



**BOARD OF COMMISSIONERS  
TOWN OF REDINGTON SHORES  
WORKSHOP MEETING  
WEDNESDAY, JUNE 25, 2025**  
*immediately following the Budget Workshop*

**AGENDA**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPEARANCES AND PRESENTATIONS**

**E. OLD BUSINESS**

1. Utility Undergrounding Project Update – Mark Porter

**F. NEW BUSINESS**

1. Building Department Services
2. Town Administrator Position

**G. MISCELLANEOUS**

**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 E.1.**



Town of  
**Redington Shores**  
*Nature's Beach*

Date: June 25, 2025  
To: Board of Commissioners  
From: Margaret Carey, Interim Town Administrator / Town Clerk  
Re: Utility Undergrounding Update

Mark Porter, Utility Consultants, will present an update on the Utility Underground Project.

**Project Scope:** Underground existing Duke and Spectrum facilities on the west side of Gulf Blvd. within the town limits from 174<sup>th</sup> Avenue E to 183<sup>rd</sup> Terrace Drive. Duke Energy to perform all their construction; similarly, Spectrum will also perform their construction.

**Cost:**

- Duke: \$3.8M
- Spectrum: \$243,412.16
- Consultant: \$19,000 approximately

**Grant/Reimbursement:** \$2,394,223.00 from Penny for Pinellas

**Budget:** This project was budgeted in the 24/25 FY budget in the amount of \$2.5M

**Funding - Additional Information:** Penny for Pinellas, HMGP grant, Investment Account

**Next Steps:**

- Submit an annual status report to Penny for Pinellas ASAP (this is required by our agreement and has never been done)
- Pay BCE to Duke: \$3.8M
- Pay BCE to Spectrum: \$243,412.16
- Submit grant request to Penny
- Submit grant request to HMGP (this grant was applied for and is pending approval)
- Collect easements for affected properties

**Important Deadline:** The final cutoff date for grant reimbursement is September 30, 2026. If we miss this deadline the Town will forfeit the \$2.3M of Penny money.

**Recommendation:** Staff recommends paying the Duke and Spectrum BCEs as soon as possible to secure the cost and get in the queue. The process is quite lengthy.

# **ITEM F.1.**



Town of  
**Redington Shores**  
*Nature's Beach*

Date: June 25, 2025  
To: Board of Commissioners  
From: Margaret Carey, Interim Town Administrator/Town Clerk  
Re: Building Department Services

At the May 14, 2025 Regular meeting, the Commission directed me to explore options for building department services.

**CURRENT SITUATION**

The Town is contracted with SAFEbuilt through an (emergency) consultant contract with M.T. Causley, LLC for Building Department Services. That contract was signed on 11-20-2024 by Mayor Hendrickson in response to Hurricanes Helene and Milton and our own internal staffing situation.

FEE STRUCTURE: Paid hourly. TERM: The Term of this agreement is 12 months (11-20-2025) and it automatically renews if not terminated. TERMINATION: 90-day written notice.

Regarding our Permit Technicians, SAFEbuilt is currently providing 1 Permit Technician. The other 2 Permit Technicians are contracted through Tidal Basin. That contract was just renewed for an additional 90 days – expiring 10-6-2025. We have an option to renew and a 30-day termination provision.

Redington Shores and Redington Beach have an interlocal agreement for Building Department Services. All future considerations will include building services for Redington Beach as well (as long as the interlocal agreement is in place.) That interlocal agreement continues until either party terminates with a 90-day notice.

**PROPOSED SAFEBUILT CONTRACT**

Updated: June 18, 2025

SAFEBuilt has submitted a contract for permanent Building Department Services.

Highlights of the contract:

- COST – SAFEBuilt retains 95% of permit fees as payment for their services.
- PLUS – SAFEBuilt returns 5% of the fees to the Town to be used for the newly developed *Contingency Fund* (to be used for waiving permit fees in the event of a future major disaster).

- FEE SCHEDULE – SAFEBuilt will follow the Town’s fee schedule (not the County).
- COMMUNITY CORE SOFTWARE – SAFEBuilt would use their own software at no additional cost to the Town.
- TRANSITION PERIOD – A detailed plan for seamless transition is provided.
- TERM – 12 months
- TERMINATION – 90 days written notice

## **OTHER OPTIONS**

Options for Building Department Services.

- Remain with SAFEBuilt – under a permanent contract.
- Issue an RFP for competitive bidding. Attorney Eschenfelder can prepare the RFP.
- Return to In-house Building Department Services - would need to hire a Building Official and 1-2 full-time Permit Technicians.
- ~~Interlocal Agreement with Indian Shores for Building Department Services\*~~  
*\*This option was explored but the Town Administrator for Indian Shores said this is not an option they are prepared to offer at this time.*

## **CONSIDERATIONS**

Switching Building Department Services during the hurricane season requires careful planning and risk assessment due to the potential heightened urgency of permitting, inspections, etc., during this time.

- TIMING - Is it absolutely necessary to change anything before the end of hurricane season (November 30<sup>th</sup>)?
- TRANSITION - A transition plan will need to be developed (service overlap, staff training, records transfer).
- PUBLIC CONFIDENCE – Avoid disruptions and keep the public notified of changes.

## **DISCUSSION**

By the end of this Workshop, we will aim to decide the following:

1. What is the plan between now and November 30, 2025?
  - a. Stay with SAFEBuilt
  - b. Switch to the preferred option as soon as possible.
2. What is the preferred option?
3. Does the Town wish to continue its interlocal agreement with Redington Beach?
4. What are immediate next steps?



Town of  
*Redington Shores*  
*Nature's Beach*

# Redington Shores

Building Department Services  
(Workshop)

June 25, 2025.





# Who is M.T. Causley?





# M.T. Causley, LLC

## Local Leader for Building Department Services

- Over 27 years of plan review and inspection services in Florida
- Industry provider with the most qualified individuals
- Employs more than 130 staff members: Building Officials, Chief Plan Examiners and Inspectors as well as Permit Technicians and support staff
- Staff possess extensive knowledge of the Florida Building Code, National Electric Code, Florida Fire Protection Code and Floodplain Management.
- Provides similar services to neighboring municipalities such as Town of North Reddington Beach, Cities of Treasure Island and Largo as well as the Town of Belleview.





