY
4/18/18	Donate Life Month
5/9/18	MUNICIPAL CLERKS WEEK
8/8/18	Red Ribbon Week 10/23-10/31
2/13/19	Flood Awareness Month
5/8/19	Older Americans Month

10/1/19 Domestic Violence Awareness Month

3/9-3/13/20 Flood Awareness Week

4/8/20 Donate Life Month

# **ITEM F.6.**



Date: February 28, 2024  
To: Board of Commissioners  
From: Mike McGlothlin  
Re: Repetitive Loss Area Flood Mitigation Project Discussion

I met with Lisa Foster and Amir DaBiri to discuss the FEMA Flood Mitigation Assistance Grant Program. The grant provides funding that is used for projects that reduce or eliminate the risk of repetitive flood damage to buildings insured by the National Flood Insurance Program.

FEMA would require the Town to develop and adopt hazard mitigation plans as a condition for receiving certain types of non-emergency disaster assistance, including funding for hazard mitigation assistance projects (<https://www.fema.gov/grants/mitigation/flood-mitigation-assistance>).

# **ITEM F.7.**





Date: February 28, 2024  
To: Board of Commissioners  
From: Mike McGlothlin  
Re: Town Administrator Performance Review Discussion

My staff and I completed a survey of surrounding communities regarding their process for Town Administrator performance reviews. The results are attached.

# Administrator Evaluation Procedures

**Belleair Beach-** City Manager is evaluated annually near his anniversary date. The Town Clerk sends the evaluation form to each council member for them to complete individually. Once completed, the Town Clerk compiles the results.

**Belleair Shore-** No procedure

**Indian Rocks Beach-** emailed 2-20-24

**Indian Shores-** emailed 2-20-24

**North Redington Beach-** Mayor completes evaluation for Town Clerk each October (no Administrator).

**Redington Shores-** Administrator completes a self-evaluation and provides it to each Commissioner prior to their evaluation. Each Commissioner will review the self-evaluation and individually complete an Administrator evaluation form. At a one-on-one meeting, each Commissioner will go over the evaluation with the administrator to ensure the Administrator understands the rankings and comments. Once the evaluation is finalized, the Commissioners will deliver their evaluations to the Town Clerk to include with the meeting materials for a special meeting to discuss the Administrators evaluations.

**Redington Beach-** Mayor fills out evaluation for Town Clerk (no Administrator).

**Madeira Beach-** This year we used the ICMA evaluation, in years past other City managers have used the same form as all employees. The City Administrator emailed it to the BOC Jan and stated he is ok with adding the evaluations on the agenda to discuss in public. Each BOC member declined and decided to have a one on one meeting with him. I believe this was the same case with our last City Manager, one on one meetings to discuss evaluation.

**Treasure Island-** emailed 2-20-24

**Exempt Performance Review**

Employee Name:

Performance Period:

Employee Title:

Supervisor:

**Part I. Competency Evaluation – How this Employee Achieved Results**

**Instructions:** To complete the performance form, the supervisor will mark one box under each competency. Supervisors are encouraged to provide detailed comments to support the rating and to emphasize what the employee is doing well or needs to improve. Rating of 5 or 1 requires comment.

<b>Competency</b>	<b>Rating/ Comment</b>
<p><b>1. Quality of Work</b> The degree to which the employee produces accurate, neat, and thorough work.</p>	<p><input type="checkbox"/> 5 – Work is of the highest quality.  <input type="checkbox"/> 4 – Quality of work is higher than expected; makes few errors.  <input type="checkbox"/> 3 – Produces acceptable work, meets quality expectations.  <input type="checkbox"/> 2 – Produces marginally acceptable work; makes frequent errors.  <input type="checkbox"/> 1 – Produces unacceptable work; makes excessive errors.  <b>Supporting Comments:</b></p>
<p><b>2. Quantity of Work</b> The employee’s level of productivity/ output and timeliness of work.</p>	<p><input type="checkbox"/> 5 – Consistently exceeds productivity requirements; consistently completes work ahead of schedule; seeks additional tasks; highest output level.  <input type="checkbox"/> 4 – Exceeds productivity requirements; completes work ahead of schedule; above average output level.  <input type="checkbox"/> 3 – Meets basic productivity needs; meets deadlines; acceptable output level.  <input type="checkbox"/> 2 – Below basic productivity needs; often misses deadlines; marginal output level.  <input type="checkbox"/> 1 – Fails to meet productivity needs; misses deadlines frequently; unsatisfactory output level.  <b>Supporting Comments:</b></p>
<p><b>3. Adaptability / Problem Solving</b> The employee’s ability to adapt to and manage change, recognize and analyze problems, evaluate solutions, and make recommendations.</p>	<p><input type="checkbox"/> 5 – Consistently demonstrates outstanding problem-solving skills; able to handle complex problems creatively. Adapts easily and provides solutions to issues that may arise.  <input type="checkbox"/> 4 – Demonstrates good problem-solving skills; occasionally able to make adjustments and handle complex problems.  <input type="checkbox"/> 3 – Solves routine problems satisfactorily; requires assistance with complex problems. Adapts to changes when asked.  <input type="checkbox"/> 2 – Has difficulty recognizing and solving routine problems and adapting to change; Analytical skills need improvement.  <input type="checkbox"/> 1 – Cannot recognize or solve problems; does not show evidence of needed analytical skills. Relies on constant guidance to solve issues.  <b>Supporting Comments:</b></p>
<p><b>4. Initiative</b> The degree to which the employee demonstrates independent action and</p>	<p><input type="checkbox"/> 5 – Consistently exceeds requirements for independent action and resourcefulness; highly motivated.  <input type="checkbox"/> 4 – Exceeds requirements for independent action and resourcefulness; diligent worker.</p>

<p>resourcefulness on the job by developing new methods, offering constructive suggestions and/ or seeking additional work.</p>	<p><input type="checkbox"/> 3 – Meets basic job requirements for independent action and resourcefulness; acceptable worker.  <input type="checkbox"/> 2 – Sometimes lacks independent action and resourcefulness required by job; marginal worker.  <input type="checkbox"/> 1 – Rarely initiates independent action as required by the job.  <b>Supporting Comments:</b></p>
<p><b>5. Job Knowledge</b>  The employee’s understanding of job duties and ability to accomplish the job.</p>	<p><input type="checkbox"/> 5 – Has exceptional knowledge and outstanding skills in even the complex aspects of the job.  <input type="checkbox"/> 4 – Has better than average knowledge and skills in all aspects of the job.  <input type="checkbox"/> 3 – Has knowledge and skills to handle job duties.  <input type="checkbox"/> 2 – Occasionally lacks knowledge or skills to handle job duties.  <input type="checkbox"/> 1 – Application of knowledge is limited. Required skills are poorly demonstrated.  <b>Supporting Comments:</b></p>
<p><b>6. Interpersonal Communication</b>  Promptly and consistently shares relevant information with others. Listens carefully to others and seeks clarification to ensure understanding. Comprehends and appropriately applies information to situations.</p>	<p><input type="checkbox"/> 5 – Consistently demonstrates excellent communication skills with management and team members.  <input type="checkbox"/> 4 – Demonstrates above average communication skills.  <input type="checkbox"/> 3 – Demonstrates acceptable communication skills.  <input type="checkbox"/> 2 – Communication skills need improvement.  <input type="checkbox"/> 1 – Lacks acceptable communication skills.  <b>Supporting Comments:</b></p>
<p><b>7. Work Ethics and Integrity</b>  The employee’s proper handling of confidential information, adherence to policies and commitments to productivity, coworkers, and work schedules.</p>	<p><input type="checkbox"/> 5 – Practices exceptional work ethics; demonstrates exceptional integrity in all work.  <input type="checkbox"/> 4 – Practices excellent work ethics; demonstrates integrity in all work.  <input type="checkbox"/> 3 – Practices good work ethics; demonstrates integrity in all work.  <input type="checkbox"/> 2 – Usually practices good work ethics; usually demonstrates integrity at work.  <input type="checkbox"/> 1 – Fails to practice good work ethics; does not demonstrate integrity at work.  <b>Supporting Comments:</b></p>
<p><b>8. Leadership Delegation</b>  The manager’s effectiveness in managing time, organizing workload, and delegating responsibilities to obtain</p>	<p><input type="checkbox"/> 5 – Plans and organizes exceptionally well; sets priorities considering broad perspective; Delegates responsibilities/ tasks well to her/ his employees and desired results are achieved.  <input type="checkbox"/> 4 – Plans and organizes work very well; sets priorities logically; Delegates responsibilities/ tasks and has to follow up with subordinates often to ensure results.</p>

