



**BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
REGULAR MEETING
WEDNESDAY, FEBRUARY 12, 2025 - 6:00 P.M.**

AGENDA

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. CONSENT AGENDA

1. **MINUTES** – Approval of: Regular Meeting – November 20, 2024, Workshop – November 20, 2024, Regular Meeting – December 11, 2024, Regular Meeting – January 8, 2025, Workshop – January 8, 2025, Workshop – January 29, 2025

E. APPEARANCES AND PRESENTATIONS

1. Chief Clint Belk, Madeira Beach Fire Rescue Update
2. Rob Peebles, Building Department Update
3. Chief Bill Schobel, Seminole Fire Rescue Update
4. Chief Rick Swan, Indian Shores PD Update
5. Mark Porter – Utility Undergrounding Project Update
6. Recognition of Deputy Clerk Jolie Patterson

F. OLD BUSINESS

1. Status Update for Grant Programs

G. NEW BUSINESS

1. Reclassification of Town Position

H. COMMISSION REPORTS

1. Mayor Hendrickson
2. Vice Mayor Commissioner Licata, District 4
3. Commissioner Schoos, District 3
4. Commissioner Hoyt, District 2
5. Commissioner Kapper, District 1
6. Town Attorney
7. Town Administrator
8. Public Works Department
9. Town Clerk

I. MISCELLANEOUS

Workshop Meeting – Wednesday, February 26, 2025 – 6:00 P.M.
Regular Meeting – Wednesday, March 12, 2025 – 6:00 P.M.

J. PUBLIC COMMENT (Items not previously discussed on this agenda.)

K. 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 D.1.



**BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
WORKSHOP MEETING
WEDNESDAY, JANUARY 29, 2025
MINUTES**

A **Workshop Meeting** of the Board of Commissioners of the Town of Redington Shores, Florida was convened at 6:00 p.m.

Members Present: Mayor Commissioner Lisa Hendrickson, Vice Mayor Commissioner Joe Licata, Commissioner CJ Hoyt, Commissioner Tom Kapper, and Commissioner Erin Schoos

Members Absent: None

Other Municipal Officials Present: Town Administrator Mike McGlothlin, Town Clerk Margaret Carey, Town Attorney Rob Eschenfelder, Building Official Rob Peebles

1. ROLL CALL BY THE TOWN CLERK

2. APPEARANCES AND PRESENTATIONS

Administrator McGlothlin said Mark Porter was unable to attend this evening to talk about the Utilities Undergrounding Project. He will be rescheduled on the next Regular meeting.

3. OLD BUSINESS – none.

4. NEW BUSINESS

a. Recording Meetings

Clerk Carey is seeking direction from the Commission regarding video recording of meetings. Attorney Eschenfelder advised that videos of Commission meetings that are posted to the public must be ADA compliant. The Town does not currently have the ability to make videos ADA compliant. Commission discussed. Clerk Carey mentioned that Attorney Eschenfelder suggested using an agenda management system that could also manage the video process. The Commission agreed about using an agenda management system and directed the Clerk to research possible vendors and bring back an update.

b. Building Department / Town Hall Hours

Administrator McGlothlin said at the last workshop we discussed options to expand Building Department and Town Hall hours to accommodate our residents – especially those needing hours after 4:00pm. Staff were directed to do more research. Administrator McGlothlin presented 3 research items. 1.) a straw poll was conducted at the Building Department update meeting on January 11 and residents expressed support for the expanded hours offered through the 4 10-hour day, 2.) survey of Barrier Island communities Building Department hours. Our late hours would be something that no other community is currently offering, 3.) A list of all Florida communities with the 4 10/hr workday.

Commissioners discussed options with the Town Administrator and Building Official. Commissioners were in favor of the later hours but were unsure how the residents would react to Town Hall only being open 4 days per week. They agreed to modify hours for Mondays and Wednesdays to be open from 10:00 am – 6:00 pm. But Tuesday, Thursday, and Friday will remain the same at 8:30 am – 4:00 pm. The new schedule will begin February 17 or sooner.

c. Building Permits -Discussion

Commissioner Kapper said he would like to understand why the permitting process is taking so long. Residents are very upset and want to get back in their homes. Building Official Peebles said that 75% of the Damage Assessment letters have gone out.

Mayor Hendrickson attended the BIG-C meeting this week and they are sending a letter to President Trump. Mayor Hendrickson is sending her own letter as well, requesting that we receive the same attention as California. Commissioner Kapper suggested sending to Governor DeSantis as well.

Mayor Hendrickson asked about streamlining the permitting process and what resources are needed to do so. What resources do you need? Building Official Peebles said he just needs time. Administrator McGlothlin said we need legislative help- Governor, President. And an understanding of volume.

Mr. Peebles said the floodplain review adds extra time to the process, but it is a requirement for the Town to remain in the NFIP flood insurance program. He explained that floodplain review goes hand in hand with the permit process as it all relates to the 49% rule and the 1 year look back. Commissioner Hoyt asked if eliminating the lookback would speed up the permitting process? No. That is not what is holding it up.

The 3 steps of the permit process include:

1. Building Code
2. Planning & Zoning
3. Floodplain Review

Each home needs 2 permits – 1.) Interior Demolition 2.) Rebuild.

Although Mr. Peebles as Building Official is the Floodplain Administrator, he has outsourced that part to a Floodplain Manager at SafeBuilt. That is his only job. Administrator McGlothlin mentioned that we had a FEMA audit this week and they reviewed our process and approved our process. Mr. Peebles said he worked on streamlining this week with the addition of a triage desk in Town Hall lobby. In addition, permit techs are set up at individual tables in the community room. We have taken the Building Department from 2 employees to 11.

Public Comment

NAME	COMMENT
Ryan Kiehn	We need data regarding the permitting process to assess where it can be improved.
Jennie Blackburn	Any elected official can contact State, County, Federal officials
Stella Zervos	Thank you to the Commission. Should also include information about insurance when writing to the President.
DJ Van Fossan	The bottleneck is in the Floodplain process. Is an Excel spreadsheet really necessary for contractors?
Christy Herig	Might want to consider code changes regarding elevating property. Do we have a grant summary yet?
Colleen Woodburn	Has suggestions for improvement. Will follow up with Clerk. Floodplain process takes so long. It will take a year to get all the permits issued.
Mary Gerst	Spoke about the permit process.
Alan Garvik	Spoke about Substantial Damage letters.
Marie Palena	We need clarification/breakdown of Building Department Update metrics

ACTION ITEMS:

- Administrator McGlothlin to provide a grant program update. Commissioner Hoyt expressed concern about the February 17 deadline for the FMA grant program.
- Clerk Carey to follow up with Ms. Woodburn.
- Commissioner Hoyt will try to contact Representative Anna Paulina Luna.

d. Penalty/Deadline for Post-Storm Permitting

Building Official Peebles reported the FEMA audit went well overall, with the exception that we were “dinged” for code compliance. We need to set a date for permit compliance – to stop the grace period. Mr. Peebles suggests April 9. We must show compliance for FEMA. The Commission discussed and Mayor Hendrickson said the Town will not set a date until every homeowner receives their Damage Assessment letter.

Attorney Eschenfelder asked how many code compliance citations have been issued? The Code Enforcement Officer should be coordinating with the attorney.

Administrator McGlothlin will coordinate with code enforcement and follow up. He will get code compliance on task.

e. Prioritize CIP Projects

Administrator McGlothlin presented the Capital Improvement Projects (CIP) for the 2024-25 fiscal year. He discussed details of each project and together with the Commission, they prioritized the projects as follows:

- Utilities Undergrounding Project (highest priority)
- Sewer System Improvements
- Stormwater Infrastructure

All other FY2024-25 Projects

- Public Beach Access Point
- Town Hall Lighting Enhancements
- Tractor and Beach Rake
- Lift Station Generator Acquisition (HMGP)
- Street Lighting Project (this also includes the gravel lot. Will try to package with Utilities Undergrounding on West side of Gulf Blvd.)
- Street/Sidewalk Improvement Project

Additionally, in consideration of the post-storm recovery focus, It was decided to **pause** the following projects:

- Nature Park Sign Project
- County Parking Lot Improvements
- Constitution Park Parking Lot
- Town Hall Merchandising Project
- Town Hall Lot Resurfacing

Commissioner Hoyt asked Administrator McGlothlin if we can apply for a grant for the sewer project. Yes, the CDBG grant. We still need to work it out. Just need a couple hours in the office to complete.

f. Town Administrator Role – Discussion

This item was originally requested by Commissioner Kapper but was covered under a different topic. No discussion.

g. Library Board Chair and Backup Chair

Mayor Hendrickson recommends Commissioner Schoos be assigned to represent the Town on the Gulf Beaches Library Board. Mayor Hendrickson will continue to serve as Commissioner Schoos’ alternate. No objections.

h. Pier Property

Administrator McGlothlin reported that the owner of the Pier property contacted the Town to see if we are interested in purchasing the property. The Mayor asked each Commissioner their thoughts on the purchase.