# Key Personnel

# Your Project Team

- Primary & Alternate Teams
  - Each team consists of 5 multi-certified Inspectors
  - Over 200 combined years of experience
  - 6 of them are licensed Building Code Administrators
  - 7 of them are licensed multi-certified Plans Examiners
- No Subconsultants

## Wide range of experience includes:

Residential developments	Single-family homes
Multi-family dwellings	Retirement communities
LEED Buildings	Colleges & Universities
Hospitals & Medical facilities	Schools: Elementary, K-8 and High Schools
High-rise buildings	Medical Examiner's office
Parking garages – above and below grade	Theatres
Floodplain	Retail centers
Historical buildings	Airport Hangars
Refrigerated buildings	Low-income housing
Restaurants	Hotels



# Questions & Concerns of the Commission

# Items to be addressed:

- Adopting the County Fee Schedule –
- Transition Period –
- Additional Services –
- Housing and Meals for Relocated Staff –



# Fee Schedule Compliance:

*Concern: Town does not wish to adopt the County Fee Schedule due to State Statute limitations Transition Period*

- SAFEbuilt agrees to operate under the Town's current adopted fee schedule.
- We do not require or request any changes to the existing schedule.
- We agree to a 95/5 split of collected permit fees.

# Transition Period:

*Concern: A clear transition period is needed for logistics and to coordinate with Tidal Basin.*

- Building Department Services Continuity & Transition Plan

To ensure a seamless and uninterrupted experience for the Town, M.T. Causley will continue providing full Building Department services for 60 days following contract approval. During this time, we will implement a structured and collaborative transition plan as outlined below:

# Transition Period:

- Coordination with Town Leadership
  - Partner closely with the Town Manager to establish a mutually agreed-upon start date for full operational handoff, ensuring alignment and transparency throughout the process.
- Day 1–20: Website & Public-Facing Updates
  - Begin updating the Town's website with direct links to all permit forms and relevant documentation, helping residents and contractors easily access key information during the transition.



# Transition Period:

- Day 30: System Integration & Permit Migration
  - Initiate the migration of active and pending permits into the CommunityCore platform, enabling digital tracking, processing, and reporting with enhanced efficiency and visibility.
- Tidal Basin Collaboration
  - Integrate Tidal Basin's continuity timeline and priorities into our transition efforts, ensuring smooth coordination and zero service disruption across all active scopes

# Notification of Additional Services:

*Concern: The Town wants advance notice and clarity on any additional services.*

- SAFEbuilt will notify and obtain approval from the Town before performing any additional services.
- As of contract signing, no additional services are anticipated.
- Any additional services would include:
  - Damage Assessments services
  - After business hours meeting

# Relocated Staff Costs:

*Concern: The Town does not wish to pay for housing and meals of relocated staff.*

- In case of hurricane and if we need to add additional boots on the ground to help during any damage assessments after hurricane
- In some cases, we need to bring staff from other states to help with damage assessments

# Summary & Next Steps:

- All concerns will be addressed via updated contract language.
- SAFEbuilt remains committed to:
- Using the Town's Existing Fee Schedule
- Working with Town Manager for Clearly Defined Transition Period
- Advance Notification for Additional Services
- Partnership and Transparency



# CommunityCore Solutions





- CommunityCore Solutions is SAFEbuilt's proprietary, on-line community development software tool for managing permitting, plan reviews and approvals, and code enforcement and inspection activities.



#### CommunityCore for Building Departments

Users of CommunityCore can:

- Manage permit applications and permits throughout their life cycle.
- Assess fees and collect payment.
- Manage contractor and business licenses.
- Create and track projects.
- Manage how the system works for you by customizing workflows, defining customer permit fields, and managing users.
- Generate reports.



#### CommunityConnect for Contractors & Communities

Users of CommunityConnect can:

- Apply for permits.
- Track existing permits.
- Upload plans.
- Request inspections.
- Access permit documents, including permit certificates and plan reviews.
- View inspection results.
- Pay fees.



#### InspectorConnect for Code Enforcement

Inspectors and Code Compliance Officers can use InspectorConnect to:

- Easily view their assigned work.
- Organize stops for improved efficiency.
- Automatically send inspection results to the contractor or permit applicant.
- Access key documents, such as plans and certificates.
- Schedule, reschedule, or assign inspections in the field.
- Look up permit information from the field.

If the Town of Redington Shores chooses SAFEbuilt as its service provider.

CommunityCore Solutions—typically valued at \$150,000.00—at no extra charge.





# Relevant Experience

# Relevant Experience

- Assisted over eighty (80) cities and counties
- Services include:
  - Establishing Building Department Services
  - Complete Building Department Services
  - Supplemental Building Department Services
  - Plan Review and Inspections for Special Projects
  - Emergency Services
  - Remote Services
  - Disaster Assessment Services
  - Code Enforcement Services



# Town of North Redington Beach



Since 2015, we have been assisting the Towns of North Redington Beach with building department services. The Towns are supplied with a Building Official, Floodplain and supplemental staff to perform plan review, inspection services and permit tech service. All services are from our hub office in Redington Shores

# Polk County



Since 2018, Polk County released a Bid for Temporary Positions: Building Inspectors and Plans Examiners. We were amongst the four firms selected to assist the County with as needed plan review and inspection services.



# City of Tallahassee



Since 2016, we have assisted the City with remote plan review services. Our staff, visited the City and received comprehensive training on their system, Permit Docs. Plans submitted at the City, are uploaded to the system allowing the reviewers to review the plans online. The City receives a monthly report including permit number, address and type of review along with the time spent on each review.

# City of Treasure Island



We have been assisting the City since 2012 with a building official responsible for performing plan review and inspections. We've become familiar with the City's processes and procedures as well as City staff, residents and contractors. Additionally, our building official assists with flood plain management and ISO services.