<p>desired results from his or her subordinates.</p>	<p><input type="checkbox"/> 3 – Plans and organizes work; Delegates responsibilities/ tasks and sometimes results are achieved.</p> <p><input type="checkbox"/> 2 – Sometimes does not plan and organize work well; priorities not always appropriate; sometimes wastes time; Does not delegate responsibilities well to employees, which affect result/ output from employees.</p> <p><input type="checkbox"/> 1 – Does not plan and organize work well; does not set priorities; wastes time; Fails to delegate responsibilities/ tasks to employees.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p><b>Supporting Comments:</b></p>
<p><b>9. Leadership Communication</b> The manager’s effectiveness in communicating vision, purpose, and feedback in a way that motivates and engages employees.</p>	<p><input type="checkbox"/> 5 – Communicates to engage and motivate employees to ensure understanding and move toward goal. Creates an open environment where employees are free to share honest feedback regularly.</p> <p><input type="checkbox"/> 4 – Communicates to ensure understanding. Employees are usually engaged. Provides and asks for feedback regularly.</p> <p><input type="checkbox"/> 3 – Communicates regularly. Employees understand vision and purpose of the organization and tasks. Provides feedback regularly.</p> <p><input type="checkbox"/> 2 – Does not communicate regularly to employees. Employees understand vision and purpose of the organization. Does not provide feedback regularly.</p> <p><input type="checkbox"/> 1 – Does not communicate regularly to employees. Employees are mostly disengaged and unclear on purpose of tasks. Does not provide or ask for feedback.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p><b>Supporting Comments:</b></p>
<p><b>10. Leadership Team Building/Culture</b> The manager’s ability to work with others, build a team that respects each other’s differences and works well together to achieve goals.</p>	<p><input type="checkbox"/> 5 – Team appears friendly, collaborative, and respectful at all times to each other and to office visitors and customers. Team seeks out opportunities to work together.</p> <p><input type="checkbox"/> 4 – Team appears friendly, collaborative, and respectful most of the time.</p> <p><input type="checkbox"/> 3 – Team is able to respectfully work together on tasks when asked.</p> <p><input type="checkbox"/> 2 – Office environment is quiet most of the time. Team does not seek to collaborate or be friendly.</p> <p><input type="checkbox"/> 1 – Team complains about and undermines each other. Teammates are disrespectful to each other.</p> <p><input type="checkbox"/> N/A – Not applicable.</p> <p><b>Supporting Comments:</b></p>

## **Part II. Objectives**

The supervisor and employee should agree on measurable objectives for the employee to work toward to complete during the coming year. In discussing these objectives, the supervisor should make sure the employee has the resources needed and knows the steps to take to achieve the objectives. The supervisor will use the spaces provided to document objectives. During the performance discussion, discuss and list any resources agreed upon and outline action steps.

<b>Goal #1</b>	
<b>Goal #2</b>	
<b>Goal #3</b>	

<b>On a scale of 1 (not at all) – 5 (greatly exceeded), how well did employee meet last year's goal(s)?</b> _____ <b>Explain your rating in the space below.</b>

### Part III. Comments

<b>Supervisor comments on performance review:</b> Additional comments that are important in describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance.
<b>Employee comments on performance review:</b>

### Part IV. Overall Performance Rating

Total points from **Part 1**: \_\_\_\_\_ (50 possible)      Total points from **Part 2**: \_\_\_\_\_ (5 possible)

#### **Overall Performance Rating**

New total points (if applicable): \_\_\_\_\_ (55 possible)

Divide total points by 11 areas of evaluation: \_\_\_\_\_ / 11 = \_\_\_\_\_ Overall

<b>Superior</b> <input type="checkbox"/>	= 4.0 – 5.0	Performance at this level <b>far exceeds expectation consistently</b> ; accomplishments have a <b>significant impact</b> on the mission/ goal of the organization.
<b>Exceeds Expectations</b> <input type="checkbox"/>	= 3.0 – 3.9	Performance <b>consistently meets and frequently exceeds</b> job requirements; well above average.
<b>Meets Expectations</b> <input type="checkbox"/>	= 2.0 – 2.9	Performance <b>meets</b> job requirements; expected level of performance for employees.
<b>Needs Improvement</b> <input type="checkbox"/>	= 1.9 or less	Performance <b>does not meet</b> job requirements; immediate and significant improvement is needed.

Supervisor Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it, received a copy, and may submit a written reaction.*



## **Town of North Redington Beach**

### **Employee Evaluation Form - Town Clerk**

#### ***Employee Information***

Employee Supervisor: Mayor, Bill Queen

Name: Mari Campbell

#### ***Evaluation Information***

Rating Period: 10/22-10/23

#### ***Rating Scale***

4 EP=Exemplary Performance  
2 MS=Meets Standard

3 AS=Above Standard  
1 US=Unsatisfactory

#### ***Performance Measures***

##### ***Tasks:***

Maintain receipt of Service and Legal Documents

Process and prepare Ordinances, Resolutions and Proclamations

Receive and file Insurance Policies relating to Municipality

Coordinate Refuse Contract, Sheriff's Contract and Fire Department Contract, etc.

Correspondence with other Agencies

Provide secretarial services to the Mayor

Attend all Meetings and Record Official Minutes of the Board

Handle Municipal Correspondence: incoming and outgoing as well as liaison work between the public as directed by the Board, prepare Meeting Agendas, Process/Record/Advertise Ordinances, Notices and Bids

Prepare Reports, Memos and Letters as directed

Work with candidates regarding Filing of Documents, Reports, etc.

Prepare Advertisements

Oversee the Public Works Department.

Correspond with Florida Municipal Services on any issues/questions arising from development



***Tasks Continued:***

Accounts Receivable, Accounts Payable and Reconcile monthly Bank Statements  
Booking Journal Entries, General Ledger Corrections, Posting Entries and Preparation of Monthly Statements of Budget Report for distribution to Board of Commissioners and for permanent record for use by Auditors  
Allocate interest, electric, salaries, benefits, etc. for offset to various accounts monthly  
Prepare Budget  
Answer questions regarding the Code of Ordinances and Interpret for interested parties  
Assists with Code Enforcement when needed.