Commissioner Kapper – We don’t need another park. We cannot afford it at this time.

Commissioner Hoyt – There is a long history with this property and we need to tread carefully. We cannot afford it at this time.

Commissioner Schoos – Would be interested to hear Attorney Eschenfelder’s thoughts. The pier is an icon in the community. Would be interested in hearing more about this.

Commissioner Licata – Could there be a potential revenue stream? Could provide an additional beach access. Would be interested in hearing more about this.

Mayor – Would be interested in keeping it an open space and could be a potential revenue stream and additional beach access. Would be in favor of checking it out further.

Attorney Eschenfelder – January, 2023 the Board formally voted to direct the Town Administrator (Schoobridge) to check out the purchase of the property. There are definitely options and opportunities that could offset the purchase.

The Board directed the Attorney to discuss further with Administrator McGlothlin and to return with a recommendation.

Public Comment: Jennie Blackburn – Our residents want the pier.

5. PUBLIC COMMENT

NAME	COMMENT
Larry Maynard	Residents are frustrated with the recovery process
Collen Woodburn	Should not have edited the Building Dept. event video

6. MISCELLANEOUS

Regular Meeting- Wednesday, February 12, 2025 – 6:00 P.M.

7. ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 8:54 pm.

Respectfully submitted,

Margaret Carey
Town Clerk

Date Approved by Board of Commissioners



**BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
REGULAR MEETING
WEDNESDAY, JANUARY 8, 2025
MINUTES**

A **Regular Meeting** of the Board of Commissioners of the Town of Redington Shores, Florida was convened at 6:00 p.m.

Members Present: Mayor Commissioner Lisa Hendrickson, Vice Mayor Commissioner Joe Licata (via Zoom), Commissioner CJ Hoyt, Commissioner Tom Kapper, Commissioner Erin Schoos

Members Absent: none

Other Municipal Officials Present: Town Administrator Mike McGlothlin, Town Clerk Margaret Carey, Deputy Clerk Jolie Patterson, Town Attorney Rob Eschenfelder, Captain Lee Ann Holroyd (ISPD), Chief Williams (Seminole FD), Building Official Rob Peebles

1. ROLL CALL BY THE TOWN CLERK

2. APPEARANCES AND PRESENTATIONS

- a. **BUILDING DEPARTMENT UPDATE** – Building Official, Rob Peebles, provided an update and answered resident questions.
- b. **SEMINOLE FIRE RESCUE UPDATE** – Chief Williams provided an update and reminded that cold weather shelters are open. He also cautioned about space heaters.
- c. **INDIAN SHORES PD UPDATE** – Captain Holroyd provided an update. Officers transitioned from 11.5 hour shifts to 12 hour in December. Santa's Angels program raised over \$18,000. Public Works and Town Staff do great work. They are impressive and responsive.

3. OLD BUSINESS

a. ORD2024-06 REPEALING 90-120 OF THE TOWN CODE – 2ND READING

Attorney Eschenfelder read Ordinance 2024-06.

Commission Discussion: None

Public Comment: None

Commissioner Kapper moved to approve ORD 2024-06, seconded by Commissioner Hoyt. Vote taken: All yay.

4. NEW BUSINESS

a. CONTRACT FOR CONDUCTING MUNICIPAL ELECTION – PINELLAS SUPERVISOR OF ELECTIONS.

Town Clerk Carey explained this is a standard contract with Pinellas County Supervisor of Elections to conduct our March 2025 Municipal Election.

Public Comment: None.

Commission Discussion: None.

Commissioner Kapper moved to approve the Contract for Conducting Municipal Election with the Pinellas Supervisor of Elections, seconded by Commissioner Schoos. Vote taken: All yay.

5. COMMISSION REPORTS

a. Mayor Commissioner Hendrickson

Slow progress is being made to secure easements for the County's Beach Renourishment Program. Information about the program is posted to our town's website.

The Town is hosting a Building Department Update meeting on Saturday, January 11.

There is still a lot of glass on the beach. The sand was sifted already. Unfortunately, public works sifting equipment is broken. Asking residents to use caution when walking on the beach.

Beach access points will open back up this week. There are still some accesses that will remain closed because they are damaged.

The Town Administrator is working on lighting for the gravel lot. The Commission approved that in December.

b. Vice Mayor Commissioner Licata District 4

Also noticed debris in the sand. The Town should put a warning on the website and perhaps place notices at the beach.

c. Commissioner Kapper District 1

The town's focus should be getting our residents back in their homes. Whose fault is it that the Damage letters are delayed? We need to focus on that.

d. Commissioner Hoyt District 2

We have a lot of very upset residents, and I will focus my report on addressing these issues.

Potholes and street damage on 175th Avenue. Want to understand what the Town Administrator's plan is to address this. The Administrator said the contractor will be out Monday, January 13. They will address the large area.

Has Frontier been contacted about the damages they caused? Administrator – I will check and let you know.

Has Pinellas County been contacted about the damages? Administrator – multiple times.

Who is paying for road repairs? Administrator – the Town, unless it's caused by a contractor.

Please reach out to them to pay, since it was their projects that caused the repairs.

Damage Assessment letters – I have received many complaints that the Tidal Basin data is not correct. I am being asked by so many residents what is going on. So many residents have complaints about data and letters.

Grants – who is overseeing the LMS grants? Mike? Yes. Have you been participating in the LMS working group meetings and what is the last one you attended? I would have to check. Commissioner Hoyt said she is the only one from the town attending the meetings and town staff should be attending. There are many action items and deadlines. Additionally, the Elevate Florida program is available. This is complicated and very important to our residents. We have a lot more residents who qualify for these programs. This should be a high priority. There are many grant programs and maybe we can get the Deputy Clerk to work on them, but it really should be the Town Administrator.

The Mayor inquired about the Consultant that we were going to get to manage these grants. We need a dedicated focus on this.

Regarding the FDEM contractor scheduled for the January 29 workshop, does it have to be scheduled for January 29? And does her attendance have to be virtual? Attorney Eschenfelder said we have time and no, it does not necessarily need to be scheduled for January 29. We can postpone. Commissioner Hoyt asked Administrator McGlothlin if he gave her questions to (Ms. Quinn) the FDEM contractor. Yes. Did she respond? Not yet.

e. Commissioner Schoos District 3

Thank you to the staff. All are doing an incredible job. We received 2 good updates today: 1.) Uploading the substantial damage addresses on the website, and 2.) reopening the beach accesses. This is huge, especially for local businesses.

- f. **Town Attorney** - none
- g. **Public Works Department** – Update included in packet.
- h. **Town Administrator** – Administrator McGlothlin presented his report. He recognized town staff. They have been doing a tremendous job--with a lot of them suffering loss as well.

Building Department – We will have an update about Permit Techs at the January 29 meeting.

FMA Grants – They did open up and we submitted our notice of intent. Follow-up information must be submitted by February 17. We have 1 response to the FMA Consultant RFP. Now we have other opportunities for our citizens - Elevate Florida. If we are to continue with FMA we need to jump on this by February 17. Asking now do you still want to continue pursuing FMA? Or do we want to direct our citizens to Elevate Florida? The Mayor wants our residents to have access to all grant opportunities. If we need staff, then we need to hire staff. Commissioner Kapper suggested sending a letter to the Governor regarding how slow the process is moving to get people back into their homes. The Mayor said letters have already been sent. Commissioner Licata agrees with Commissioner Hoyt and the Mayor that we need to pursue all grant opportunities. Commissioner Hoyt spoke with Smita who runs the LMS Group. She suggested we reach out to the State for assistance in understanding and navigating all these grant programs. Administrator will continue to pursue grants and will keep the Commission informed. It is the consensus of the Commission to spend money on either a consultant or staff who would be dedicated to grant administration. Attorney Eschenfelder suggested that we begin by opening the RFP that we received. If that does not work out, he is aware of a grant consultant and can share that information. The Mayor suggested taking advantage of talent within our community. There may be residents who can help out with grant opportunities.

6. PUBLIC COMMENT

NAME	COMMENT
Loretta Fricks	The town needs to pursue grants as soon as possible. It's very confusing.
Ryan Kiehn	The town should create a list of grant opportunities with deadline, etc.
Alan Nastansky	Spoke about the magnitude of errors in the assessments and Substantial Damage letters.

7. ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 7:29 P.M.

Respectfully submitted,

Margaret Carey
Town Clerk

Date Approved by Board of Commissioners



**BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
WORKSHOP MEETING
WEDNESDAY, JANUARY 8, 2025
MINUTES**

A **Workshop Meeting** of the Board of Commissioners of the Town of Redington Shores, Florida was convened at 7:41 p.m.