# M.T. Causley has or is currently assisting:

- Bal Harbour Village
- City of Belleview
- City of Chiefland
- City of Clearwater
- City of Coleman
- City of Coral Gables
- City of Delray Beach
- City of Eustis
- City of Florida City
- City of Greenacres
- City of Gretna
- City of Gulfport
- City of Hallandale Beach
- City of Hialeah
- City of Homestead
- City of Inverness
- City of Key West
- City of Largo
- City of Lake Wales
- City of Lake Worth
- City of Lakeland
- City of Marathon
- City of Miami Beach
- City of Miami Gardens
- City of North Bay Village
- City of North Miami
- City of North Miami Beach
- City of Pahokee
- City of Palm Beach Gardens
- City of St. Cloud
- City of Stuart
- City of Tallahassee
- City of Treasure Island
- City of Venice
- City of West Palm Beach
- City of Winter Haven
- College of Central Florida
- Gilchrist County
- Hernando County
- Indian River County
- Lake County
- Marion County
- Miami-Dade County
- Monroe County
- Osceola County
- Orange County School Board
- Palm Beach County
- Pasco County
- Polk County
- Seminole Tribe
- Town of Bronson
- Town of Haverhill
- Town of Juno Beach
- Town of Jupiter
- Town of Medley
- Town of Miami Lakes
- Town of Palm Beach
- Village of Islamorada
- Village of North Palm Beach
- Village of Palmetto Bay
- Village of Pinecrest
- Village of Royal Palm Beach
- Village of Tequesta
- Village of Wellington
- Volusia County

# THANK YOU!

We are truly honored to have been selected for today's workshop. M.T. Causley brings a longstanding track record of reliable, high-quality service across the state of Florida, and we are excited about the opportunity to extend that commitment to the Town of Redington Shores.

Thank you again for your time, engagement, and consideration.

We look forward to the potential of working together and delivering exceptional support to the Town and its residents



**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN TOWN OF REDINGTON SHORES, FLORIDA  
AND M.T. CAUSLEY, LLC**

This Professional Services Agreement ("Agreement") is made and entered into by and between Town of Redington Shores, Florida, a Florida municipal corporation ("Municipality") and M.T. Causley, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, ("Consultant"). Municipality and Consultant shall be jointly referred to as "Parties".

**RECITALS**

WHEREAS, Municipality is seeking a consultant to perform the services listed in Exhibit A – List of Services, ("Services"); and

WHEREAS, Consultant is ready, willing, and able to perform Services.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, Municipality and Consultant agree as follows:

**1. SCOPE OF SERVICES**

Consultant will perform Services in accordance with codes, amendments and ordinances adopted by the elected body of Municipality. The qualified professionals employed by Consultant will maintain current certifications, certificates, licenses as required for Services that they provide to Municipality in accordance with State of Florida, Chapter 468, Florida Statutes. Consultant is not obligated to perform services beyond what is contemplated by this Agreement.

Consultant shall provide the Services using Community Core Solutions hardware and software package in accordance with the provisions of Exhibit C.

**2. CHANGES TO SCOPE OF SERVICES**

Any changes to Services between Municipality and Consultant shall be made in writing that shall specifically designate changes in Service levels and compensation for Services. Both Parties shall determine a mutually agreed upon solution to alter services levels and a transitional timeframe that is mutually beneficial to both Parties. No changes shall be binding absent a written Agreement or Amendment executed by both Parties.

**3. FEE STRUCTURE**

In consideration of Consultant providing services, Municipality shall pay Consultant for Services performed in accordance with Exhibit B – Fee Schedule for Services.

**4. INVOICE & PAYMENT STRUCTURE**

Consultant will invoice Municipality, on a monthly basis and provide all necessary supporting documentation. All payments are due to Consultant within 30 days of Consultant's invoice date. Payments owed to Consultant but not made within sixty (60) days of invoice date shall bear simple interest at the rate of one and one-half percent (1.5%) per month. If payment is not received within ninety (90) days of invoice date, Services will be discontinued until all invoices and interest are paid in full. Municipality may request, and Consultant shall provide, additional information before approving the invoice. When additional information is requested Municipality will identify specific disputed item(s) and give specific reasons for any request. Undisputed portions of any invoice shall be due within 30 days of Consultants invoice date, if additional information is requested, Municipality will submit payment within thirty (30) days of resolution of the dispute.

**5. TERM**

This Agreement shall be effective on the latest date on which this Agreement is fully executed by both Parties. The initial term of this Agreement shall be twelve (12) months. Agreement shall automatically renew for subsequent twelve (12) month terms until such time as either Party notifies the other of their desire to terminate this Agreement.

6. TERMINATION

Either Party may terminate this Agreement, or any part of this Agreement upon ninety (90) days written notice, with or without cause and with no penalty or additional cost beyond the rates stated in this Agreement. In case of such termination, Consultant shall be entitled to receive payment for work completed up to and including the date of termination within thirty (30) days of the termination.

All structures that have been permitted, a fee collected, and not yet expired at the time of termination may be completed through final inspection by Consultant if approved by Municipality. Consultant's obligation is met upon completion of final inspection or permit expiration, provided that the time period to reach such completion and finalization does not exceed ninety (90) days. Alternately, Municipality may exercise the option to negotiate a refund for permits where a fee has been collected but inspections have not been completed. The refund will be prorated according to percent of completed construction as determined by Consultant and mutually agreed upon by all Parties. No refund will be given for completed work.

7. FISCAL NON-APPROPRIATION CLAUSE

Financial obligations of Municipality payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of Municipality, and other applicable law. Upon the failure to appropriate such funds, this Agreement shall be terminated.

8. MUNICIPALITY OBLIGATIONS

Municipality shall timely provide all data information, plans, specifications and other documentation reasonably required by Consultant to perform Services (Materials). Municipality has the right to grant and hereby grants Consultant a fully paid up, non-exclusive, non-transferable license to use the Materials in accordance with the terms of this Agreement.

9. PERFORMANCE STANDARDS

Consultant shall perform the Services using that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services. Consultant represents to Municipality that Consultant retains employees that possess the skills, knowledge, and abilities to competently, timely, and professionally perform Services in accordance with this Agreement.

10. INDEPENDENT CONTRACTOR

Consultant is an independent contractor, and, except as provided otherwise in this section, neither Consultant, nor any employee or agent thereof, shall be deemed for any reason to be an employee or agent of Municipality. Municipality shall have no liability or responsibility for any direct payment of any salaries, wages, payroll taxes, or any and all other forms or types of compensation or benefits to any personnel performing services for Municipality under this Agreement. Consultant shall be solely responsible for all compensation, benefits, insurance and employment-related rights of any person providing Services hereunder during the course of or arising or accruing as a result of any employment, whether past or present, with Consultant.

Consultant and Municipality agree that Consultant will provide similar service to other clients while under contract with Municipality and Municipality acknowledges that Consultant employees may provide similar services to multiple clients. Consultant shall at its sole discretion assign and reassign qualified employees, as determined by Consultant, to perform services for Municipality. Municipality may request that a specific employee be assigned to or reassigned from work under this Agreement and Consultant shall consider that request when determining staffing. Consultant shall determine all conditions of employment for its employees, including hours, wages, working conditions, promotion, discipline, hiring and discharge. Consultant exclusively controls the manner, means and methods by which services are provided to Municipality, including attendance at meetings, and Consultant's employees are not subject to the direction and control of Municipality. Except where required by Municipality to use Municipality information

technology equipment or when requested to perform the services from office space provided by the Municipality, Consultant employees shall perform the services using Consultant information technology equipment and from such locations as Consultant shall specify. No Consultant employee shall be assigned a Municipal email address as their exclusive email address and any business cards or other IDs shall state that the person is an employee of Consultant or providing Services pursuant to a contractual agreement between Municipality and Consultant.