***Policy:***

Accepts Supervision and Direction  
Leave and Attendance  
Grooming and Dress  
Observes Work Hours  
Contact with Public

***Proficiency:***

Organizational Skills  
Information systems entry/retrieval skills  
Time Management Skills  
Inter-Personal Skills  
Verbal Communications  
Knowledge of Town Ordinances

***Evaluation Plan***

***Evaluation Signature Page***

By my signature, I acknowledge that I have received a copy of this Performance Evaluation and that the ratings have been discussed with me. I understand that I may write my comments below or on an additional sheet, if required.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

***Employee's Comments***

**TOWN OF REDINGTON BEACH**

**PERSONNEL EVALUATION**

**EMPLOYEE**

**POSITION:**

**EMPLOYMENT DATE:**

**LAST EVALUATION:  
PRESENT EVALUATION:**

**Ratings:**

*Outstanding: Exceptional in all areas, makes extraordinary contributions to the work unit, superior.*

*Very Good: Exceeds position requirements, high quality, consistent.*

*Meets Expectations: Competent level of performance, meets standards.*

*Needs Improvement: Deficient in some areas, improvement is needed.*

*Unsatisfactory: Unacceptable, requires on-going attention, fails to demonstrate sufficient ability to perform job satisfactorily.*

**Directions:**

Carefully review the employee's performance over the course of the past year. Each review should be based on factual recollections, correspondence and work products. Keep in mind the essentials of the job. Review the work product, projects, or programs the employee may have been involved in. Be as objective as possible. If there is a category that does not apply to a specific employee, place N/A next to that category. This will in no way reflect the overall rating of the employee.

Evaluations may be conducted periodically throughout the year with the employees. This is intended to encourage more open communication between the supervisor and the employee.

**GOALS AND OBJECTIVES:**

Establishes and implements priorities and objectives consistent with the organizational goals; implement an action plan for achieving short term and long term goals; made acceptable progress towards meeting these objectives.

**Rating:**

**Comments:**

**INTERPERSONAL RELATIONSHIPS:**

Professional interaction with co-workers, supervisors, and outside contacts (membership, vendors, etc.); demonstrates a willingness and the ability to work cooperatively, objectively, and courteously.

**Rating:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**PRODUCTIVITY:**

Produces a significant volume of work efficiently in a specified period of time; productivity remains consistent with given conditions; contributes to productive working relationships by communicating and responding to questions, problems, and suggestions.

**Rating:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**INITIATIVE:**

Accepts responsibility for beginning or for following through with a plan or task; proposes ideas; seeks better ways of doing things; resourceful. Willing to think through work barriers and risk making mistakes occasionally to keep work going toward priority goals.

**Rating:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**JUDGMENT:**

Demonstrates proper judgment and decision making skills; organizes work to use time effectively and efficiently; makes assessments, choices, and decisions for selecting and utilizing proper resources to accomplish assigned tasks.

**Rating:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**ADHERENCE TO POLICY:**

Demonstrates knowledge of instructions, policies, and procedures and their appropriate use and application. Uses judgment and common sense in when and how the policies and procedures apply to a specific situation; advising others on policies and procedures.

**Rating:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**RELIABILITY:**

May be relied upon for task completion and follow up in a timely manner; dependable. Demonstrates ability to be consistent in beginning work at the regularly assigned time; uses leave in a manner that is not disruptive to the workplace.

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

**JOB KNOWLEDGE:**

Possesses, acquires and applies the necessary common and technical knowledge required for the position. Keeps knowledge and skills current; demonstrates ethical standards in the performance of work responsibilities.

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

**FINANCIAL MANAGEMENT:**

Properly and effectively utilizes the established budgetary system to acquire and/or allocate funds for departmental operation in meeting specific unit or organizational goals. Exercises the knowledge, skills and ability to plan and organize departmental expenditures; and submits requests with appropriate justification.

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

**ADAPTABILITY:**

Learns and adjusts well to new methods, policies, and procedures; displays professional behavior in stressful situations (i.e. heavy workloads, deadlines, shifting priorities, or adverse conditions). Functions effectively in emergency situations.

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

**COMMUNICATION:**

Demonstrates good verbal and written skills; conveys information in a well organized, complete manner which is clear and concise. Use of correct grammar and spelling.

**Rating:**

**Comments:**

**OVERALL RATING:**

*Supervisor Signature*      *Date*

*Employee Signature*      *Date*

**DEPARTMENT OBJECTIVES:**

**EMPLOYEE OBJECTIVES:**

**SUPERVISOR OBJECTIVES:**

**ADDITIONAL COMMENTS:**

--

**Town of Redington Shores**  
Town Administrator Evaluation Procedure

**Step 1.**

The Commission sets a date (the Meeting Date) on which the full Commission will discuss with the Administrator the evaluations each Commissioner, and set goals and objectives for the Administrator for the next evaluation period. The Meeting Date should be a Special Meeting and no other non-emergency agenda items are to be scheduled for that meeting.

**Step 2.**

Prior to each Commissioner's completion of an Administrator Evaluation Form, the Administrator will first have the opportunity to complete a self-evaluation. The self-evaluation will be completed using the same Administrator Evaluation Form each Commissioner will use. A copy of the Administrator's self-evaluation will be provided to each Commissioner, and must be completed by the Administrator at least 25 days prior to the Meeting Date.

**Step 3.**

Between 25 and 10 days prior to the Meeting Date, each Commissioner will review the Administrator's self-evaluation, individually complete an Administrator Evaluation Form, and then meet with the Administrator one-on-one. At the one-on-one meeting, the Commissioner will go over the evaluation with the Administrator to ensure the Administrator understands the Commissioner's rankings and comments, and to receive any responsive comments the Administrator may wish to offer. A Commissioner is free to make revisions to her or his evaluation after the one-on-one meeting should the Commissioner determine such revision is warranted.

Personal medical information regarding the Administrator shall not be mentioned in a Commissioner's evaluation. Narrative comments should be confined to the Administrator's conduct and performance, as judged against:

- The provisions of § 1-20 of the Town Code
- The current Job Description for Town Administrator
- The terms of the Administrator's employment contract, and
- Any goals and objectives which the Commission had previously set for the Administrator

Once a Commissioner determines her or his evaluation is in final form, the Commissioner will deliver a copy to the Town Clerk for inclusion in the Special Meeting agenda materials. All evaluation forms will be maintained in the Administrator's personnel file.

**Step 4.**

During the evaluation Special Meeting, the presiding officer will call upon each Commissioner to individually provide any comments the Commissioner wishes to make over and above or elaborating on the Commissioner's written evaluation comments.

Town of Redington Shores  
Town Administrator Performance Evaluation

**Town Administrator:** \_\_\_\_\_

**Commissioner:** \_\_\_\_\_

**Evaluation Period: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Date Evaluation Completed:** \_\_\_\_\_

**Purpose**

In order to establish and maintain effective Town Commission and Town Administrator relations, it is essential that the Commission establish an ongoing evaluation process that offers an opportunity for each party to review the performance of the Town Administrator. This evaluation should focus on how effectively the Town Administrator is accomplishing the goals established by the Commission and how he/she is carrying out his/her responsibilities in key performance areas.