Members Present: Mayor Commissioner Lisa Hendrickson, Vice Mayor Commissioner Joe Licata (via Zoom), Commissioner CJ Hoyt, Commissioner Tom Kapper, and Commissioner Erin Schoos

Members Absent: None

Other Municipal Officials Present: Town Administrator Mike McGlothlin, Town Clerk Margaret Carey, Deputy Clerk Jolie Patterson, Town Attorney Rob Eschenfelder, Building Official Rob Peebles

1. **ROLL CALL BY THE TOWN CLERK**
2. **APPEARANCES AND PRESENTATIONS – none.**
3. **OLD BUSINESS – none.**
4. **NEW BUSINESS**

a. SPECIAL/EXPANDED TOWN HALL HOURS

Clerk Carey explained that Mayor Hendrickson, responding to resident requests, asked how Town Hall can expand hours to accommodate the increased need for Building Department services. The Town Clerk and Building Official offered suggestions. Mr. Peebles and Ms. Carey explained the Building Department staff could work 4 10-hour shifts. This would expand hours to include earlier and later day offerings. The Clerk's Office would mirror the Building Department hours. This would be very helpful for residents who are unable to get to Town Hall by 4:00pm. We would need to decide which 4 days. Commissioners suggested Friday may be a busier day because residents are coming for the weekend to work on their homes. Mr. Peebles reminded Commissioners this schedule could be tried on a temporary basis.

The Commission requested additional data from staff. Attorney Eschenfelder suggested Building Official Peebles survey attendees at the upcoming Building Department Informational event on January 11, 2025 to see what they think about the idea.

b. WAIVER OF SEWER CHARGES

This item was referred to Workshop at the November 20, 2024 Regular meeting. Administrator McGlothlin introduced the item and noted that the Town *does* allow waiver of pool refill sewer charges at time of construction, but not after storms.

Commissioner Discussion:

Commissioners Hoyt and Licata are in favor of waiving fees.

Mayor Hendrickson, Commissioner Kapper and Commissioner Schoos requested a cost impact study and bring back to the April Workshop.

Attorney Eschenfelder said consideration should be given to how exactly the waiver process will be carried out. Include your process for determining the refund.

c. BUILDING DEPARTMENT FEE SCHEDULE

Building Official Peebles suggested it would be better to discuss this issue at the January 29, 2025 workshop.

Attorney Eschenfelder said the fee schedule is driven by State Statute, so we will need to hire a consultant. The Town cannot change its fee schedule without a study.

Attorney Eschenfelder also reminded that residents are rebuilding without permits. We need to issue code violations. Our position cannot be that we will catch up with them later. The Building Official needs to work with the Code Enforcement Officer to direct him where to go. Mayor Hendrickson noted that our Code Enforcement Officer only works 12 hours per week. We need to increase that.

5. MISCELLANEOUS

Workshop Meeting- Wednesday, January 29, 2025 – 6:00 P.M.

6. ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 8:33 pm.

Respectfully submitted,

Margaret Carey
Town Clerk

Date Approved by Board of Commissioners



**BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
REGULAR MEETING
WEDNESDAY, DECEMBER 11, 2024
MINUTES**

A **Regular Meeting** of the Board of Commissioners of the Town of Redington Shores, Florida was convened at 6:00 p.m.

Members Present: Mayor Commissioner Lisa Hendrickson, Vice Mayor Commissioner Joe Licata, Commissioner CJ Hoyt, Commissioner Tom Kapper, Commissioner Erin Schoos

Members Absent: none

Other Municipal Officials Present: Town Administrator Mike McGlothlin, Town Clerk Margaret Carey, Town Attorney Robert Eschenfelder, ISPD Police Chief Rick Swann, Seminole Fire Chief Bill Schoebel, Building Official Peebles (SAFEbuilt)

1. ROLL CALL BY THE TOWN CLERK

2. CONSENT AGENDA – none.

3. APPEARANCES AND PRESENTATIONS

- a. Chief Bill Schoebel, Seminole Fire – We are returning to our normal number of calls. Nice to see getting back to normal. Issued a safety message regarding winter/holiday candles, trees, and cooking. Use caution and be safe.
- b. Chief Rick Swann, Indian Shores PD – Starting to get back to normal also. Lots of responses to illegal building activity and unlicensed contractors. Santa’s Angels toy drive is going on.

4. OLD BUSINESS – None.

5. NEW BUSINESS

a. RES 13-2024 ESTABLISHING A REDUCED FEE FOR VARIANCE APPLICATIONS.

Attorney Eschenfelder prepared this resolution at the direction of the Commission at their last workshop, temporarily reducing the Variance application fee to \$750. Attorney Eschenfelder read the resolution.

Public Comment: Barry Taylor, Jennie Blackburn inquired about the resolution. Attorney Eschenfelder explained this is not a permanent fee reduction. The Town will evaluate for the next fiscal year.

Commission Discussion: None.

Commissioner Kapper moved to approve RES 13-2024 Establishing a Reduced Fee for Variance Applications, seconded by Commissioner Licata. Vote taken: All yay.

b. ORD 2024-06 REPEALING 90-120 OF THE TOWN CODE (RELATED TO LAND DEDICATION) – 1ST READING.

Attorney Eschenfelder read the Ordinance. The assessment is no longer necessary given the Town’s size and current park and environmental lands.

Public Comment: None.

Commission Discussion: None.

Commissioner Licata moved to approve ORD 2024-06 repealing 90-120 of the Town Code Related to Land Dedication, seconded by Commissioner Schoos. Vote taken: All yay.

c. **RATIFICATION OF AN INTERLOCAL AGREEMENT WITH PINELLAS COUNTY FOR SUBSTANTIAL DAMAGE INSPECTIONS AND ASSESSMENT DATA ENTRY.**

Introduced by Administrator McGlothlin.

Commission Discussion:

Commissioner Hoyt asked, was this replaced by the last agreement (presented at the November 20, 2024 meeting)? Attorney Eschenfelder said the agreement has largely been superseded but should be ratified since the Mayor has already signed it.

Commissioner Schoos moved to approve the Interlocal Agreement with Pinellas County for Substantial Damage Inspections and Assessment Data Entry, seconded by Commissioner Licata. Vote taken:

YES: 4 KAPER, SCHOOS, LICATA, HENDRICKSON

NO: 1 HOYT

d. **MEMORANDUM OF UNDERSTANDING WITH PINELLAS COUNTY PUBLIC WORKS DEPARTMENT FOR COMPLETION OF THE FLORIDA STATE-REQUIRED VULNERABILITY ASSESSMENT.**

Introduced by Administrator McGlothlin.

Commission Discussion:

Commissioner Hoyt said she needs a better understanding of this MOU. Can anyone here discuss what this is or do we need to workshop it?

Attorney Eschenfelder explained this is a grant program received by Pinellas County to do further in-depth studies of flood-prone communities to assess where the flood risks are. There is no cost to the town, we only need to interact with reps that contact us.

Public Comment: Jessica Gough asked for additional information.

Commissioner Kapper moved to approve the MOU with Pinellas County Public Works department for Completion of the Florida State-Required Vulnerability Assessment, seconded by Commissioner Licata. Vote taken: All yay.

e. **2025 TOWN HOLIDAY SCHEDULE**

Clerk Carey presented the 2025 Town Hall Holiday Schedule where Town Hall will be closed. She explained the calendar follows the Pinellas County schedule with one minor difference. On Christmas Eve, Pinellas County closes offices at noon, where we would be closed all day.

Commissioner Kapper moved to approve the 2025 Town Holiday Schedule, seconded by Commissioner Schoos. Vote taken: all yay.

6. COMMISSION REPORTS

a. Mayor Commissioner Hendrickson

- Project Hope – provides free meals at various locations.
- Elevate Florida – Statewide Flood Mitigation Program announced by FDEM. Information is posted on our website.
- Beach Renourishment – This is a new Pinellas County program that requires temporary easements. The County will be mailing letters directly to affected properties. It is imperative to get those residents to sign.

b. Vice Mayor Commissioner Licata District 4 – Received many compliments about Building Official Peebles.

- c. **Commissioner Kapper District 1** – Really appreciate town staff getting the Substantial Damage letters out.
- d. **Commissioner Hoyt District 2**
Resident concerns that should be addressed:
 - FMA Grant
 - Elevate Florida Grant
 - Substantial Damage letters
 - Building Permits – we should be handling in 3 categories (condos with no impact, raised structures, single level homes who lost everything). We should be factoring in what each category of homeowner is dealing with.
- e. **Commissioner Schoos District 3** – Thank you to town staff for the Tree Lighting. It is important to the community. Starting to get updates and progress from the Building Department. Sign up with the town to receive updates. The Seminole High School marching band will be marching the Rose Bowl Parade.
- f. **Town Attorney** - none
- g. **Town Clerk** – provided a general update regarding Clerk’s Office projects.
- h. **Town Administrator** – Discussed CIP Projects
 - Mayor Hendrickson said to prioritize high-risk items such as lighting projects, the gravel lot. Those projects can begin.
 - An Undergrounding Project update should be scheduled alone at an upcoming workshop.
 - Administrator McGlothlin was directed to schedule a CIP priority discussion at the next workshop.
- i. **Building Department** – Official Peebles presented an update and answered resident questions.
 - We have added 3 temporary permit technicians.
 - Our full-time staff permit technician submitted her notice and her last day is next Wednesday.
 - We have requested 3 more permit technicians.
 - We are receiving substantial damage data from Tidal Basin.
 - Mr. Peebles suggested the Town implement deadlines for after—the-fact permitting applications and establish a date to begin enforcement of working without a permit.
 - Tidal Basin representative, Richard Lee was present. Commissioner Hoyt asked who hired Tidal Basin. He said FDEM/Pinellas County requested them. Ms. Hoyt also asked what can residents do while they are waiting for flood mitigation grants? Mr. Lee said residents can make the home “habitable”. Mr. Peebles added that we have FEMA provisions that allow residents to make their home safe, secure, and sanitary. Residents can apply for a rebuild permit and make their homes “minimally habitable” while they wait for the grant.
- j. **Public Works Department** – none

7. MISCELLANEOUS

Regular Meeting – Wednesday, January 8, 2025 – 6:00 P.M.