It is the intention of the Parties that Consultant shall be deemed to be an agent of the Municipality for purposes of Section 768.28 Florida Statute.

11. ASSIGNMENT AND SUBCONTRACT

Neither party shall assign all or part of its rights or obligations under this Agreement to another entity without the written approval of both Parties; consent shall not be unreasonably withheld. Notwithstanding the preceding, Consultant may assign this Agreement in connection with the sale of all or substantially all of its assets or ownership interest, effective upon notice to Municipality, and may assign this Agreement to its parent, subsidiaries or sister companies (Affiliates) without notice to Municipality. Consultant may subcontract any or all of the services to its Affiliates without notice to Municipality. Consultant may subcontract any or all of the services to other third parties provided that Consultant gives Municipality prior written notice of the persons or entities with which Consultant has subcontracted. Consultant remains responsible for any Affiliate's or subcontractor's performance or failure to perform. Affiliates and subcontractors will be subject to the same performance criteria expected of Consultant. Performance clauses will be included in agreements with all subcontractors to assure quality levels and agreed upon schedules are met.

12. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall defend, indemnify, and hold harmless Municipality, its elected and appointed officials, employees and volunteers and others working on behalf of Municipality, from and against any and all third-party claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities ("Claims") alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that any such Claims are caused by the negligence of Consultant or any officer, employee, representative, or agent of Consultant. Consultant shall have no obligations under this Section to the extent that any Claim arises as a result of Consultants compliance with Municipal law, ordinances, rules, regulations, resolution, executive orders or other instructions received from Municipality.

To the fullest extent permitted by law and without waiver of governmental immunity, Municipality shall defend, indemnify, and hold harmless Consultant, its officers, employees, representatives, and agents, from and against any and all Claims alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that such Claims are caused by (a) the negligence of, or material breach of any obligation under this Agreement by, Municipality or any officer, employee, representative, or agent of Municipality or (b) Consultant's compliance with Municipal law, ordinances, rules, regulations, resolutions, executive orders or other instructions received from Municipality. If either Party becomes aware of any incident likely to give rise to a Claim under the above indemnities, it shall notify the other and both Parties shall cooperate fully in investigating the incident.

13. LIMITS OF LIABILITY

EXCEPT ONLY AS MAY BE EXPRESSLY SET FORTH HEREIN, CONSULTANT EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ERROR-FREE OPERATION, PERFORMANCE, ACCURACY, OR NON-INFRINGEMENT. IN NO EVENT SHALL CONSULTANT OR MUNICIPALITY BE LIABLE TO ONE ANOTHER FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, RELIANCE, EXEMPLARY, OR SPECIAL DAMAGES INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, LOST REVENUES, LOST DATA OR OTHER INFORMATION, OR LOST BUSINESS OPPORTUNITY, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, INDEMNITY, NEGLIGENCE, WARRANTY, STRICT LIABILITY, OR TORT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF

ANY REMAINING REMEDY OTHER THAN WITH RESPECT TO PAYMENT OF OBLIGATIONS FOR SERVICES. EXCEPT WITH RESPECT TO PAYMENT OBLIGATIONS, IN NO EVENT SHALL THE LIABILITY OF MUNICIPALITY OR CONSULTANT UNDER THIS AGREEMENT FROM ANY CAUSE OF ACTION WHATSOEVER (REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER LEGAL THEORY, AND WHETHER ARISING BY NEGLIGENCE, INTENTIONAL CONDUCT, OR OTHERWISE) EXCEED THE GREATER OF THE AMOUNT OF FEES PAID TO CONSULTANT PURSUANT TO THIS AGREEMENT OR THE AVAILABLE LIMITS OF CONSULTANTS INSURANCE REQUIRED PURSUANT TO SECTION 14, BELOW (SUCH LIMITS DEFINE MUNICIPAL MAXIMUM LIABILITY TO THE SAME EXTENT AS IF MUNICIPALITY HAD BEEN OBLIGATED TO PURCHASE THE POLICIES).

**14. INSURANCE**

- A. Consultant shall procure and maintain and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below throughout the term of this Agreement. Such coverages shall be procured and maintained with forms and insurers acceptable to Municipality. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.
- B. Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of one million dollars (\$1,000,000) bodily injury each accident, one million dollars (\$1,000,000) bodily injury by disease – policy limit, and one million dollars (\$1,000,000) bodily injury by disease – each employee. Worker's compensation coverage in "monopolistic" states is administered by the individual state and coverage is not provided by private insurers. Individual states operate a state administered fund of workers compensation insurance which set coverage limits and rates. Monopolistic states: Ohio, North Dakota, Washington, Wyoming.
- C. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent Consultant's, and products. The policy shall contain a severability of interest provision and shall be endorsed to include Municipality and Municipality's officers, employees, and consultants as additional insureds.
- D. Professional liability insurance with minimum limits of one million dollars (\$1,000,000) each claim and two million dollars (\$2,000,000) general aggregate.
- E. Automobile Liability: If performance of this Agreement requires use of motor vehicles licensed for highway use, Automobile Liability Coverage is required that shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
- F. Municipality shall be named as an additional insured on Consultant's insurance coverage.
- G. Prior to commencement of Services, Consultant shall submit certificates of insurance acceptable to Municipality.

**15. THIRD PARTY RELIANCE**

This Agreement is intended for the mutual benefit of Parties hereto and no third-party rights are intended or implied.