Specifically, the evaluation should serve the following needs:

- (1) Allow discussion of the Town Administrator's strengths and weaknesses as demonstrated by performance during the evaluation period, with the objective of increasing the Town Administrator's effectiveness; that is, give the Commission the opportunity to provide positive feedback in areas that have been handled well and to clarify areas where the Town Administrator could become more effective through improved performance.
- (2) Allow the Town Administrator and Commission to test, identify, and refine their respective roles, relationships, and expectations of responsibilities to each other.

**Rating Scale**

A space has been provided for each performance area to include your comments. Each Commissioner preparing the form is encouraged to select specific examples of why a particular rating has been chosen. The comments included should give the Town Administrator enough information to correct problem areas and allow him/her to place specific items on his/her work plan for the following year.

Ratings fall into four categories:

- 1 Unacceptable Performance
- 2 Below Expectations (performance has been below reasonable expectations)
- 3 Meets Expectations (performance has attained a level of reasonable expectation)
- 4 Exceeds Expectations (performance has been above reasonable expectations)
- 5 Exceptional Performance (performance has been exemplary with no deficiencies)

Each criteria should be rated and any specific comments or observations should be noted in the spaces provided for comments. The Special Projects section should contain the specific objectives selected for the particular performance period (usually annual).



## 2. Commission Relations

(place numerical score in front of each subcategory)

\_\_\_ a. Carries out directives of the Commission as a whole rather than those of any one Commission member.

\_\_\_ b. In responding to requests for information, provides complete, accurate, and timely information equally to all Commission members.

\_\_\_ c. Assists the Commission by resolving problems at the administrative level to avoid unnecessary Commission action.

\_\_\_ d. Assists the Commission in establishing policy while acknowledging the ultimate authority of the Commission.

\_\_\_ e. Is willing to try new ideas proposed by Commission members.

Average rating for this category: \_\_\_\_\_

**Comments** (may be handwritten or typed comments may be attached):

#### 4. Policy Execution

(place numerical score in front of each subcategory)

\_\_\_ a. Understands, supports, and enforces the organization's ordinances, polices, and procedures.

\_\_\_ b. Clearly identifies and communicates expectations to the organization regarding the implementation of polices enacted by the Board.

\_\_\_ c. Implements Commission actions in accordance with the intent of the Commission.

\_\_\_ d. Supports the actions of the Commission after a decision has been reached, both inside and outside the organization.

\_\_\_ e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Commission policies.

Average rating for this category: \_\_\_\_\_

**Comments** (may be handwritten or typed comments may be attached):

## 6. Staffing and Management

(place numerical score in front of each subcategory)

- \_\_\_ a. Recruits and retains competent personnel for Town positions.
- \_\_\_ b. Is aware of staff weaknesses and works to improve their performance.
- \_\_\_ c. Promotes training and development opportunities for employees at all levels of the organization.
- \_\_\_ d. Stays accurately informed and concerned about employee relations.
- \_\_\_ e. Identifies the need for, develops, communicates, revises and holds staff accountable to comply with administrative procedures to ensure the Town's operations are efficient and consistent.
- \_\_\_ f. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.

Average rating for this category: \_\_\_\_\_

**Comments** (may be handwritten or typed comments may be attached):

## 8. Planning/Organizational Development

(place numerical score in front of each subcategory)

\_\_\_ a. Works with the Commission, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization.

\_\_\_ b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan.

\_\_\_ c. Maintains a healthy and productive organizational culture focused on customer services and responsible stewardship of the organization's resources.

\_\_\_ d. Has a capacity for and encourages innovation.

\_\_\_ e. Reviews ordinances, policies, and procedures periodically to suggest improvements.

Average rating for this category: \_\_\_\_\_

**Comments** (may be handwritten or typed comments may be attached):

**10. Delivering Citizen Services**

(place numerical score in front of each subcategory)

- \_\_\_ a. Maximizes opportunities to create public-private partnerships.
- \_\_\_ b. Actions reflect responsible stewardship of the public's resources.
- \_\_\_ c. Ensures effective and efficient delivery of Town services.
- \_\_\_ d. Strives to exceed customer service expectations both externally and internally.
- \_\_\_ e. Collaborates with other governmental agencies and community partners to maximize programming and Town resources.

**Comments** (may be handwritten or typed comments may be attached):

**Summary:**

**Performance Dimension**

**Overall rating for each category**

- 1. Professional Skills and Expertise \_\_\_\_\_
- 2. Commission Relations \_\_\_\_\_
- 3. Citizen and Public Relations \_\_\_\_\_
- 4. Policy Execution \_\_\_\_\_
- 5. Intergovernmental Relations \_\_\_\_\_
- 6. Staffing and Management \_\_\_\_\_
- 7. Fiscal Management \_\_\_\_\_
- 8. Planning and Organizational Development \_\_\_\_\_
- 9. Leadership and Decision Making \_\_\_\_\_
- 10. Delivering Citizen Services \_\_\_\_\_
- 11. Individual Characteristics \_\_\_\_\_

**Overall Rating:** (sum of individual ratings ÷ 11) \_\_\_\_\_

**Overall Comments** (may be handwritten or typed comments may be attached):

Commissioner signature: \_\_\_\_\_ Date: \_\_\_\_\_



PERFORMANCE EVALUATION
OPERATIONAL MANAGEMENT
PROFESSIONAL/TECHNICAL



EMPLOYEE INFORMATION

NAME: \_\_\_\_\_ EVALUATOR: \_\_\_\_\_
POSITION: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_
DEPARTMENT: \_\_\_\_\_ PERIOD RATED: \_\_\_\_\_
EVALUATION TYPE: ANNUAL OTHER (ex: probationary, 6 mos.) \_\_\_\_\_

PROFESSIONAL CRITERIA

Please rate each professional attribute of your employee by the following scale:

BELOW JOB REQUIREMENTS (0) Performance was below job requirements in one or more important areas and immediate improvement will be required. Give a brief explanation why.

ACHIEVED JOB REQUIREMENTS (1) Performance met job requirements in all important areas with extra effort evident in one or more of the following: quality, quantity, timeliness, or other important dimensions of performance.

EXCEEDED JOB REQUIRMENTS (2) Performance exceeded the requirements of the job in several important areas.

CONSISTENTLY EXCEED JOB REQUIRMENTS (3) Performance exceeded the requirements of the job in all major areas. Significant work above and beyond the responsibilities was achieved. Give a brief explanation why.

PROFESSIONAL ATTRIBUTES

KNOWLEDGE: Consider knowledge of skills, procedures, method, equipment, and materials required to do the job.

(0) Inadequate job knowledge understanding of the skills, procedures, and method required for job is insufficient. (Explain Why) \_\_\_\_\_

(1) Understand and effectively completes normal job routine. Needs little additional instruction.

(2) Well informed. Completely understands all aspects of this job and related jobs.

(3) An authority on own responsibilities. Knows why job functions are performed and how they relate with other jobs. (Explain Why) \_\_\_\_\_

PRODUCTIVITY: Consider the amount of work the individual produces during an extended period of time.