8. PUBLIC COMMENT

NAME	COMMENT
Barry Taylor	Complimented the Board for the work they are doing on the Substantial Damage letters. Also spoke about Veronica Katz, a resident who has been organizing community support for residents.
Terrie Laird	Asked about Beach Renourishment deadline. Spoke about glass fragments still on beach.
Jessica Gough	Why can't we submit resident permits online? Asked additional permit questions.
Colleen Woodburn	Asked permit questions.

9. ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 7:29 P.M.

Respectfully submitted,

Margaret Carey
Town Clerk

Date Approved by Board of Commissioners

DRAFT



**BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
REGULAR MEETING
WEDNESDAY, NOVEMBER 20, 2024 - 6:00 P.M.
MINUTES**

A **Regular Meeting** of the Board of Commissioners of the Town of Redington Shores, Florida was convened at 6:00 p.m.

Members Present: Mayor Commissioner Lisa Hendrickson, Vice Mayor Commissioner Joe Licata, Commissioner CJ Hoyt, Commissioner Tom Kapper, Commissioner Erin Schoos

Members Absent: none

Other Municipal Officials Present: Town Administrator Mike McGlothlin, Town Clerk Margaret Carey, Deputy Clerk Jolie Patterson, Town Attorney Rob Eschenfelder, Indian Shores PD Captain Holroyd and Lieutenant Doherty, J. Mortellite, Madeira Beach Fire Rescue, Chief Schobel, Seminole Fire Rescue, Public Works Supervisor Pafumi, Building Officials Hudson and Peebles (SAFEbuilt)

1. ROLL CALL BY THE TOWN CLERK

2. CONSENT AGENDA

Items on the consent agenda are of a routine nature or have been previously studied by the Board of Commissioners at a workshop meeting. They are intended to be acted upon in one motion.

Consent agenda items included approval of the following meeting minutes: First Budget Special Meeting – September 4, 2024, Second Budget Special Meeting – September 16, 2024, Regular Meeting – September 11, 2024, and Regular Meeting - October 29, 2024

Commissioner Kapper motioned to approve the Consent Agenda, seconded by Commissioner Licata. Vote taken: All yay.

3. APPEARANCES AND PRESENTATIONS

- a. J. Mortellite, Madeira Beach Fire Rescue - provided a general update.
- b. Chief Schobel, Seminole Fire Rescue - provided a general update.
- c. Captain Holroyd, Indian Shores Police Department – announced Santa’s Angels fundraiser, officers returned to normal shifts following the hurricanes.
- d. Lt. Doherty, Indian Shores Police Department – provided updated crime stats.

4. OLD BUSINESS

a. ORD 2024-04 TOWN CHARTER PROPOSED AMENDMENTS – 2nd READING

Attorney Eschenfelder read the Ordinance.

Public Comment: Chris Wood suggested to table consideration of this Ordinance until after the election.

Commission Discussion:

Commissioner Hoyt said the Town should consider going with the attorney’s original recommendation for an optional form of government. Many residents do not want to change our current form of government. Commissioner Hoyt also asked why she was not invited to the first Charter Review Committee meeting. She also asked the Town Administrator if he invited the other Commissioners. He said yes, he did, and it was their choice to attend. Commissioner Hoyt also asked why question #1 was not separated into 2 questions.

Commissioner Licata said the Ordinance is good as is.

Commissioner Schoos said we already discussed this Ordinance.

Mayor Hendrickson said she is in favor of a Manager Commissioner form of government and would like our town to move forward. Town Managers bring professionalism, and they have no political agenda. Keep the Ordinance as is.

Commissioner Licata moved to approve ORD 2024-04, seconded by Commissioner Schoos. Vote taken:

YES: 4 KAPPER, SCHOOS, LICATA, HENDRICKSON

NO: 1 HOYT

5. NEW BUSINESS

a. RATIFICATION OF MEMORANDUM OF UNDERSTANDINGS 1.) BETWEEN FLORIDA DIVISION OF EMERGENCY MANAGEMENT, TOWN OF REDINGTON SHORES AND PINELLAS COUNTY – (HURRICANE HELENE) and 2.) BETWEEN FLORIDA DIVISION OF EMERGENCY MANAGEMENT, TOWN OF REDINGTON SHORES AND PINELLAS COUNTY (HURRICANE MILTON)

Both contracts were presented by Administrator McGlothlin. He explained both MOUs were signed by himself and are now presented for ratification. These agreements provide the town with Substantial Damage Assessments and additional permit techs.

Public Comment: Chris Wood – not happy with inspection method. Joseph Fuchs – How many homes have been inspected? Tom McDermott – we want an explanation.

Commission Discussion:

Commissioner Hoyt asked how these MOU’s relate to the Interlocal agreement that was signed by the Mayor after the 10-29-24 meeting. Mayor Hendrickson said those agreements were for substantial damage. Administrator McGlothlin said it was separate. These MOUs are a revamp. The interlocal agreement should be placed on the next Regular meeting agenda for ratification as well. Hoyt asked if we did an evaluation to determine if we could do these services in-house. Other towns asked for resident input.

Commissioner Licata moved to ratify both MOU’s with Florida Division of Emergency Management and Pinellas County, seconded by Commissioner Schoos. Vote taken:

YES: 4 KAPPER, SCHOOS, LICATA, HENDRICKSON

NO: 1 HOYT

b. BUILDING DEPARTMENT MANAGEMENT DISCUSSION AND CONSIDERATION OF THE PROFESSIONAL SERVICES AGREEMENT BETWEEN TOWN OF REDINGTON SHORES AND M.T. CAUSLEY, LLC

Administrator McGlothlin explained the history of Building Department leadership – from a contractual Building Official to the most recent model of a full-time staff Building Official. Pre-hurricane discussions also included the plan to add an additional Permit Technician. Unfortunately, during recovery operations following Hurricanes Helene and Milton, we lost our Building Official, due to a medical reason, causing the need for an emergency professional services agreement with M.T. Causley, LLC (SAFEbuilt) to provide Building Official and Inspector services. There is no expected return date of the Building Official. Considering the totality of our present circumstances, our primary objective is to make the Building Department whole again. Administrator McGlothlin recommends keeping with the contracted services of M.T. Causley as opposed to keeping the full-time Building Official management model.

Public Comment: Jennie Blackburn – want to make sure the town keeps the door open to review similar companies (other than SAFEbuilt) down the road. Attorney Eschenfelder said there is a 90-day termination clause.

Additional Public Comment:

NAME	COMMENT
Derek Brunney	Concern about inspections

Colleen Woodburn	SAFEbuilt needs better management
Patrick Daninos	Concern about inspections
Ginger McQuigg	Concern about inspection status
Joe Fuchs	Concern about selecting SAFEbuilt
Nicholas Hill	All focus should be on recovery
Ryan Kiehn	Would like inspection stats on a regular basis

Commission Discussion:

Commissioner Hoyt asked Administrator McGlothlin if this is a termination of the current Building Official. Attorney Eschenfelder said, no. The internal position will be eliminated. Commissioner Hoyt also asked who is our Floodplain Manager. Attorney Eschenfelder said under our Code, it is the Building Official, so that would be SAFEbuilt.

Mayor Hendrickson said a lot of organizations are recruiting for a Building Official right now. Our town is too small and a contract brings more stability. I support the Administrator's recommendation.

Commissioner Kapper expressed his support.

Commissioner Schoos moved to approve the contracted Building Official and the agreement with M, T. Causley, seconded by Commissioner Kapper. Vote taken: All yay.

c. **SEWER CHARGES FOR SWIMMING POOL REFILL - DISCUSSION**

Administrator McGlothlin explained sewer charges are currently only waived for new construction. We have had several residents inquire about the town waiving the sewer charge portion of the water bill to refill their pools after the hurricanes. A survey was conducted and only 4 barrier island towns responded. None are currently waiving these fees.

Commissioner Discussion:

Commissioner Kaper would vote no.

Commissioner Hoyt asked why the Commission was not provided a more detailed report. She did her own research and was told by Pinellas County Utilities that Treasure Island is waiving the fee and Largo is waiting to hear back from their legal team.