**16. OWNERSHIP OF DOCUMENTS**

Except as expressly provided in this Agreement, Municipality shall retain ownership of all Materials and Consultant shall retain ownership of all pre-existing Consultant intellectual property, including improvements thereto all work product and deliverables created by Consultant pursuant to this Agreement. The Materials, work product and deliverables shall be used by Consultant solely as provided in this Agreement and for no other purposes without the express prior written consent of Municipality. Subject to the preceding, as between Municipality and Consultant, all deliverables from the performance of the Services (Deliverables) shall become the exclusive property of Municipality when Consultant has been compensated for the same as set forth herein, and Municipality shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. Notwithstanding any provision of this



Agreement to the contrary, Consultant shall have no liability, including under Section 13, with respect to (i) the use by Municipality of unfinished or draft Deliverables or (ii) the use of Deliverables for any project other than that for which they were prepared or (iii) the use of Deliverables after a change in applicable codes or law. Notwithstanding the preceding, Consultant may use the Materials, work product, deliverables, applications, records, documents and other materials provided to perform the Services or resulting from the Services, for purposes of (i) training, (ii) benchmarking of Municipality's and other client's performance relative to that of other groups of customers served by Consultant; and (ii) improvement, development marketing and sales of existing and future Consultant services, tools and products. For the avoidance of doubt, Municipality Data will be provided to third parties, other than hosting providers, development consultants and other third parties providing services for Consultant, only on an anonymized basis and only as part of a larger body of anonymized data. If this Agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored in Consultant's secure proprietary software pertaining to Municipality will be exported into a CSV file and become property of Municipality. Notwithstanding the preceding, Consultant shall own all rights and title to any Consultant provided software and any improvements or derivative works thereof.

17. CONSULTANT ACCESS TO RECORDS

Parties acknowledge that Consultant requires access to Records in order for Consultant to perform its obligations under this Agreement. Accordingly, Municipality will either provide to Consultant on a daily basis such data from the Records as Consultant may reasonably request (in an agreed electronic format) or grant Consultant access to its Records and Record management systems so that Consultant may download such data. Data provided to or downloaded by Consultant pursuant to this Section shall be used by Consultant solely in accordance with the terms of this Agreement.

18. CONFIDENTIALITY

Consultant shall not disclose, directly or indirectly, any confidential information or trade secrets of Municipality without the prior written consent of Municipality or pursuant to a lawful court order directing such disclosure.

19. CONSULTANT PERSONNEL

Consultant shall employ a sufficient number of experienced and knowledgeable employees to perform Services in a timely, polite, courteous and prompt manner. Consultant shall determine appropriate staffing levels and shall promptly inform Municipality of any reasonably anticipated or known employment-related actions which may affect the performance of Services. Additional staffing resources shall be made available to Municipality when assigned employee(s) is unavailable.

20. DISCRIMINATION & ADA COMPLIANCE

Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability, national origin or any other category protected by applicable federal or state law. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of Equal Opportunity laws. Consultant shall comply with the appropriate provisions of the Americans with Disabilities Act (the "ADA"), as enacted and as from time to time amended, and any other applicable federal regulations. A signed certificate confirming compliance with the ADA may be requested by Municipality at any time during the term of this Agreement.

21. E-VERIFY/VERIFICATION OF EMPLOYMENT STATUS

Pursuant to FS 448.095, Consultant certifies that it is registered with and uses the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Consultant during the term of the Agreement. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement and will verify immigration status to confirm employment eligibility. If Consultant enters into a contract with a subcontractor to perform work or provide services

pursuant to the Agreement, Consultant shall likewise require the subcontractor to comply with the requirements of FS 448.095, and the subcontractor shall provide to Consultant an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien. Consultant will maintain a copy of such affidavit for the duration of its contract with owner. Consultant is prohibited from using the E-Verify program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

## 22. SOLICITATION/HIRING OF CONSULTANT'S EMPLOYEES

During the term of this Agreement and for one year thereafter, Municipality shall not solicit, recruit or hire, or attempt to solicit, recruit or hire, any employee or former employee of Consultant who provided services to Municipality pursuant to this Agreement ("Service Providers"), or who interacted with Municipality in connection with the provision of such services (including but not limited to supervisors or managers of Service Providers, customer relations personnel, accounting personnel, and other support personnel of Consultant). Parties agree that this provision is reasonable and necessary in order to preserve and protect Consultant's trade secrets and other confidential information, its investment in the training of its employees, the stability of its workforce, and its ability to provide competitive building department programs in this market. If any provision of this section is found by a court or arbitrator to be overly broad, unreasonable in scope or otherwise unenforceable, Parties agree that such court or arbitrator shall modify such provision to the minimum extent necessary to render this section enforceable. In the event that Municipality hires any such employee during the specified period, Municipality shall pay to Consultant a placement fee equal to 100% of the employee's annual salary including bonus and training certification.

## 23. NOTICES

Any notice under this Agreement shall be in writing and shall be deemed sufficient when presented in person, or sent, pre-paid, first-class United States Mail, or delivered by electronic mail to the following addresses:

If to Municipality:

Tom Kapper  
Town of Redington Shores  
17425 Gulf Boulevard  
Redington Shores, FL 33708  
Email: [mayor@redshoresfl.com](mailto:mayor@redshoresfl.com)

If to Consultant:

Matthew K. Causley  
M.T. Causley, LLC  
10720 Caribbean Blvd, Suite 650  
Cutler Bay, FL 33189  
Email: [mtc@mtcinspectors.com](mailto:mtc@mtcinspectors.com)

CC: Peter Perry, Account Manager  
[pperry@safebuilt.com](mailto:pperry@safebuilt.com)

## 24. FORCE MAJEURE

Any delay or nonperformance of any provision of this Agreement by either Party (with the exception of payment obligations) which is caused by events beyond the reasonable control of such party, shall not constitute a breach of this Agreement, and the time for performance of such provision, if any, shall be deemed to be extended for a period equal to the duration of the conditions preventing such performance.

## 25. DISPUTE RESOLUTION

In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, Parties agree first to try in good faith to settle the dispute by mediation, before resorting to arbitration, litigation, or some other dispute resolution procedure. The cost thereof shall be borne equally by each Party.

26. ATTORNEY'S FEES

In the event of dispute resolution or litigation to enforce any of the terms herein, each Party shall pay all its own costs and attorney's fees.

27. AUTHORITY TO EXECUTE

The person or persons executing this Agreement represent and warrant that they are fully authorized to sign and so execute this Agreement and to bind their respective entities to the performance of its obligations hereunder.

28. CONFLICT OF INTEREST

Consultant shall refrain from providing services to other persons, firms, or entities that would create a conflict of interest for Consultant with regard to providing the Services pursuant to this Agreement. Consultant shall not offer or provide anything of benefit to any Municipal official or employee that would place the official or employee in a position of violating the public trust as provided under Municipality's charter and code of ordinances, state or federal statute, case law or ethical principles.