(0) Works at extremely slow pace. Rarely meets deadlines. Needs to have constant follow up. (Explain Why) \_\_\_\_\_

(1) Works at a steady pace. Output definitely meets requirements. Occasionally completes work ahead of deadlines.

(2) Works fast. Produces more than most. Often work is completed ahead of deadlines.

\_\_\_\_\_ (3) Exceptional producer. Consistently completes work ahead of deadlines.  
(Explain Why) \_\_\_\_\_

**QUALITY:** Consider the accuracy and thoroughness of employee's work. Assess work results in terms of rejections, errors, and overall neatness.

\_\_\_\_\_ (0) Excessive errors and mistakes. Requires constant checking and rework.  
(Explain Why) \_\_\_\_\_

\_\_\_\_\_ (1) Meets standards for accuracy and neatness. Makes some mistakes, but of a tolerable level. Needs normal supervision.

\_\_\_\_\_ (2) Consistently high degree of accuracy and neatness. Work can be relied upon. Seldom needs supervision.

\_\_\_\_\_ (3) Consistently highest level of quality. Final output is virtually perfect.  
(Explain Why) \_\_\_\_\_

**INITIATIVE:** Consider the degree to which employee is self-starter, can work with minimum supervision and seeks new and better methods to do the job.

\_\_\_\_\_ (0) Shows little initiative. Never volunteers. Must be told to do everything.  
(Explain Why) \_\_\_\_\_

\_\_\_\_\_ (1) Voluntarily solves non-routine job problems when necessary. Effective worker.

\_\_\_\_\_ (2) Seeks new tasks and responsibilities. Resourceful in familiar situations. Self-starter.

\_\_\_\_\_ (3) Goes out of way to accept responsibility. Highly resourceful and constructive in new situations. Creative and independent worker.  
(Explain Why) \_\_\_\_\_

**COOPERATION:** Consider the effectiveness of the employees in accomplishing duties by working with others (for example, peers, supervisors, and customers).

\_\_\_\_\_ (0) Frequently is hostile and uncooperative when working with others to complete an assigned task. Attitude is unacceptable.  
(Explain Why) \_\_\_\_\_

\_\_\_\_\_ (1) Generally cooperative. Willing to accept suggestions and direction. Acceptable relations with others.

\_\_\_\_\_ (2) Very cooperative. Usually shows consideration of other's viewpoints. Often offers assistance. Can be counted on to help.

\_\_\_\_\_ (3) Always works effectively with others. Shows a keen insight into people. Constantly offers and always is available to help others. Continues education.  
(Explain Why) \_\_\_\_\_



**DEPENDABILITY:** Consider the extent to which the employee can be relied upon to be available for work and to complete work properly.

- \_\_\_\_\_ (0) Frequently undependable. Often fails to deliver a complete job. Leaves routine tasks incomplete. (Explain Why) \_\_\_\_\_
- \_\_\_\_\_ (1) Dependable. Can be relied on to complete all aspects of job. Needs normal supervision.
- \_\_\_\_\_ (2) Very dependable and persistent despite possible difficulties. Completes normal work and occasional special projects with little supervision.
- \_\_\_\_\_ (3) Highly motivated and trustworthy. Can be counted on to go beyond limits of duties with little or no supervision when needed.  
(Explain Why) \_\_\_\_\_

**ORDERLINESS:** Consider the employee's ability to organize work and the work area.

- \_\_\_\_\_ (0) Frequently disorganized with work area in disarray. Results in high degree of lost time and inefficiency. (Explain Why) \_\_\_\_\_
- \_\_\_\_\_ (1) Work is sufficiently organized to efficiently perform job.
- \_\_\_\_\_ (2) Highly organized and efficient worker.
- \_\_\_\_\_ (3) Exceptionally precise in organization of work. Has immediate access to anything needed? Extremely efficient. (Explain Why) \_\_\_\_\_

**ATTENDANCE:** Consider the employee's record of being at work regularly and on time.

- \_\_\_\_\_ (0) Unacceptable attendance record. Continual lateness or absences for work.  
(Explain Why) \_\_\_\_\_
- \_\_\_\_\_ (1) Occasionally is absent or tardy. Reports absence or tardiness in advance.
- \_\_\_\_\_ (2) Seldom absent or tardy. Always reports absence or tardiness in advance.
- \_\_\_\_\_ (3) Excellent attendance record. Always at work and on time.  
(Explain Why) \_\_\_\_\_

**COMMUNICATION:** Consider the employee's ability to effectively present ideas and information orally and/or in written form.

- \_\_\_\_\_ (0) Unacceptable communication skills. Does not communicate message in a timely manner. (Explain Why) \_\_\_\_\_
- \_\_\_\_\_ (1) Generally communicates effectively with coworkers, management, and clients.
- \_\_\_\_\_ (2) Effectively verbalizes thoughts to coworkers, management, and clients.
- \_\_\_\_\_ (3) Excellent communicator. Effectively expresses thoughts in verbal and written format.  
(Explain Why) \_\_\_\_\_

- JUDGEMENT:** Consider the extent to which the employee makes good decisions.
- \_\_\_\_\_ (0) Frequently exercises poor judgement. (Explain Why) \_\_\_\_\_
- \_\_\_\_\_ (1) Usually exercises good judgement.
- \_\_\_\_\_ (2) Regularly exercises good judgment. Able to think quickly and logically under normal situations.
- \_\_\_\_\_ (3) Excellent judgment. Can be counted on to think quickly and logically under pressure. (Explain Why) \_\_\_\_\_

\_\_\_\_\_ **TOTAL OVERALL POINTS**

**OVERALL RATING DETERMINATION FOR MERIT INCREASE:**

Check appropriate box on basis of total points.

- |   |              |
|---|--------------|
| ___ Exceeded Job Requirements in all major areas          | 27-30 Points |
| ___ Exceeded Job Requirements in several important areas. | 17-26 Points |
| ___ Achieved Job Requirements                             | 9-16 Points  |
| ___ Below Job Requirements                                | 0-8 Points   |

**SECTION 2: STRENGTHS & DEVELOPMENT NEEDS**

Cite outstanding accomplishments and describe employee's specific strong points.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe areas where the employee must improve or training is needed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 3: WORK PLAN FOR COMING REVIEW PERIOD (If appropriate)**

- A.** List objectives or special projects (in priority) that have been assigned to the employee for the coming review period. State results or standards of performance and target dates mutually agreed upon. (Attach additional page if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- B.** Describe the action plan which will be used to achieve the objectives listed above (for example, what staff member, supervisor, or others will do and within what time frame).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 4: EMPLOYEE COMMENTS & SIGNATURES**

Employee Comments:

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Employee Acknowledge Receipt \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Signature does not imply agreement with contents)

Employee Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Department Director Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

City Manager Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Updated 9/17/2020

City Manager Performance Evaluation

City of \_\_\_\_\_

Evaluation period: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to \_\_\_\_\_. The deadline for submitting this performance evaluation is \_\_\_\_\_. Evaluations will be summarized and included on the agenda for discussion at the work session on \_\_\_\_\_.