The Commission directed staff to move this topic to a Workshop agenda to discuss further.

d. **RES 12-2024 PROPOSED BUDGET AMENDMENT FOR FY2023-24 BUDGET**

Administrator McGlothlin said the town needs to complete this budget amendment within 60 days of the new fiscal year.

Commission Discussion:

Commissioner Hoyt asked if this is normally done every year. Attorney Eschenfelder said yes.

Public Comment: none.

Commissioner Kapper moved to approve RES 12-2024 Proposed Budget Amendment for FY2023-24 Budget, seconded by Commissioner Licata. Vote taken: All yay.

6. **COMMISSION REPORTS**

- a. **Mayor Commissioner Hendrickson** – announced the date for the Tree Lighting. The Gulf Beaches library is working hard to get up and running.
- b. **Vice Mayor Commissioner Licata District 4** – received many compliments about debris removal. Most people are waiting to hear about building permits.
- c. **Commissioner Schoos District 3** – Appreciate the debris removal. Agrees with comments about the

need for Building Department communication.

- d. **Commissioner Kapper District 1** – Expressed concern about building department delays. Who is holding up inspection reports? We need to contact County officials.
 - e. **Commissioner Hoyt District 2** – Want to thank our Mayor for stepping up. I appreciate your leadership. We need to think about our residents and not big government bureaucracy.
 - f. **Town Attorney** - none
 - g. **Town Administrator** – Debris haulers removed 15,747 tons of debris.
 - h. **Building Department** – Mayor Hendrickson introduced the SAFEbuilt Building Officials – Bill Hudson and Rob Peebles. Mr. Hudson gave a presentation with updates about the Building Department operations.
 - i. **Public Works Department** – Public Works Supervisor Pafumi provided a report.
7. **PUBLIC COMMENT** – Jim Everett expressed concern about the proposed ORD 2024-05. Attorney Eschenfelder said ORD 2024-05 will not be presented for a 2nd reading.
8. **ADJOURNMENT**
There being no further business before the Board, the meeting adjourned at 8:51 P.M.

Respectfully submitted,

Margaret Carey
Town Clerk

Date Approved by Board of Commissioners



**BOARD OF COMMISSIONERS
TOWN OF REDINGTON SHORES
WORKSHOP MEETING
WEDNESDAY, NOVEMBER 20, 2024
MINUTES**

A **Workshop Meeting** of the Board of Commissioners of the Town of Redington Shores, Florida was convened at 9:00 P.M.

Members Present: Mayor Commissioner Lisa Hendrickson, Vice Mayor Commissioner Joe Licata, Commissioner CJ Hoyt, Commissioner Tom Kapper, and Commissioner Erin Schoos

Members Absent: None

Other Municipal Officials Present: Town Administrator Mike McGlothlin, Town Clerk Margaret Carey, Deputy Clerk Jolie Patterson, Town Attorney Robert Eschenfelder, Building Officials Hudson and Peebles

1. ROLL CALL BY THE TOWN CLERK

2. APPEARANCES AND PRESENTATIONS – none

3. OLD BUSINESS

a. VARIANCE FEE DISCUSSION

Administrator McGlothlin introduced the topic and Commissioner Hoyt elaborated to explain the history and provided the current comparison research of variance costs for the Pinellas County communities. Redington Shores' cost of \$1,500 is very high in comparison.

Commissioner Discussion:

Mayor Hendrickson asked if a property is granted a variance and the house is demolished due to the storm, does the variance stay? Attorney Eschenfelder said yes, it stays.

Commissioner Kapper asked if we know what the town's costs are to process a variance request. Administrator McGlothlin said it is hard to determine. We were planning to study the costs, but we haven't received any applications to study. McGlothlin expressed concern that if we drop the fee too far, we may end up absorbing the costs.

Commissioner Licata is in favor of temporarily reducing the fee to study costs.

Attorney Eschenfelder suggested the town could lower the fee until the end of this fiscal year and evaluate at that time whether to keep it.

The Commission directed the Town Attorney to prepare a resolution temporarily reducing the fee to \$750.

Public Comment: Ryan Kiehn asked if all the other towns are charging a lower fee, are they all losing money?

4. NEW BUSINESS

a. LOOKBACK PERIOD AND 50% RULE DISCUSSION

Administrator McGlothlin presented a summary of information provided by Attorney Eschenfelder explaining the Town’s definition of substantial damage, lookback period, 50% (49%) Rule, Floodplain Administrator, substantial damage/improvement, and look back period - as defined in the Town Code. Administrator McGlothlin cautioned against making changes that may jeopardize our Community Rating System (CRS) score or participation in the National Flood Insurance Program (NFIP).

Attorney Eschenfelder explained that substantial damage does not include a look back period. Substantial Improvement does. The attorney also cautioned that a lot of people are rushing to change their percentage but keep in mind it is not retroactive.

Mayor Hendrickson is in favor of leaving everything the way it is and staying consistent with the County. Commissioners discussed.

No direction or follow-up was given to staff.

Public Comment:

NAME	COMMENT
Ryan Kiehn	The information is very confusing and should be put on the website in an easy-to-understand format
N/A	It is not helping residents to simply follow other towns
Kim Harr	The 1% difference does not result in a substantial discount as compared to the flood insurance premium discount with CRS credit

b. BUILDING PERMIT FEES

Administrator McGlothlin explained there has been interest expressed by residents and others about potentially waiving permit fees related to the hurricane recovery.

Mayor Hendrickson said we need to be sensitive to the fact that our residents are going through a lot, but the town has expenses to cover such as outsourcing of Building Department staff, but she is open to the discussion of hardships. Mayor Hendrickson also expressed the need for improved permitting technology. Residential permitting should be offered online.

The Commission discussed but did not direct staff to make any changes to fees.

Public Comment: None.

5. MISCELLANEOUS

Regular Meeting- Wednesday, December 11, 2024 – 6:00 P.M.

6. ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 10:12 pm.

Respectfully submitted,

Margaret Carey
Town Clerk

Date Approved by Board of Commissioners

ITEM E.1.



CITY OF MADEIRA BEACH
250 MUNICIPAL DRIVE · MADEIRA BEACH, FLORIDA 33708

February 4, 2025

Mayor Lisa Hendrickson
 Town of Redington Shores
 17425 Gulf Blvd.
 Redington Shores, FL 33708

Dear Mayor Hendrickson,

For your review and consideration is the monthly report for January 2025.

SINGLE DEPARTMENT CALLS

TYPE OF CALL	MADEIRA BEACH	SEMINOLE	PINELLAS SUNCOAST	TOTAL # OF SINGLE UNIT CALLS
Medical Incident	5	0	23	28
Fire Incident	0	1	0	1
Fire Incident Special	0	2	0	1
Support Incident Medical	1	0	0	1
Fire Alarm	0	2	1	3
Special	0	1	0	1
TOTAL				35

MULTI-DEPARTMENT CALLS

TYPE OF CALL	MADEIRA BEACH	SEMINOLE	PINELLAS SUNCOAST	TOTAL # OF MULTI UNIT CALLS
Fire Alarm	1	3	2	3
Trauma	0	1	1	1
Water Rescue Response	1	1	1	1
TOTAL				5

GRAND TOTALS

	MADEIRA BEACH	SEMINOLE	PINELLAS SUNCOAST	TOTAL
TOTAL RESPONSES BY DEPARTMENT	8	11	28	47
TOTAL EMERGENCY CALLS				40

If we may be of further assistance, please feel free to call our office.

Sincerely,
Trish Eaton
 Assistant to the Fire Chief

ITEM F.1.



Town of
Redington Shores
Nature's Beach

Date: February 12, 2025
To: Board of Commissioners
From: Commissioner Hoyt
Re: Grant Update Request

Commissioner Hoyt requests an update from the Town Administrator on:

- Status of grants that we are working on.
- All potential grant opportunities available.

Please break out the grant update into 2 categories.

1. What is in process and available for the TOWN of Redington Shores (municipality)?
2. What is in process and available for RESIDENTS of the Town of Redington Shores?

ITEM G.1.



Town of
Redington Shores
Nature's Beach

Date: February 26, 2025
To: Board of Commissioners
From: Mike McGlothlin, Town Administrator
Re: Establishing a Public Works Director

The Personnel Policy clearly states that every position in the Town must have a job description. I am requesting your consideration to officially add the position of Public Works Director.

The Town's Public Works Department has only 1 job classification currently, **Public Works and Environmental Services Technician**. A copy of the Position Description is attached. The description says that employee reports to the "Lead Maintenance Technician" but we do *not* have a Position Description for that position. The position that we commonly know as "Public Works Supervisor", most resembles the Lead title, but still does not adequately describe the nature of that position as we know it here in Redington Shores—and we have no job description for that title either.

Here is an example of the important responsibilities our "Public Works Supervisor" is already doing:

- Presenting department reports to the Commission.
- Managing staff (assignments, schedules, mentoring, training, etc.).
- Responding to emergencies.
- Authorized to approve emergency repairs.
- Emergency Operations Plan – specific designated responsibilities.
- Maintenance and repair of town equipment.
- Purchasing for the department up to \$5,000.
- Prioritizing projects.
- Meeting with residents to discuss/respond to issues.
- Meet with vendors, utility companies, contractors to discuss projects and develop essential relationships.
- Prepare department budget.

