



**BOARD OF COMMISSIONERS  
TOWN OF REDINGTON SHORES  
REGULAR WORKSHOP**

**WEDNESDAY, JULY 30, 2025** *immediately following the Special Meeting*

**AGENDA**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPEARANCES AND PRESENTATIONS**

1. Introduction of Building Official, Tony Bryan

**E. OLD BUSINESS**

**F. NEW BUSINESS**

1. Staff Recruitment Update
2. Building Department Services Update
3. Redistricting Discussion

**G. MISCELLANEOUS**

Regular Meeting- Wednesday, August 13, 2025 – 6:00 P.M.

Budget Workshop - Wednesday, August 27, 2025 – 6:00 P.M

Regular Workshop - Wednesday, August 27, 2025 – *immediately after the Budget Workshop*

**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 D.1.**



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

Date: July 30, 2025  
To: Board of Commissioners  
From: Margaret Carey, Interim Town Administrator/Town Clerk  
Re: Introduction of the New Building Official

SAFEBuilt replaced our Building Official with Mr. Tony Bryan on Monday, July 21<sup>st</sup>.

Mr. Bryan comes to us from Port Richey, Florida. He will be working onsite Monday, Wednesday, and Friday.

I have already emailed you with his contact information.

Welcome Tony!

# **ITEM F.1.**



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

Date: July 30, 2025  
To: Board of Commissioners  
From: Margaret Carey, Interim Town Administrator/Town Clerk  
Re: Staff Recruitment Update

The Town is currently recruiting for 2 positions: Town Clerk and Public Works Technician.

**TOWN CLERK**

This position was posted to: the Town website, FL City Jobs (FL League of Cities), FACC (Florida Association of City Clerks), and distributed to members of the Pinellas County Clerks Association. We began posting on July 18, 2025. To date we have received 1 application.

**PUBLIC WORKS TECHNICIAN**

This position was posted to: the Town website, FL City Jobs (FL League of Cities), and Indeed. We began posting on July 11, 2025. To date we have received 5 applications. I will keep the position posted into August and will begin interviewing candidates by the 2<sup>nd</sup> week of August.

**RECOMMENDATION**

I recommend discussing the Town Clerk position tonight. For the PW position, I will continue to collect applications and conduct the first review on August 1, 2025 and begin contacting candidates for interviews.

**TOWN CLERK POSITION  
RESUMES RECEIVED**

# Melissa S. Fultz, ENV SP

Fultz.Melissa@gmail.com · [www.linkedin.com/in/melissafultz](http://www.linkedin.com/in/melissafultz) · Gulfport, FL 33707 · 727.492.6135

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July 19, 2025

Town of Redington Shores  
Attn: Margaret Carey, Interim Town Manager  
17425 Gulf Blvd.  
Redington Shores, Florida 33708

Re: Town Clerk

Dear Ms. Carey:

In review of your current position opening for Town Clerk, I am confident my skill set and experience would be an excellent match for this position. As a leading clerical administrator throughout my career, I have honed professional stewardship, outstanding service, and the advancement of leaders in every role I have served. I have provided critical mission support and added capacity to community leaders as well as the public, and I would be honored to serve as Town Clerk.

With over 20-years of advanced public administration experience, as well as being a member of International Institute of Municipal Clerks (IIMC), I have ample practice being a key leader as well as supporting lasting community partnerships with government agencies while managing projects and providing impeccable record keeping. I have continued to serve roles that cultivate sustained advancements in public administration and I am well versed in Florida state laws and ordinances such as Sunshine Law and best practices.

Having served as Deputy Clerk for the Town of Redington Shores, I have amassed a great breadth of experience, I have served as a key point of contact with municipal leaders and community partners and acted as supervisor to Town staff in the Town Clerk's absence with optimal success. Additionally, I have maintained records, organized events, and overseen projects and meetings essential to organizational operations. As an active member of IIMC, Florida Association of City Clerks (FACC), and Pinellas County Association of City Clerks, I am in pursuit of my Certified Municipal Clerk (CMC) accreditation, and I would love to apply my skills to this position and increase the efficiency and effectiveness of this role.

I would love to discuss this opportunity further and have included my resume with professional references that may vouch for my previous professional successes. I may be reached via email at [Fultz.Melissa@gmail.com](mailto:Fultz.Melissa@gmail.com) or by telephone at 727-492-6135. Thank you for your consideration of this opportunity, and I look forward to hearing from you.