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governing Body Member's Signature

\_\_\_\_\_  
Date Submitted

## INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

## PERFORMANCE CATEGORY SCORING

### 1. INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Diligent and thorough in the discharge of duties, "self-starter"
- \_\_\_\_\_ Exercises good judgment
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt
- \_\_\_\_\_ Mental and physical stamina appropriate for the position
- \_\_\_\_\_ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**2. PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management
- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them
- \_\_\_\_\_ Willing to try new ideas proposed by governing body members and/or staff
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY**

- \_\_\_\_\_ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- \_\_\_\_\_ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- \_\_\_\_\_ Disseminates complete and accurate information equally to all members in a timely manner
- \_\_\_\_\_ Assists by facilitating decision making without usurping authority
- \_\_\_\_\_ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**4. POLICY EXECUTION**

- \_\_\_\_\_ Implements governing body actions in accordance with the intent of council
- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- \_\_\_\_\_ Understands, supports, and enforces local government's laws, policies, and ordinances
- \_\_\_\_\_ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- \_\_\_\_\_ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**5. REPORTING**

- \_\_\_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- \_\_\_\_\_ Responds in a timely manner to requests from the governing body for special reports
- \_\_\_\_\_ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- \_\_\_\_\_ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**6. CITIZEN RELATIONS**

- \_\_\_\_\_ Responsive to requests from citizens
- \_\_\_\_\_ Demonstrates a dedication to service to the community and its citizens
- \_\_\_\_\_ Maintains a nonpartisan approach in dealing with the news media
- \_\_\_\_\_ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- \_\_\_\_\_ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**7. STAFFING**

- \_\_\_\_\_ Recruits and retains competent personnel for staff positions
- \_\_\_\_\_ Applies an appropriate level of supervision to improve any areas of substandard performance
- \_\_\_\_\_ Stays accurately informed and appropriately concerned about employee relations
- \_\_\_\_\_ Professionally manages the compensation and benefits plan
- \_\_\_\_\_ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**8. SUPERVISION**

- \_\_\_\_\_ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- \_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- \_\_\_\_\_ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- \_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- \_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**9. FISCAL MANAGEMENT**

- \_\_\_\_\_ Prepares a balanced budget to provide services at a level directed by council
- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- \_\_\_\_\_ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- \_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- \_\_\_\_\_ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category



**10. COMMUNITY**

- \_\_\_\_\_ Shares responsibility for addressing the difficult issues facing the city
- \_\_\_\_\_ Avoids unnecessary controversy
- \_\_\_\_\_ Cooperates with neighboring communities and the county
- \_\_\_\_\_ Helps the council address future needs and develop adequate plans to address long term trends
- \_\_\_\_\_ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category

**NARRATIVE EVALUATION**

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? \_\_\_\_\_

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What performance area(s) would you identify as most critical for improvement? \_\_\_\_\_

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What constructive suggestions or assistance can you offer the manager to enhance performance? \_\_\_\_\_

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What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? \_\_\_\_\_

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# **ITEM F.8.**



Date: February 28, 2024  
To: Board of Commissioners  
From: Mike McGlothlin  
Re: Amendment to the Statewide Division of Emergency Management Mutual Aid Agreement – 2023

Through the State of Florida Emergency Management Act, the State and its political subdivisions provide emergency aid and assistance in the event of a disaster or emergency. This agreement and Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance for the Town of Redington Shores.

Attached is the Mutual Aid Agreement with the State of Florida Division of Emergency Management and example Resolutions.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## STATEWIDE MUTUAL AID AGREEMENT - 2023

This Agreement is an acknowledgment of receipt by the Florida Division of Emergency Management ("the Division") and the local government ("Participating Party") signing this Agreement. Execution of this agreement replaces all previous iterations and is active until a new agreement is drafted and requested by The Division.

This Agreement is based on the existence of the following conditions:

- A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.
- B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.
- C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.
- D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.
- E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.
- F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Based on the existence of the foregoing conditions, the Parties agree to the following articles:

### ARTICLE I: DEFINITIONS

As used in this Agreement, the following expressions shall have the following meanings:

- A. The "Agreement" is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement ("SMAA").



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- B. The "Division" is the Florida Division of Emergency Management.
- C. A "Requesting Party" to this Agreement is a Participating Party who requests assistance under this agreement.
- D. An "Assisting Party" to this Agreement is a Participating Party who provides assistance to a Requesting Party under this agreement.
- E. The "Period of Assistance" is the time during which an Assisting Party renders assistance to a Requesting Party under this agreement and includes the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return to their place of origin.
- F. A "Mission" is a documented emergency response activity performed during a Period of Assistance, usually in reference to one operational function or activity.
- G. A "local government" is any educational district, special district, or any entity that is a "local governmental entity" within the meaning of section 11.45(1)(g), *Florida Statutes*.
- H. An "educational district" is any school district within the meaning of section 1001.30, *Florida Statutes*, and any Florida College System Institution or State University within the meaning of section 1000.21, *Florida Statutes*.
- I. A "special district" is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), *Florida Statutes*, established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.
- J. A "tribal council" is the respective governing bodies of the Seminole Tribe of Florida and Miccosukee Tribe of Indians recognized as special improvement district by section 285.18(1), *Florida Statutes*.
- K. An "interlocal agreement" is any agreement between local governments within the meaning of section 163.01(3)(a), *Florida Statutes*.
- L. A "Resource Support Agreement" as used in this Agreement refers to a supplemental agreement of support between a Requesting Party and an Assisting Party.
- M. "Proof of work" as used in this Agreement refers to original and authentic documentation of a single individual or group of individuals' emergency response activity at a tactical level.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- N. "Proof of payment" as used in this Agreement refers to original and authentic documentation of an emergency response expenditure made by an Assisting Party.
- O. A "Reimbursement Package" as used in this Agreement refers to a full account of mission response documentation supported by proof of work and proof of payment.
- P. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, Chapter 252, *Florida Statutes*.

## ARTICLE II: APPLICABILITY OF THE AGREEMENT

Any Participating Party, including the Division, may request assistance under this Agreement for a "major disaster" or "catastrophic disaster" as defined in section 252.34, *Florida Statutes*, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

## ARTICLE III: INVOCATION OF THE AGREEMENT

In the event of an emergency or anticipated emergency, a Participating Party may request assistance under this Agreement from any other Participating Party or the Division if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster.

- A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the Requesting Party. All requests for assistance under this Agreement shall be transmitted by the Requesting Party to another Participating Party or the Division. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.
- B. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate and coordinate the activities of the Assisting Parties to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

## ARTICLE IV: RESPONSIBILITIES OF REQUESTING PARTIES

To the extent practicable, all Requesting Parties shall provide the following information to their respective county emergency management agency, the Division, and the intended Assisting Party or Parties. In providing such information, Requesting Parties should utilize Section I of the



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

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Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#)<sup>1</sup>.

- A. A description of the Mission to be performed by the Assisting Party;
- B. A description of the resources and capabilities needed to complete the Mission successfully;
- C. The location, date, and time personnel and resources from the Assisting Party should arrive at the incident site, staging area, facility, or other location designated by the Requesting Party;
- D. A description of the health, safety, and working conditions expected for deploying personnel;
- E. Lodging and meal availability;
- F. Any logistical requirements;
- G. A description of any location or facility outside the territorial jurisdiction of the Requesting Party needed to stage incoming resources and personnel;
- H. The location date, and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- I. A technical description of any communications equipment needed to ensure effective information sharing between the Requesting Party, any Assisting Parties, and all relevant responding entities.