29. SCRUTINIZED COMPANIES

Consultant verifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, Consultant agrees to observe the requirements of Section 287.135, F.S., for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, F.S., the Municipality may immediately terminate this Agreement if the Consultant, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Consultant, its affiliates, or subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the term of the Agreement. As provided in Subsection 287.135(3), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

30. CONFLICT OF INTEREST AND ETHICS REQUIREMENTS

This Agreement is subject to State of Florida Code of Ethics. Agreement may be subject to Code of Ethics and investigation and/or audit by the Inspector General. Accordingly, there are prohibitions and limitation on the employment of Municipal officials and employees and contractual relationships providing a benefit to the same.

31. PUBLIC RECORDS

Pursuant to section 119.071, Florida Statutes, Consultant shall comply with Florida's Public Records Act, Chapter 119, Florida Statutes, and agrees to:

- A. Keep and maintain all public records that ordinarily and necessarily would be required by Municipality to keep and maintain in order to perform Services under this Agreement.
- B. Upon request from Municipality's custodian of public records, provide copies to Municipality within a reasonable time and public access to said public records on the same terms and conditions that Municipality would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that said public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining said public records and transfer, at no cost, to Municipality all said public records in possession of Consultant upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from Chapter 119, Florida Statutes, disclosure requirements. All records stored electronically must be provided to Municipality in a format that is compatible with the information technology systems of Municipality.
- E. **IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT MARGARET CAREY, THE CUSTODIAN OF PUBLIC RECORDS AT 17425 GULF BLVD, REDINGTON SHORES,**

FL 33708, PHONE: (727) 397-5538, FAX: (727) 392-9470, EMAIL:  
INFO@TOWNOFREDINGTONSHORES.COM.

32. GOVERNING LAW AND VENUE

The negotiation and interpretation of this Agreement shall be construed under and governed by the laws of the State of Florida, without regards to its choice of laws provisions. Exclusive venue for any action under this Agreement, other than an action solely for equitable relief, shall be in the state and federal courts serving Municipality and each party waives any and all jurisdictional and other objections to such exclusive venue.

33. COUNTERPARTS

This Agreement and any amendments or task orders may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For purposes of executing this Agreement, scanned signatures shall be as valid as the original.

34. ELECTRONIC REPRESENTATIONS AND RECORDS

Parties hereby agree to regard electronic representations of original signatures as legally sufficient for executing this Agreement and scanned signatures emailed by PDF or otherwise shall be as valid as the original. Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

35. WAIVER

Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right or power arising out of this Agreement shall not be deemed waiver of any other right or power.

36. ENTIRE AGREEMENT

This Agreement, along with attached exhibits, constitutes the complete, entire and final agreement of the Parties hereto with respect to the subject matter hereof, and shall supersede any and all previous agreements, communications, representations, whether oral or written, with respect to the subject matter hereof. Invalidity of any of the provisions of this Agreement or any paragraph sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.

M.T. CAUSLEY, LLC

Matthew K.

By: Causley

Digitally signed by  
Matthew K. Causley  
Date: 2025.04.14  
12:43:37 -04'00'

Name: Matthew K. Causley

Title: President

Date: April 14, 2025

TOWN OF REDINGTON SHORES, FLORIDA

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

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

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

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

## EXHIBIT A – LIST OF SERVICES

### 1. LIST OF SERVICES

#### Building Official Services

- Be a resource for Consultant team members, Municipal staff, and applicants
- Help guide citizens through the complexities of the codes in order to obtain compliance
- Monitor changes to the codes including state or local requirements and determine how they may impact projects in the area and make recommendations regarding local amendments
- Provide Building Code interpretations for final approval
- Oversee our quality assurance program and will make sure that we are meeting our agreed upon performance measurements and your expectations
- Oversee certificate of occupancy issuance to prevent issuance without compliance of all departments
- Responsible for reporting for Municipality – frequency and content to be mutually agreed upon
- Issue stop-work notices for non-conforming activities related to provided services – as needed

#### Building, Electrical, Plumbing, & Mechanical Inspection Services

- Consultant utilizes an educational, informative approach to improve the customer's experience
- Perform code compliance inspections to determine that construction complies with approved plans
- Meet or exceed agreed upon performance metrics regarding inspections
- Provide onsite inspection consultations to citizens and contractors while performing inspections
- Return calls and emails from permit holders in reference to code and inspection concerns
- Identify and document any areas of non-compliance
- Leave a copy or provide an electronic version of the inspection results and discuss inspection results with site personnel

#### Plan Review Services

- Provide plan review services electronically or in the traditional paper format
- Review plans for compliance with adopted building codes, local building amendments or building ordinances
- Be available for pre-submittal meetings by appointment
- Coordinate plan review tracking, reporting, and interaction with applicable departments
- Provide feedback to keep plan review process on schedule
- Communicate plan review findings and recommendations in writing
- Return a set of finalized plans and all supporting documentation
- Provide review of plan revisions and remain available to applicant after the review is complete

#### Permit Technician Services

- Provide qualified individuals to perform the functions of this position
- Facilitate the permitting process from initial permit intake to final issuance of permit
- Review submittal documents and request missing information to ensure packets are complete
- Provide front counter customer service as necessary
- Answer questions concerning the building process and requirements at the counter or over the phone
- Form and maintain positive relationships with Municipal staff and maintain a professional image
- Determine permit fees, if requested
- Work with Municipal Clerk to facilitate Freedom of Information Act (FOIA) requests, if requested
- Provide inspection scheduling and tracking to ensure code compliance
- Act as an office resource to inspectors in the field
- Process applications for Municipal Boards and Commissions – if requested
- Provide input, tracking and reporting to help increase efficiencies

#### Reporting Services

- Consultant will work with Municipality to develop a mutually agreeable reporting schedule and format

## 2. ADDITIONAL SERVICES UPON MUNICIPALITY REQUEST

#### Emergency Response Services

In cases of natural disaster, Consultant will provide emergency disaster response including:

- Rapid assessment of the structural integrity of damaged buildings using appropriate forms
- Determine whether structures are safe for use or if entry should be restricted or prohibited
- Post the structure with the appropriate placard
- Coordinate any disaster or emergency response with the appropriate local, state or federal agency(s)
- Track all hours and expenses for reimbursement from federal agencies when appropriate
- Survey construction sites for control of debris hazards
- Coordinate emergency permitting procedures

## 3. COMMUNITY CORE SOLUTIONS TERMS AND CONDITIONS

- Provide Community Core in accordance with the terms and conditions of Exhibit C.