I performed a market study and collected data from surrounding communities to determine the salary range. The salary survey is also attached.

Please consider adopting the position description and salary range.

Additionally, since employee Mike Pafumi is currently performing all the tasks and responsibilities of the Public Works Director and since he has been fulfilling this role in an exemplary fashion since 2022, I recommend Mr. Pafumi's salary be adjusted to the mid-level of this range effective upon adoption of the position.



TOWN OF REDINGTON SHORES

POSITION DESCRIPTION

POSITION TITLE:	Public Works Director
DEPARTMENT:	Public Works
REPORTS TO:	Town Administrator
EMPLOYMENT CLASSIFICATION:	Exempt – Full-Time – 40 hours per week
SALARY RANGE:	\$82,000 - \$102,000

GENERAL DESCRIPTION:

The Public Works Director is a disciplined, results-oriented, professional who reports to the Town Administrator and is responsible for leadership, organization, direction, and coordination of the day-to-day operations of all employees and activities within the Public Works Department. The Director utilizes considerable independent judgement and initiative to govern in a manner that ensures compliance with the highest standards as required by state and federal regulatory agencies.

ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):

Essential functions, as defined under the Americans with Disability Act, may include the following tasks, knowledge, skill and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed in this position.

- The Public Works Director is a “working” manager. This employee performs the same tasks as the employees within the Public Works Department in addition to the oversight and management functions.
- Providing general oversight and management of multiple public works activities such as the maintenance of streets and other infrastructure, parks, stormwater management, facilities maintenance, sanitation/solid water, fleet maintenance, overseeing construction projects overseeing contracts, management of outside contractors, and beach cleanup maintenance.
- Maintaining a departmental strategic plan that is consistent with the strategic direction of the Town.



- Coordinates with other members of the Senior Executive Team and external stakeholders to ensure that departmental operations and strategies are consistent with the Town's strategic direction, charter, policies and procedures, and ordinances.
- The director must have a clear and obvious passion for, and be committed to, preserving the Town of Redington Shores as a premier town that strives to protect and preserve the quality of life that is uniformly enjoyed by all those who visit and reside in the community.
- Responsible for managing and performing maintenance tasks for all town/ special events.
- The Director will be responsible for ensuring compliance with the Town's co-permittee status under the National Pollutant Discharge Elimination System (NPDES), created via the 1972 Clean Water Act.
- Defines, evaluates, and communicates project milestones, service level agreements, and resource allocation to the executive team, department leads, support staff, and end users.
- Prioritizes and schedules work assignments for assigned staff; manages the recruitment and hiring of all department staff; provides performance evaluations, enforcement of personnel policies, feedback, and possible discipline.
- Directs contract negotiations for goods and services for Board approval.
- Attends industry-related conferences and legislative meetings as directed or required.
- Ability to manage major road and drainage projects.
- Must work the schedule necessary to meet the requirements of the position.
- Knowledge of federal, state and local laws that govern all operations of the Public Works Department.
- Principles and practices of public works management to include right of way management, traffic, facilities maintenance, etc.
- Administrative practices and general management principles
- Ability to address civic organizations or other public or private groups on subjects relative to department projects.
- Performs other duties as assigned.



MANDATORY CROSS TRAINING REQUIREMENTS:

ALL employees of the Public Works Department shall be cross-trained and proficient in performing the following essential functions and duties:

- Operating beach rake, tractor, front-end loader, skid steer tractor.
- Obtaining and recording sanitary sewer system readings.
- Locating and marking sewer lines.
- Maintenance and emergency repair of storm drains.
- Sewer maintenance, to include: relays and starter motors.
- Beach maintenance, to include: trash, walk-overs, easements, and raking of the beach.

ESSENTIAL PHYSICAL REQUIREMENTS AND TASKS:

- Work is performed in an office setting and outdoors.
- The stress level for this position could be regarded as moderately “high”.
- Required to possess 20/20 or corrected vision, good hearing, mobility, hand eye coordination, physical stamina, with the ability to distinguish odors, and be capable of walking distances.
- Required to drive vehicles and specified heavy equipment.
- Responsible to safely work in confined spaces, crawl, stoop, push, pull, and work on unsteady surfaces among others.

ENVIRONMENTAL CONDITIONS:

A considerable amount of time is spent working outdoors. The Director must be able to endure the outdoor weather elements.

MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS :

- A valid State driver's license is required.
- Stormwater Management Inspector Certification is strongly preferred.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Town Administrator.

The Town of Redington Shores is an Equal Opportunity Employer

SALARY SURVEY

Public Works Director

2025

TOWN	TITLE	SALARY	OTHER
Belleair Beach	Community Svcs Dir.	\$81,705	Current Salary
Madeira Beach	Public Works Director	\$83,250	Starting Salary
Treasure Island	Asst. Public Works Dir.	\$84,872 - \$127,307	Range
St. Pete Beach	Asst. Public Services Dir.	\$99,214 - \$158,785	Range
Indian Rocks Beach	Public Works Director	\$108,770	Current Salary
Clearwater	Public Works Director	\$110,000 - \$165,000	Target Entry Salary



City of Madeira Beach Position Description

Job Title:	Public Works Director		
Department/Group:	Public Works	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	\$83,250 DOQ	Position Type:	Full Time
HR Contact:	727-391-9951	Date Posted:	07/31/2019
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open until filled

Applications Accepted By:

Fax: 727-399-1131 or Email: humanresources@madeirabeachfl.gov

Job Description

ROLE AND RESPONSIBILITIES:

The City is seeking a disciplined, result oriented, professional and energetic candidate. Under the administrative direction of the City Manager this applicant is responsible for leadership, organization, direction, and coordination of the day-to-day operations of all employees and activities within the Public Works Department. The incumbent utilizes considerable independent judgement and initiative to govern in a manner that ensures compliance with the highest standards as required by state and federal regulatory agencies.

- Providing general oversight and management of multiple public works activities such as the maintenance of streets and other infrastructure, parks, storm water management, facilities maintenance, sanitation/solid water, fleet maintenance, oversees constructions projects oversees contracts, management of outside contractors and beach cleanup maintenance.
- The successful candidate must possess a dedication to providing citizens with the highest quality service and support, using the most innovative and creative service delivery strategies available.
- The director must have a clear and obvious passion for, and be committed to, preserving the City of Madeira Beach as a premier city that strives to protect and preserve the quality of life that is uniformly enjoyed by all those who visit and reside in the community.
- The director will be responsible for ensuring compliance with the City's co-permittee status under the National Pollutant Discharge Elimination System (NPDES), created via the 1972 Clean Water Act.
- Provide and initiates recommendations, presentations, and report on a variety of Public Works functions, projects, plans and operations.
- Supervises Public Works and Sanitation personnel and responsible to assign, review and plan work of employees and maintain service, operational standards and personnel evaluations.
- Directs and participates in the development and administration of the departmental annual budget, prepares reports and recommendations concerning budgetary and staffing requirements.
- Directs contract negotiations for goods and services for Board approval.
- Attends industry-related conferences and legislative meetings as directed or required.
- Ability to manager major road and drainage projects.



City of Treasure Island
Assistant Public Works Director

SALARY	\$84,872.00 - \$127,307.00 Annually	LOCATION	Treasure Island
JOB TYPE	Full-Time	JOB NUMBER	2023 - 00130
DEPARTMENT	Public Works	DIVISION	PW Administration
OPENING DATE	12/31/2024	CLOSING DATE	Continuous
FLSA	Exempt		

General Description

Under the direction of the Public Works Director, his position responsible for the maintenance of the City's infrastructure and services. The person in this position prepares and/or reviews construction plans, specifications, engineering reports, and cost estimates for projects related to area of assignment. Performs intermediate to complex engineering design, review, and capital improvement program planning and implementation work, depending on qualifications. Prepares, signs, and seals documents for outside agencies. This position has considerable contact with City and County officials, contractors, engineers and other internal and external contacts, requiring excellent public relations skills. Supervisory duties required in the absence of the Public Works Director.

Essential Job Functions

To perform the job successfully, an individual must be able to function at a highly proactive level and perform each essential duty independently and accurately. The duties listed are a representation of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

- Work with design and construction professionals to meet the City's infrastructure needs; manage project scope and deliverables to ensure that the City's objectives are accomplished.
- Administer the construction and maintenance of the City's street and utilities systems; develops and implement programs, practices and procedures for the Public Works Department.
- Evaluate programs and projects for applications for grants.
- Prepare proposed resolutions and ordinances for presentation before the City Commission; attend and speak at workshops and meetings in support of those resolutions and ordinances.
- Oversee the preparation of final drawings and design calculations for new construction.
- Coordinate and lead all design and project management requirements, to include but not limited to, all design meetings and reviews.
- Research, review, and attain local, state, and federal grants and be the primary administrator of all grants awarded specific to the City's infrastructure and services.
- Assist the Finance Director or staff with the preparing construction bids and procurement of contract services.
- Lead daily activities of persons assigned to the current projects; assign work and ensures completion according to established standards, procedures, and timeframes.
- Seal drawings and calculations; prepare specifications and related bid documents.
- Read and interpret complex engineering plans and specifications and use appropriate engineering techniques to resolve problems.
- Provide professional engineering assistance, including non-project engineering, to assist Public Works staff and other departments.
- Assist with the preparation of the Department's operating and capital budget.
- Work with the Economic Development Director as needed to review and research development projects for compliance with the Comprehensive Plan, Land Development Code, and County design standards.
- Prepare agenda items and present to various boards and the City Commission.
- Responsible for preparation and maintenance of necessary records, reports, and correspondence.
- Maintain knowledge and understanding of current best practices, trends, laws, and issues affecting area of expertise; attend educational events that will increase professional knowledge and be otherwise beneficial to the County.