## ARTICLE V: RESPONSIBILITIES OF ASSISTING PARTIES

Each Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources, and capabilities can render assistance. If upon receiving a request for assistance under this Agreement a Party determines that it has the capacity to render some or all of such assistance, it shall provide the following information without delay to the Requesting Party, the Division, and the Assisting Party's County emergency management agency. In providing such information, the Assisting Party should utilize the Section II of the Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#).

<sup>1</sup> FDEM approved documents such as activity logs and mutual aid forms can be found at:  
[https://portal.floridadisaster.org/projects/FROC/FROC\\_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D](https://portal.floridadisaster.org/projects/FROC/FROC_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D)





# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- A. A description of the personnel, equipment, supplies, services and capabilities it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services to the location(s) specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties;
- E. The names and contact information of all personnel whom the Assisting Party has designated as team leaders or supervisors; and
- F. An estimated cost for the provision of assistance.

## ARTICLE VI: RENDITION OF ASSISTANCE

The Requesting Party shall afford the emergency response personnel of all Assisting Parties, while operating within the jurisdictional boundaries of the Requesting Party, the same powers, duties, rights, and privileges, except that of arrest unless specifically authorized by the Requesting Party, as are afforded the equivalent emergency response personnel of the Requesting Party. Emergency response personnel of the Assisting Party will remain under the command and control of the Assisting Party, but during the Period of Assistance, the resources and responding personnel of the Assisting Party will perform response activities under the operational and tactical control of the Requesting Party.

- A. Unless otherwise agreed upon between the Requesting and Assisting Party, the Requesting Party shall be responsible for providing food, water, and shelter to the personnel of the Assisting Party. For Missions performed in areas where there are insufficient resources to support responding personnel and equipment throughout the Period of Assistance, the Assisting Party shall, to the fullest extent practicable, provide their emergency response personnel with the equipment, fuel, supplies, and technical resources necessary to make them self-sufficient throughout the Period of Assistance. When requesting assistance, the Requesting Party may specify that Assisting Parties send only self-sufficient personnel and resources but must specify the length of time self-sufficiency should be maintained.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



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- B. Unless the Requesting Party has specified the contrary, it shall, to the fullest extent practicable, coordinate all communications between its personnel and the responding personnel of the Assisting Parties, and shall determine and share the frequencies and other technical specifications of all communications equipment to be used, as appropriate, with the deployed personnel of the Assisting Parties.
- C. Personnel of the Assisting Party who render assistance under this Agreement shall receive the usual wages, salaries, and other compensation as are normally afforded to personnel for emergency response activities within their home jurisdiction, and shall have all the immunities, rights, interests, and privileges applicable to their normal employment. If personnel of the Assisting Party hold local licenses or certifications limited to the jurisdiction of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the Period of Assistance.

## ARTICLE VII: REIMBURSEMENT

After the Period of Assistance has ended, the Assisting Party shall have 45 days to develop a full reimbursement package for services rendered and resources supplied during the Period of Assistance. All expenses claimed to the Requesting Party must have been incurred in direct response to the emergency as requested by the Requesting Party and must be supported by proof of work and proof of payment.

To guide the proper documentation and accountability of expenses, the Assisting Party should utilize the Claim Summary Form, available via the [Division approved documents SharePoint site](#) as a guide and summary of expense to collect information to then be formally submitted for review by the Requesting Party.

To receive reimbursement for assistance provided under this agreement, the Assisting Party shall provide, at a minimum, the following supporting documentation to the Requesting Party unless otherwise agreed upon between the Requesting and Assisting Parties:

- A. A complete and authentic description of expenses incurred by the Assisting Party during the Period of Assistance;
- B. Copy of a current and valid Internal Revenue Service W-9 Form;
- C. Copies of all relevant payment and travel policies in effect during the Period of Assistance;
- D. Daily personnel activity logs demonstrating emergency response activities performed for all time claimed (for FDEM reimbursement Division approved activity logs will be required for personnel activity claims);



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, *Governor*

Kevin Guthrie, *Executive Director*

- E. Official payroll and travel reimbursement records for all claimed personnel expenses;
- F. Neat and comprehensive fringe benefit calculations for each position class or category of claimed personnel;
- G. Written justification for all additional expenses/purchases incurred during the Period of Assistance;
- H. Proof of payment for additional/miscellaneous expenses incurred during the Period of Assistance
- I. Equipment activity logs demonstrating equipment use and operation in support of emergency response activities for all time claimed (for FDEM reimbursement Division approved forms will be required for equipment activity claims);
- J. Proof of reimbursement to all employees who incurred emergency response expenses with personal money;
- K. Justification for equipment repair expenses; and
- L. Copies of any applicable supporting agreements or contracts with justification.

If a dispute or disagreement regarding the eligibility of any expense arises, the Requesting Party, Assisting Party, or the Division may elect binding arbitration. If binding arbitration is elected, the Parties must select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Division, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties and shall be final.

If the Participating Parties do not elect binding arbitration, this agreement and any disputes arising thereunder shall be governed by the laws of the State of Florida and venue shall be in Leon County, Florida. Nothing in this Agreement shall be construed to create an employer-employee relationship or a partnership or joint venture between the participating parties. Furthermore, nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## ARTICLE VIII: COST ELIGIBLE FOR REIMBURSEMENT

The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

- A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.
- B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA's Schedule of Equipment, or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.
- C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage, and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

- D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida. Upon reasonable notice, the Assisting Party shall make its records available the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

## ARTICLE IX: INSURANCE

Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

- A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall be provided to each Participating Party.
- B. Participating Parties may elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement .
- C. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.
- D. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.
- E. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.
- F. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## ARTICLE X: GENERAL REQUIREMENTS

Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

- A. All Participating Parties shall allow public access to all documents, papers, letters, or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.
- B. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.
- C. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.
- D. Any communication to the Division under this Agreement shall be sent via either email, the Division of Emergency Managements Enterprise System (DEMES), or mail to the Response Bureau, Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
- E. Any communication to a Participating Party shall be sent to the official or officials specified by that Participating Party. For the purpose of this section, any such communication may be sent by the U.S. Mail, e-mail, or other electronic platforms.

## ARTICLE XI: EFFECTS OF AGREEMENT

Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

- A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, responsibilities, and obligations of that Participating Party under the Statewide Mutual Aid Agreement of 1994, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Statewide Mutual Aid Agreement of 1994, regardless of whether such costs are billed or unbilled.
- B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under the Public Works Mutual Aid Agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Public Works Mutual Aid Agreement,



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

regardless of whether such costs are billed or unbilled.

- C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
- D. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before the renewal date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.
- E. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with section E of this Article.
- F. A Participating Party may rescind this Agreement at will after providing the other Participating Party a written SMAA withdrawal notice. Such notice shall be provided at least 30 days prior to the date of withdrawal. This 30-day withdrawal notice must be: written, signed by an appropriate authority, duly authorized on the official letterhead of the Participating Party, and must be sent via email, the Division of Emergency Managements Enterprise System (DEMES), or certified mail.