## 4. TIME OF PERFORMANCE

- Consultant will perform Services during normal business hours excluding Municipal holidays
- Services will be performed on an as-requested basis
- Building Official or designated representative will be available at the Consultant's hub office during mutually agreed upon hours
- Permit Technician will be on-site (hub office) during office hours
- Inspectors will be dispatched on an as-requested basis
- Consultant representative(s) can be on-site weekly based on activity levels
- Consultant representative(s) can be available by phone and email
- Consultant representative(s) can meet with the public by appointment

Deliverables			
<b>INSPECTION SERVICES</b>	Perform inspections received from the Municipality prior to 4:00 pm next business day		
<b>PRE-SUBMITTAL MEETINGS</b>	Provide pre-submittal meetings to applicants by appointment		
<b>PLAN REVIEW TURNAROUND TIMES</b>	Provide comments within the following timeframes: Day 1 = first full business day after receipt of plans and all supporting documents		
	<u>Project Type:</u>	<u>First Comments</u>	<u>Second Comments</u>
	– Single-family within	10 business days	10 business days or less
	– Multi-family within	10 business days	10 business days or less
	– Small commercial within (under \$2M in valuation)	10 business days	10 business days or less
	– Large commercial within	20 business days	10 business days or less

## EXHIBIT B – FEE SCHEDULE FOR SERVICES

### 1. FEE SCHEDULE

- Municipality and Consultant will review the Municipal Fee Schedule and valuation tables annually to discuss making adjustments to reflect increases in the costs incurred by Consultant to provide Services.
- Upon completion of the initial term and annually thereafter, the hourly and flat rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the "CPI") for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. In the event that the increase in the CPI for the relevant period exceeds 4%, the exceedance shall carry over to the next and subsequent calendar years and, subject to the 4% annual cap, hourly and flat rates shall be increased by the amount of the exceedance and any increase during the preceding period. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- Consultant fees for Services provided pursuant to this Agreement will be as follows:

SERVICE FEE SCHEDULE:	STANDARD HOURLY RATE*
Building Department Services Includes:	100% of permit fees (County current fee schedule)
– Building Official	RATE & FEE SCHED WILL BE UPDATED
– Plan Review	
– Inspections	
– Permit Technician	

CommunityCore Software – maximum 3 users \$0

#### ADDITIONAL SERVICES UPON MUNICIPALITY REQUEST

Damage Assessment Plan Review Services**	\$120.00 per hour – two (2) hour minimum
Damage Assessment Inspection Services**	\$120.00 per hour – two (2) hour minimum
Building Official Services/Floodplain	\$135.00 per hour - two (2) hour minimum
Meeting Beyond Business Hours	\$135.00 per hour
Permit Technician	\$85.00 per hour – two (2) hour minimum
CommunityCore Software – 4+ users	\$1,500.00 per year

Hourly inspection time tracked will start when Consultant checks in at Municipality or first inspection site. Time tracked will end when the inspector completes the last scheduled inspection or leaves Municipal office. Time tracked will include travel time between inspection sites and all administrative work related to inspection support.

\*Services requested beyond normal business hours, Monday through Friday, will be invoiced at one-and-a-half times (1.5x) the standard rate with a two (2) hour minimum.

Services requested on Saturdays, will be invoiced at one-and-a-half (1.5) times the standard rate with a four (4) hour minimum.

Services requested on Sunday or US Federal holidays will be invoiced at two (2) times the standard rate with a four (4) hour minimum.

\*\*Applicable to staff relocated from other areas to assist Municipality with damage assessment. Consultant also reserves the right to invoice Municipality for lodging and meals for relocated staff.





# **ITEM F.2.**



Town of  
**Redington Shores**  
*Nature's Beach*

Date: June 25, 2025  
To: Board of Commissioners  
From: Margaret Carey, Interim Town Administrator/Town Clerk  
Re: Town Administrator Position

At the June 11 Regular Meeting, Commissioners directed staff to immediately begin advertising the updated job description for the Town Administrator position.

Candidates are required to submit a cover letter, resume, references, and a minimum salary requirement.

The position was advertised on the Town's website, Florida City Jobs (Florida League of Cities), and GovernmentJobs.com.

Resumes were emailed to Commissioners as they were received.

This evening Commissioners will discuss the resumes that were received.

# **TOWN OF REDINGTON SHORES**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Town Administrator  
**DEPARTMENT:** Administration  
**REPORTS TO:** Board of Commissioners  
**SUPERVISES:** All Town employees as provided for in Town Code § 1-20  
**EMPLOYMENT CLASSIFICATION:** Full Time – FLSA Exempt (Executive)

### **GENERAL DESCRIPTION:**

The Town Administrator is entrusted with numerous and diverse duties. The position is one of high responsibility requiring advanced leadership, management, and administrative work as the Town's chief administrative executive. The purpose of this position is to ensure the policy directions of the Board of Commissioners are carried out, to administer the Town's adopted budget, and to direct and coordinate all phases of the Town's delivery of municipal services while ensuring the efficient and effective operation of all Town departments.

Work involves the leadership, management, supervision, and coordination of activities related to the Town in accordance with the Town Charter, Town Code, state and federal law, and the policies, resolutions and budgets adopted by the Board of Commissioners. The Administrator is appointed by and serves at the pleasure of the Board of Commissioners and, under the Commission's general oversight and direction, plans, directs, organizes, and controls the daily operations of the Town, including the Town's human, financial, and physical resources to efficiently and effectively accomplish the Town's policies, objectives and master plans.

### **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, tasks, management, and leadership functions performed in this position.*

- Be responsible for the efficient and proper administration of all Town business as defined by the Board of Commissioners.
- With assistance of the Town Attorney and Town staff, acquire and maintain a thorough working knowledge and interpretation of the Town Code, Town policies and procedures, and the state and federal laws applicable to Florida local government, including but not limited to the Public Records Act, Sunshine Law, Code of Ethics, Florida Statutes Chapter 166, and the statutes governing the Town's budgeting and financial operations.
- Subject to the limitations set forth in Town Code § 1-20, interviews, hires, evaluates, promotes, disciplines, discharges and makes all other related personnel decisions for subordinate employees.
- Reviews, approves, and coordinates scheduled absences of employees to ensure continuity of Town services.
- Studies, analyzes, and makes recommendations to the Board of Commissioners related to salaries, job duties, responsibilities, safety, training, morale, efficiency, and various other personnel policies for Town employees.
- Deals with the Town's residents, businesses, Town officials and contractors, and Town employees in a professional, tactful, diplomatic, and honest manner.
- Maintains discretion and confidentiality in the management of sensitive documents or communications including exempt employee health records, civil or criminal investigations, and attorney-client communications.