City of Clearwater
Public Works Director

SALARY	See Position Description	LOCATION	Clearwater, FL
JOB TYPE	Full-time	JOB NUMBER	2023-00181
DEPARTMENT	Public Works	OPENING DATE	02/08/2023
CLOSING DATE	3/14/2023 3:03 PM Eastern		

THE CITY OF CLEARWATER IS AN EQUAL OPPORTUNITY EMPLOYER

Position Description

THE CITY OF CLEARWATER IS AN EQUAL OPPORTUNITY EMPLOYER

TARGET ENTRY SALARY: \$110,436 - \$165,654 DOQ

POSITION OPEN UNTIL FILLED

Under the direction of the City Manager's Office, the Public Works Director is responsible for leading of all public works department and maintaining a management framework that supports the City's strategic direction in a sustainable manner.

Duties and Responsibilities

Essential Functions: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:*

- Providing expectations, leadership, and guidance to all direct reports.
- Maintaining a departmental strategic plan which is consistent with the strategic direction of the city.
- Coordinating with other members of the Senior Executive Team to ensure that departmental operations and strategies are consistent with the City's strategic direction, charter, policies and procedures, and ordinances.
- Coordinates with external stakeholders to support operations and long-term strategies
- Participation in the long and short-term strategic planning both at the departmental and city levels.
- Maintaining a culture of accountability within the department.
- Ensures that reports, documents, and presentations before City Council and advisory boards are accurate and appropriate.
- Management of a departmental administrative framework that is consistent with and supportive of citywide administrative activities including but not limited to preparation of annual budget, personnel matters, and the keeping of public records.
- Defines, evaluates, and communicates project milestones, service level agreements, and resource allocation to executive team, department leads, support staff, and end users.



St Pete Beach, City of (FL)
ASSISTANT PUBLIC SERVICES DIRECTOR

SALARY	\$47.71 - \$76.34 Hourly \$3,816.96 - \$6,107.12 Biweekly \$99,241.00 - \$158,785.00 Annually	LOCATION	City of St. Pete Beach - Public Works Building, FL
JOB TYPE	Full-Time	JOB NUMBER	202400023
DEPARTMENT	Public Services	OPENING DATE	01/27/2025
CLOSING DATE	2/21/2025 11:59 PM Eastern		

Job Summary

Highly responsible administrative, planning, and professional work in directing activities of the Engineering and Field Services Divisions. This position reports to the Public Services Director.

Essential Job Functions

- Supervises all activities of the Engineering and Field Services Divisions.
- Recruits and selects personnel; evaluates staff job performance; oversees departmental personnel practices, including disciplinary actions where necessary.
- Supervises the Capital Improvement Program including developing the program for City owned infrastructure including roads, stormwater, sanitary sewer, reclaimed irrigation water and related infrastructure.
- Coordinates programs and projects with external agencies including utility companies, State agencies, the County and adjacent municipalities. All capital design and construction are performed by professional engineering firms and construction companies. Oversight of all projects includes planning, design, permitting, construction management, contract administration, cost estimating, bid evaluation, and construction inspection. St. Pete Beach currently has over 40 capital improvement projects ongoing in various stages totaling over \$23M annually.
- Prepares requests for qualifications for professional engineering services, reviews submissions and recommends professional consultants.
- Coordinates with the Purchasing and Legal departments to prepare requests for construction bids/proposals, evaluates submissions for selection.
- Approves and inspects Right of Way Utilization Permits for all outside agencies and citizens.
- Reviews and provides comments to plans submitted by developer and outside contractors having an impact on City infrastructure. Approves developer permit applications to FDEP and SWFWMD.
- Supervises and performs inspections for all City infrastructure improvements performed by developers and other outside contractors.
- Performs engineering and other technical functions as required including advising the field services staff on maintenance and repairs for city owned infrastructure including 22 sanitary lift and pump stations, the sanitary conveyance system, the stormwater conveyance system, roads, shell alley system, reclaimed water conveyance system and other related infrastructure issues.
- Significant knowledge of GIS and Work Order Management systems. Oversees the GIS mapping of the city's infrastructure systems and the integration of operational repairs and improvements to the GIS layer.
- Reviews and recommends approval for all payment requests for architectural, engineering and construction services.
- Receives citizen complaints, investigates, and recommends solutions.
- Attends public meetings and workshops as needed.
- Member of Technical Review Committee (TRC), evaluating all site plan and development applications for stormwater and wastewater concurrency.
- Coordinates and Tracks City's NPDES Permit and Requirements.
- Perform signed and sealed inspections of stormwater infrastructure for Southwest Florida Water Management District.
- Coordinates the city bridge inspection program with the FDOT.
- Coordinate all aspects of engineering as part of a municipal executive staff, understands the roles and responsibilities of the other Departments of the City including Recreation, Fire, Finance, Community Development, Information Technology, Human Resources, Library and Legal.
- Performs other duties as assigned.

Minimum Qualifications, Licenses, Certifications

TOWN OF REDINGTON SHORES

POSITION DESCRIPTION

POSITION TITLE: Public Works and Environmental Services Technician
DEPARTMENT: Public Works and Environmental Services Department
REPORTS TO: Lead Maintenance Technician
Town Administrator
EMPLOYMENT CLASSIFICATION: Non-Exempt – Temporary - Full-Time – 40 hours per week
EXPECTED HIRING PAY RANGE: \$19.00-\$22.00

GENERAL DESCRIPTION:

The Public Works and Environmental Services Technician participates in a variety of maintenance activities including concrete work, basic masonry, carpentry tasks, basic storm water structure maintenance, construction, beach and environmental maintenance. The Technician engages in manual labor to complete maintenance, construction, and environmental work duties. The Technician operates power equipment including, but not limited to: tractors, mowers, chainsaws, tampers, blowers, trimmers, and a variety of hand tools. The Technician is required to be competent and skilled in the general maintenance and operation of small internal combustion engines such as lawn mowers, weed trimmers, etc. The Technician is required to be competent and skilled in the maintenance and operation of the Towns' storm water system, sewer lift stations, sewer pumps, motors and control mechanisms in order to maintain continuity of operations of these systems. The Technician is required to perform and document pre-trip vehicle inspections, be competent and skilled in the operation of a variety of fleet vehicles and vehicle accessories including pick-up trucks, single-axle dump trucks, front-end loader, skid steer tractor, and beach rake tractors. Duties are performed under general supervision. The Technician must possess the ability to follow oral and written instructions and work within a team environment. The Technician shall be able to participate in community outreach efforts and activities, emergency preparedness, required training, and other special projects as assigned or deemed necessary by the Commission.

ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):

Essential functions, as defined under the Americans with Disability Act, may include the following tasks, knowledge, skill, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed in this position.

Environmental Maintenance:

- Responsible to mow grass, operate a weed-eater, rake, shovel, and perform other ground maintenance activities.
- Responsible to ensure that Town-owned parks, beaches and beach accesses, buildings, and other facilities are kept in a state of cleanliness, free from debris and trash.
- Responsible for beach sand raking and serves as a liaison and coordinates beach raking with the Marine Science Center during turtle nesting season.
- Responsible to grade, maintain, and patch roads and streets.
- Responsible to replace or repair street signs.
- Responsible to maintain, repair and operate the town's irrigation sprinkler systems.
- Responsible to pick up and dispose of garbage and debris in accordance with set policies and procedures.

Storm Water and Sewer Maintenance:

- Responsible to clean storm ditches and drains.
- Responsible for the continuity of operation of the sanitary sewer system.
- Responsible for the continuity of operation of the storm water system.

Equipment Maintenance:

- Responsible to maintain continual operation of public parking meters.
- Ensures that equipment and tools are cleaned, maintained, and returned to designated locations at the end of shift.
- Makes minor vehicular repairs and maintains vehicle equipment.
- Maintains Community bulletin boards, posts agendas, and various other informational bulletins while ensuring the boards are kept neat and uncluttered.