## ARTICLE XII: INTERPRETATION AND APPLICATION OF AGREEMENT

The interpretation and application of this Agreement shall be governed by the following conditions:

- A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.
- B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities, and promises under it.
- C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Parties may be required to execute the Agreement with the adopted changes. Any continued or subsequent use of this Agreement following the posting of minor changes to this Agreement shall signify implied acceptance of such changes.
- E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

**NOTE: This iteration of the State of Florida Statewide Mutual Aid Agreement will replace all previous versions.**

*The Division shall provide reimbursement to Assisting Parties in accordance with the terms and conditions set forth in this Article for missions performed at the direct request of the Division. Division reimbursement eligible expenses must be in direct response to the emergency as requested by the State of Florida. All required cost estimations and claims must be executed through the DEMES Mutual Aid Portal and assisting agencies must use all required [FDEM forms](#) for documentation and cost verification. If a Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance.*

*FDEM reserves the right to deny individual reimbursement requests if deemed to not be in direct response to the incident for which asset was requested.*

**IN WITNESS WHEREOF**, the Parties have duly executed this Agreement on the date specified below:





# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## FOR ADOPTION BY A CITY

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin Guthrie, Executive Director or  
Ian Guidicelli, Authorized Designee

\_\_\_\_\_

ATTEST:  
CITY CLERK

CITY OF \_\_\_\_\_  
STATE OF FLORIDA

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

City Attorney



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

**SAMPLE**

## SAMPLE AUTHORIZING RESOLUTION FOR ADOPTION OF STATEWIDE MUTUAL AID AGREEMENT

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by \_\_\_\_\_

\_\_\_\_\_ that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

ADOPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

I certify that the foregoing is an accurate copy of the Resolution adopted by

\_\_\_\_\_ on \_\_\_\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

# SAMPLE

## RESOLUTION NO. 03-2024

**A RESOLUTION OF THE TOWN OF INDIAN SHORES, FLORIDA, ADOPTING THE STATEWIDE MUTUAL AID AGREEMENT; PROVIDING FOR INCORPORATION OF FINDINGS AND RECITALS; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS OF RESOLUTIONS INCONSISTENT HERewith; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS**, the Town of Indian Shores, Florida, is a Florida municipal corporation located in Pinellas County; and

**WHEREAS**, the State of Florida Emergency Management Act, Chapter 252, Florida Statutes, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

**WHEREAS**, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

**WHEREAS**, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, Florida Statutes, among political subdivisions within the State; and

**WHEREAS**, the Town Council deems entering into this agreement to be in the best interests of the health, safety, and welfare of the community, and for the preservation of life and property during or after a disaster or emergency;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF INDIAN SHORES, FLORIDA, AS FOLLOWS:**

**Section 1.** That the Town Council hereby finds the above statements to be true and correct, and incorporated as a material part of this Resolution.

**Section 2.** That in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster, the Town Council does hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated herein by reference.

**Section 3.** That the Town Finance Director is authorized to take all action necessary to comply with applicable budgeting, accounting, contracting, reporting, and other compliances requirements set forth in the Agreement.

**Section 4.** That all Resolutions or portions of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5.** That this Resolution shall become effective immediately upon passage and adoption in the manner provided by law.

The above and foregoing Resolution, upon Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ was duly approved and adopted at a regularly scheduled Town Council meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Voting in favor of the Resolution:

Voting in opposition to the Resolution:

Absent:

Abstaining:

ATTEST:

\_\_\_\_\_  
Patrick C. Soranno, Mayor

\_\_\_\_\_  
Freddie Lozano, CMC, Town Clerk

# **ITEM F.9.**



Date: February 28, 2024  
To: Board of Commissioners  
From: Margaret Carey, Town Clerk  
Re: Resident Parking Passes

At the last Regular Meeting, it was suggested that the Town consider issuing residents two (2) passes per year instead of one (1).

Currently, residents are eligible for 1 parking pass per household. They are free of charge and must be renewed every year – in January. Information is posted on the website, along with the application. Passes are also available for businesses. They are eligible for 2 stickers.

Passes are good at 3 locations:

1. Metered parking spaces at Constitution Park
2. Metered parking lot on the west side of Gulf Blvd between 177<sup>th</sup> Terrace W and 178<sup>th</sup> Ave
3. Parking spaces along 180<sup>th</sup> Ave W near Lighthouse Point Condominiums

NOTES:

- 150 passes were issued in 2023 - 4 of those were issued to businesses
- Passes are valid at 3 locations (40 parking spaces total)
- Passes are free. (In the past, the Town charged \$50 per pass.)

## PARKING PASSES – WEBSITE PAGE

townofredingtonshores.com/parking/



HOME

GOVERNMENT ▾

RESIDENTS ▾

### Parking Passes for Residents and Property Owners

Info - (727) 397-5538

**ELIGIBILITY:** One **free** sticker per residential property will be issued to residents/property owners who provide proof of residence/ownership. Two free stickers will be issued to businesses that occupy commercial property

**EFFECTIVE:** January 1st -December 31st. **Parking passes must be renewed every year.**

**USE:** To provide permitted parking in Town owned parking lots / In lieu of meter fees at all metered town parking lots in the Town of Redington Shores

**LOCATIONS:**

- Metered parking spaces at Constitution Park on Sunset Blvd
- Metered parking lot on the West side of Gulf Blvd between 177th Terrace W and 178th Ave
- Parking spaces along 180th Ave W near Lighthouse Point Condominiums


**USE GUIDELINES:** All stickers for residential use must be affixed to the exterior of the driver's side rear window of the vehicle. Use of tape or any other temporary adhesive material will not be accepted. Stickers for commercial business use only must be displayed on the driver's side of the front windshield. Use of temporary adhesion is permissible.

**PASSES ARE NOT ELIGIBLE FOR USE AT COUNTY METERED BEACH ACCESS PARKING LOTS OR PARKING IN ANY OTHER MUNICIPALITY OUTSIDE OF THE TOWN OF REDINGTON SHORES**

**PLEASE BRING PROOF OF RESIDENCE/OWNERSHIP TO TOWN HALL, ALONG WITH A COMPLETED APPLICATION.**

DOWNLOAD APPLICATION HERE: [Parking Sticker Pass Application](#) or click button below.



 DOWNLOAD APPLICATION

Town of

# Redington Shores Florida

17425 Gulf Blvd., Redington Shores, FL 33708



## RESIDENT/BUSINESS PARKING PASS APPLICATION

*The Resident/Business Parking Pass (Ord. 21-09) is only available to Redington Shores property owners and business owners who occupy commercial property. Parking passes are valid for the calendar year in which obtained. Each household is allowed one pass (with valid proof of residency), and proof of vehicle registration at the household address. Businesses can obtain two passes. Parking Passes cannot be replaced if lost, stolen, or otherwise misplaced/destroyed. The Pass is valid in Town-metered parking and non-metered parking.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Redington Shores, FL 33708

Phone Number \_\_\_\_\_

Proof of residency/ownership in RS? \_\_\_\_\_

Vehicle Make/Color \_\_\_\_\_ Model \_\_\_\_\_ Tag Number \_\_\_\_\_

By submitting this application for the Resident/Business Parking Pass, you (the applicant) affirm that the information submitted is current and correct. Submitting inaccurate or fraudulent information may indefinitely prevent anyone in your household or business from obtaining or renewing a Pass.

PARKING STICKER NUMBER \_\_\_\_\_

**PASSES ARE NOT ELIGIBLE FOR USE AT COUNTY METERED BEACH ACCESS PARKING LOT LOCATED AT 18200 GULF BLVD., REDINGTON SHORES, FL 33708**

**f/user/forms**