Sincerely,

Melissa S. Fultz, ENV SP

Enclosure

# Melissa S. Fultz, ENV SP

Fultz.Melissa@gmail.com · www.linkedin.com/in/melissafultz · Gulfport, FL 33707 · 727.492.6135

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## PROFESSIONAL PROFILE

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Mission-driven and highly skilled professional with excellent analytic, public administration, and organizational talents. Highly poised in leadership support and communications. Demonstrated success in organizing, educating, and engaging stakeholders. Advanced practice in documentation, legislation, and logistics. Great breadth of expertise in cultivating evidence-based solutions. Expert C-Suite executive support, data management, account reconciliation, and project management skills. Level 2 authorized background and valid Florida driver's license. Member of International Institute of Municipal Clerks, Florida Association of City Clerks, and Pinellas County Association of City Clerks.

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## SUMMARY OF QUALIFICATIONS

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Excellent organizational development skills, with demonstrated expertise in facilitating multiple projects, driven deadlines, and supervision of individuals, volunteers, teams, and events while exceeding quality expectations on deliverables.

Cohesive collaborator, with exceptional public relations and administration talents with advanced abilities to develop solid rapport and growth with colleagues, clients, leaders, and the public.

Exceptional analytic and communication skills with excellent research, composition, and presentation abilities.

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams), Adobe Professional Suite, ArcGIS, CRM, SmartGov

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## PROFESSIONAL EXPERIENCE

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### Deputy Town Clerk

4/2025 to Present

*Town of Redington Shores, Redington Shores, FL*

- Provide exceptional customer service and public administration support for residents while maintaining compliance with municipal and federal codes.
- Maintain records and daily operations with optimal success.
- Execute meetings, documentation, public records, and minutes in accordance with Florida Sunshine Law.

### Government Relations Manager, Clerk of the Board

2/2020 to 12/2024

*Land & Water Engineering Science, Inc., Saint Petersburg, FL*

- Provided exceptional C-Suite executive support to CEO, Vice President, and Senior Project Managers.
- Served as Government & Community Liaison with local municipal partners.
- Cultivated successful funding strategies for \$3 million dollar infrastructure programs.
- Successfully integrated all aspects of public administration including special projects, record keeping, RFP/RFQ proposals, business development, employee recruitment, data management, calendar management, time and attendance, procurement practices (purchase cardholder), financial reporting, property management, travel arrangements, IT support, field logistics, meeting minutes, communications, and account reconciliation.
- Obtained certification as an ENVISION Sustainability Professional (ENV SP) and Notary Public.

### Project Manager

4/2010 to 2/2020

*Consultant, Saint Petersburg, FL*

- Effectively communicated research and statistical analysis in reports utilized in litigation proceedings.
- Coordinated multiple projects and deadlines independently with tact and diligence.
- Secured all aspects of business administration, marketing, organizational development, outreach, and data management.

### Administrator, Fish Conservation Program

11/2013 to 7/2015

*Ocean Conservancy, Saint Petersburg, FL*

- Managed financial analysis and reporting, reconciliations, and expenses designated from a \$21 million-dollar program budget.
- Oversaw all logistics, IT support, procurement (purchase cardholder), property management, and data management.
- Community liaison, partnering with local governments and organizations to develop task forces and positive regional impacts.
- Maintained project management, design, and implementation while conducting complex research, conveying materials to all audiences with optimal success.

### Executive Assistant to CEO

9/2006 to 1/2010

*Rehabilitation Counseling Associates, Inc., Saint Petersburg, FL*

- Recognized quarterly for providing superior administrative support to Executive Director, CEO, COO, and senior executives.
- Prepared case evidence utilized in civil litigation proceedings, producing client favorable outcomes.
- Developed marketing materials and presentations that consistently produced exceeded quarterly goals for new business referrals.
- Coordinated research, outreach, client data, conferences, marketing, AP/AR, invoicing, and payroll records with optimal success.
- Rewarded for coordination efforts in the recruitment, training, and supervision of all new staff and interns.

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## EDUCATION

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### Bachelor of Arts in Environmental Studies/Human Development

Eckerd College, Saint Petersburg, FL

Jan 2009 to May 2012

GPA: 3.91



# Melissa S. Fultz, ENV SP

Fultz.Melissa@gmail.com · [www.linkedin.com/in/melissafultz](http://www.linkedin.com/in/melissafultz) · Gulfport, FL 33707 · 727.492.6135

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## PROFESSIONAL REFERENCES

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**Charles R. Gallagher, III** - Managing Partner of Gallagher & Associates Law Firm, P.A.  
cell: 727.459.2824; email: [crg@attorneyoffices.org](mailto:crg@attorneyoffices.org)

Mr. Gallagher has overseen my professional development and served as a mentor to me. He has witnessed my professional growth over the years and written letters of recommendation to institutions like Harvard Business School on my behalf, and has been witness to multiple professional successes. He can attest to my strong leadership and work ethic, as well as my advanced administrative abilities.