Other Responsibilities:

- Responsible to assist co-workers in accomplishment of assigned tasks.
- Ability to perform basic computer skills.
- Ability to attend locally and/or travel to attend continuing educational classes and seminars.
- Required to participate in National Pollutant Discharge Elimination System (NPDES), and the Community Rating System (CRS).
- Must complete required courses for National Incident Management System (NIMS).
- Must be available for "on-call" duties outside regular duty hours.
- Has the knowledge and ability to follow safety data sheets and safety regulations.
- May be required to perform other duties as assigned by the Town Administrator or Lead Maintenance Tech.

In addition to performing the above Essential Functions, the Town may assign a Lead Public Works and Environmental Service Technician to carry out the additional responsibilities outlined below.

MANDATORY CROSS TRAINING REQUIREMENTS:

ALL employees of the Public Works and Environmental Services Department shall be cross-trained and proficient in performing the following essential functions and duties:

- Operating beach rake, tractor, front-end loader, skid steer tractor.
- Obtaining and recording sanitary sewer system readings.
- Locating and marking for sewer lines.
- Maintaining and emergency repair of storm drains.
- Sewer maintenance, to include; relays and starter motors.
- Beach maintenance, to include: trash, walk-overs, easements, and raking of the beach.
- Maintaining parking meters.

ESSENTIAL PHYSICAL REQUIREMENTS AND TASKS:

- Responsible to safely utilize all tools, equipment, etc., necessary in carrying out the functions of this position.
- Required to lift or carry objects weighing 75 pounds and over.

- Required to possess 20/20 or corrected vision, good hearing, mobility, hand eye coordination, physical stamina, with the ability to distinguish odors, and be capable of walking distances.
- Required to drive vehicles and specified heavy equipment.
- Responsible to safely work in confined spaces, crawl, stoop, push, pull and work on unsteady surfaces among others.

ENVIRONMENTAL CONDITIONS:

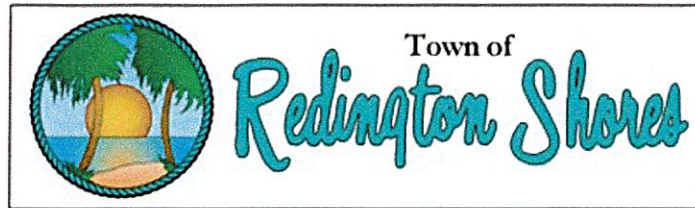
A considerable amount of time is spent working outdoors the Technician must be able to endure the outdoor weather elements.

MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- High School Diploma/GED.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by the Commission and/or Town Clerk.

ITEM H.7.



**TOWN ADMINISTRATORS REPORT
(01/04/2025 – 02/06/2025)**

To: Mayor and Commissioners

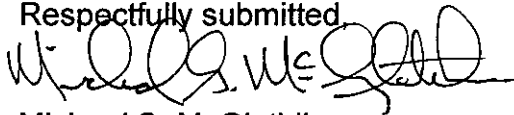
Please find below, in bullet statement format, the activities that I have been focusing on during the above referenced reporting period.

- On 01/06/2025 I met with supervisory personnel from LTS Disaster Response, the company secured under an emergency management mission by the Florida Department of Emergency Management (FDEM) for removal of sand along the western half of Redington Shores as well as the beach sited sand sifting operation site. The purpose of the meeting was to conduct a “punch list inspection” of items needed to be completed so that the emergency management mission could be concluded. All items were covered with LTS personnel, and these items were completed prior to LTS’s demobilization.
- On 01/08/2025 I attended the Redington Shores Board of Commissioners regular meeting.
- On 01/09/2025 I attended the FEMA Recovery Transition Meeting for Hurricanes Helene and Milton with FEMA Representative Wallace Dobbins.
- On 01/13/2025 I attended the virtual Statewide Emergency Management meeting, hosted by FDEM.
- On 01/15/2025 I attended the Chamber Ambassadors meeting which was held at the Redington Shores Town Hall. I welcomed the group to our community and provided them with an overview of storm recovery operations being conducted within Redington Shores.
- On 01/17/2025 I met with Mr. Tony Antonious, owner of the Redington Shores Pier property. At this meeting Mr. Antonious inquired to see if the town was interested in purchasing the property and I replied that I would take his initial inquiry to the Board of Commissioners (BOC) at their 01/29/2025 workshop meeting so as to inform the BOC as to the outreach. I presented the inquiry to the BOC at the workshop meeting and the BOC directed the Town Attorney to coordinate further activities regarding this topic.
- On 01/21/2025 I attended the Public Infrastructure After Action meeting at the Pinellas County Emergency Operations Center (EOC) for impacts and activities associated with Hurricanes Helene and Milton.
- On 01/22/2025 I attended the FEMA General Assistance Technical meeting and preliminary audit with FEMA representative Braydon Williams. The purpose of this meeting was to review all current aspects of the town’s recovery and rebuilding efforts after Hurricanes Helene and Milton. Topics covered included: post-disaster regulatory changes, substantial damage administrative procedures, substantial damage data

management, appeals and reconsiderations of substantial damage determinations, the town's permitting and code enforcement processes, and the methods used to validate scope of work and cost determination to finalize substantial damage or substantial improvement determinations.

- On 01/22/2024 I attended a virtual meeting with Safebuilt representatives Jessica Adkins, Paul Featherstone, and Tom Walsh in order to discuss Building Department operations, plans, and personnel allocation.
- On 01/28/2025 I attended the FEMA Recovery meeting regarding recovery operations for Hurricanes Helene and Milton. Also attending were Deputy Clerk Patterson and FEMA representative Wallace Dobbins.
- On 01/29/2025 I attended the Redington Shores BOC workshop meeting.
- On 01/31/25 I received communication from FEMA Representative Braydon Williams on the results of the aforementioned preliminary audit from 01/22/2025. Mr. Williams informed me that FEMA's review indicates the Town of Redington Shore's processes do not currently demonstrate any program deficiencies in the administration of substantial damage.
- On 02/04/2025 I attended a coordination meeting at the Pinellas County EOC in preparation for After Action Review (AAR) activities related to Hurricanes Helene and Milton.
- On 02/05/2025 I attended the virtual Utility Undergrounding Project meeting with consultant Mark Porter and representatives from both Duke Power and Spectrum service providers.
- Assisted numerous citizens, the Board of Commissioners, and staff members with service requests and problem resolution throughout the month of January 2024.

Respectfully submitted,



Michael S. McGlothlin
Town Administrator

ITEM H.8.



Town of
Redington Shores
Nature's Beach

Date: February 12, 2025
To: Board of Commissioners
From: Mike Pafumi, Public Works Supervisor
Re: Public Works Department – January Monthly Report

Routine daily activities conducted by the Public Works Department:

- Daily check of the 4 town lift stations to ensure proper function.
- Daily emptying of dog waste cans within the community.
- Ensuring bus stop trash receptacles are emptied.
- Checking and ensuring all town storm drains are clear of debris.
- Assisting town hall staff with routine duties and citizen requests for service.

Activities for January, not including normal daily activities:

- Park at Long Point and First Street stripped, contaminated soil (debris, etc) removed.



- Road repair 175th Ave. East.



- Bench and dog waste can replaced on Easement 180th Ave East.



- Beach raking has resumed.
- Street signs throughout the town are being replaced.
- 01/23/2025 Lift Stations 1,2 and 4 were in alarm. Staff responded along with Lift Station Services. It appeared as if a power surge caused the stations to go into alarm. The stations were made operational and again went into alarm on 01/24, 01/25, 01/26, 01/27. Duke Energy was contacted, and it was determined to be a utility issue. Less sensitive phase monitors were placed in lift stations and all stations are operating normal.
- Reclaimed water leak was *again* reported to Pinellas County Utilities #1922610.
- 01/23/25 a reclaimed water leak occurred at dog park on 174th Ave East #420598.
- Potable water leak 144174th Ave. East was repaired #420595.
- Reclaimed water leak at 220 180th Ave East was again reported #428834.

ITEM H.9.



Town of
Redington Shores
Nature's Beach

Date: February 12, 2025
To: Board of Commissioners
From: Margaret Carey, Town Clerk
Re: Clerk's Office Update

Here are the major items we are working on:

- **Deputy Clerk Patterson** has accepted a Grants Officer position with the City of St. Petersburg. Her last day is February 14. The position is currently posted and recruiting efforts are underway.
- **Assisting the Building Department**
 - Onboarding new Permit Techs (computers, phones, furniture, supplies, etc.).
 - Added an additional temporary employee to assist with clerical duties (1-scanning, 1-Deputy Clerk duties).
 - Assisted with printing and sending Damage Assessment letters.
 - Acquired "new" workstation furniture and chairs from Pinellas County surplus.
- Continuing with **Post Hurricane Recovery messaging and updates to the website** and social media.
- Preparing for the **March 11, 2025 Election**.
- **BTRs Processed:** As of 2-3-25 we have received 218 BTRs and 100 COUs
(We typically process approximately 235BTRs. BTRs are needed to run any business in town. This includes rental units. Certificate of Use applications, or COUs, are only needed in addition to the BTR when the rental is a short-term rental, or under 30 days. There is no additional fee for the COU.)
- **Records Requests Processed:**
 - 2024 – 87
 - 2025 - 12