- Directs, supervises, coordinates, and delegates the activities of the administration of all Town departments, offices, agencies, and contracts of the Town in accordance with the Town Charter and Code and applicable law.
- Negotiates, approves and executes contracts on behalf of the Town as the Town's budget, procurement rules, and the Town Code and state law allow.
- Establishes and maintains effective working relationships with Town Commissioners, Town Charter officials, and other Pinellas County elected and appointed officials.
- In conjunction with the Town Clerk and other relevant staff, develops agendas for meetings of the Town's various subordinate boards and commissions including the planning and zoning board.
- In conjunction with the Town's code enforcement deputy and building official, develops case materials for presentation to the Town's special magistrate.
- Attends all meetings of the special magistrate and the Town's subordinate boards and commissions.
- Authorizes purchases or other expenditures in accordance with the Town's procurement rules and adopted Town budgets.
- Maintains a sound working knowledge of public procurement methods and laws and oversees the Town's procurement process to include recommending to the Commission proper procurement rules, preparing solicitation documents, and supervising the evaluation of solicitation responses, contract negotiations, and contract administration.
- Oversees the administration of all vendor contracts, interlocal agreements, grant agreements and development agreements to ensure the Town's rights are protected, that renewals or cancellation notices occur in a timely manner, and all Town obligations are complied with.
- Serves as the property manager of all Town facilities, including but not limited to Town Hall, the Town maintenance facility, all Town parks, mini-parks, and all other real estate and personal property owned by the Town.
- Oversees the continual supervision of, and implementation of the Town's Emergency Disaster and Hurricane Response Plans.
- The Administrator will oversee the risk management of the Town, shall maintain a master list of all Town real and personal property, and shall, as part of the budgeting process, recommend to the Board of Commissioners the types and amounts of insurance coverages that will ensure the Town is properly insured with respect to property loss and litigation claims.
- Works before, during, and after a declared and/or undeclared emergency to ensure the Town's emergency plans are carried out, that the Town properly coordinates with county and state emergency management officials, and to ensure the Town's staff and emergency contractors perform their required duties.
- Responsible for collaborating with the Town Clerk to ensure agendas are established for Town Commission meetings; briefs individual Commissioners in advance of meetings to ensure they are aware of all necessary background for the agenda items.
- Attends Commission meetings and participates as the chief administrative executive of the Town.
- Collaborates and gathers input from the Commission and the Town's Financial Advisory Committee regarding budget development, appropriations, and budget administration.
- Prepares and submits an annual itemized budget, budget message, and capital program to the Board of Commissioners, in a form and within the time frame established by Town Code and state law.
- Prepares and submits to the Board of Commissioners, and makes available to the public, a complete report on the finances and administrative activities of the Town at the end of each fiscal year.
- Makes such other reports as the Board of Commissioners may require concerning the operations of Town advisory boards, contractors, departments, offices, or agencies of the Town.
- Keeps the Board of Commissioners fully advised as to the Town's financial and operational condition, and makes such financial or policy recommendations to the Commission as the Administrator determines is appropriate.

- Regularly researches opportunities for the Town to apply for and receive grant funds to assist the Town in building, maintaining or replacing Town infrastructure and assets, or to assist the Town in maintaining, adding or improving Town programs and services to improve the quality of life for Town residents, visitors and businesses.
- Uses, and ensures Town staff use up to date technology, internet, cloud and software tools to ensure the Town's internal and external communications, and its business operations are ADA compliant, user friendly, reduce inefficiency, and are secure from hacking, ransom wear and similar cyber threats.
- Maintains community respect in the Town of Redington Shores through good public relations and by keeping residents and business owners informed of Town progress and policies as required.
- Works alongside the members of the Commission to resolve or assist in the resolution of complaints concerning Town operations with citizens and others and/or refers to the appropriate Town, county or state official for the appropriate actions.
- Visualizes, documents, and communicates both current and future goals and objectives of the Town.
- Establishes and maintains good working relationships with other government entities within Pinellas County, as well as with State agencies.
- Performs such other duties as may be assigned by the Board of Commissioners, not inconsistent with the position, Town resolutions, Charter and Code, and existing laws.

#### **ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS AND ABILITIES:**

- Work is performed sitting at a desk and standing at locations in the Town.
- Must be able to use a desk and smartphone on a frequent basis.
- Must be able to physically report to work at Town Hall and various other meeting locations within Pinellas County on a daily basis, and including during emergency conditions.
- Must be able to deal calmly and professionally with occasionally angry citizens.
- Must be able to attend, pay attention to, and retain information from Town Commission, advisory board, community group or other meetings attended.
- Must be organized and able to take notes, track scheduled obligations, and effectively balance and prioritize often complex and heavy workloads and priorities.
- Must be able to read and understand the Town's financial records and to work with Town auditors and the Financial Advisory Committee on such records.
- Must be able to read documents on paper or computer screens.
- Must be proficient in the use of current common business software applications including Word, Excel and PowerPoint, as well as any specialty software the Town uses for email communications, project management or financial management activities.
- Must be able to speak in public to large groups of people, and to make detailed presentations to the Commission or other groups or bodies, using technology aids where appropriate.
- Must be able to train, explain and mentor employees in the performance of their Town duties.
- Must be able to operate a passenger vehicle.
- The employee must occasionally lift objects up to 20 pounds.

#### **ENVIRONMENTAL CONDITIONS:**

A considerable amount of time is spent in an office environment. Will frequently be required to work in outdoor environments with visits to work sites and other related Town or county activities and events.

#### **MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

- Graduation from an accredited four-year college or university with a Bachelor's degree in Public Administration, Business, Management, or other closely related field. Master's degree in a related field preferred.
- Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government. ICMA Credentialed Manager preferred.
- Knowledge of municipal government relationships to State and Federal government organizations.
- Knowledge of modern management and leadership techniques and applications.
- Progressive experience in local government management settings desirable.
- Must be, or become, an active member with the International City Managers Association (ICMA), the Florida League of Cities (FLC), and Florida City County Managers Association (FCCMA), and must adhere to the codes of ethics of the ICMA and FCCMA.
- Must complete required courses for National Incident Management System (NIMS).
- Must possess and maintain a valid Florida Driver License.

*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 Board of Commissioners.*