**Rebecca Gross Tieder** - Director of Public Policy at Juvenile Welfare Board  
cell: 813.784.7337; email: [rebeccagrosstieder@gmail.com](mailto:rebeccagrosstieder@gmail.com)

Ms. Tieder has served as a mentor and professional colleague who can attest to my strong administrative skill set and character attributes. She has overseen me in professional settings and can vouch for my ability to both support and take ownership of tasks and projects.

**Nicholas Benedetto** - Department Coordinator at Juvenile Welfare Board  
cell: 215.870.9327; email: [nbenedetto@gmail.com](mailto:nbenedetto@gmail.com)

Mr. Benedetto has worked with me on Board packets and meeting minutes and can attest to my ability to maintain accurate and detailed public records in accordance with Sunshine Law.

**James C. Scott** - Florida State Chair, Sierra Club  
cell: 386.481.7179; email: [james.c.scott.fl@gmail.com](mailto:james.c.scott.fl@gmail.com)

Mr. Scott has overseen me in support roles as well as mentored me for leadership positions. He can attest to my organizational abilities, dedication, and work ethic.

**Sarah Tyrrell** - General Sales Manager at WMOR-TV 32  
cell: 727.771.3524

Ms. Tyrrell has known me for over 30 years and can attest to my professional acumen and personal character.

# **ITEM F.2.**



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

Date: July 30, 2025  
To: Board of Commissioners  
From: Margaret Carey, Interim Town Administrator/Town Clerk  
Re: Building Department Services

At the June 25, 2025 meeting the Commission directed staff to 1.) go out bid for Building Department Services, and 2.) advertise for an in-house Building Official.

**IN-HOUSE BUILDING OFFICIAL UPDATE**

The Building Official position was posted to: the Town website, FL City Jobs (FL League of Cities), and BOAF (Building Official Association of Florida). To date, we have received 0 applications.

**CONTRACTED BUILDING DEPARTMENT SERVICES UPDATE**

Attorney Eschenfelder prepared bid documents and the package was uploaded to the Town website and DemandStar and broadcast on 6-30-2025 with a due date of 7-29-25. That date was later adjusted to 7-22-2025.

At 2:00pm on 7-22-2025 Deputy Clerk Fultz and I opened the bids publicly. The results are attached.

**NEXT STEPS**

The suggested next steps would include the following:

- Review proposals
- Invite 2-3 vendors to present their proposal at a meeting or workshop
- Reconsider all options and negotiate a final contract with the preferred vendor
- Attorney review of the contract
- Present the final contract at a Regular Meeting for Commission final approval
- Notify SAFEBuilt and Tidal Basin
- Plan the transition
- Begin with new vendor by November, 2025

**QUESTIONS TO CONSIDER WHEN MEETING WITH FINALIST VENDORS:**

1. Where will the staff be physically located?
2. How many hours per week are staff working onsite? Remote?

3. What happens if the Town wishes to request a different staff member (due to conflicts, work performance, etc.)?
4. Are there any software requirements?
5. Are there any concerns with our permit fee schedule?
6. What is their plan for supplemental resources in the event of a disaster event (such as Hurricanes Helene and Milton)?

**STAFF RECOMMENDATION**

I recommend the Commission select 2-3 vendors to be invited to present their proposal at the August 13 Regular meeting. I will send each meeting agenda packet to the Town of Redington Beach to keep elected officials and staff updated.



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

BID RESULTS  
FOR  
Building Department Services

RFP 2025-01

7-22-2025

BIDDER	% OF PERMIT REVENUE	HOURLY RATE
C.A.P. Government, Inc.	CAP 70% Town 30%	Building Official \$125 Plans Examiner \$100 Inspector \$90 Floodplain Management \$100 Permit Technician \$55
Wildan	N/A	Building Official \$135 Plans Examiner \$105 Inspector \$100 Floodplain Management \$105 Permit Technician \$75
JPI	JPI 50% Town 50% <i>minimum monthly compensation \$25,000</i>	Building Official \$139 Plans Examiner \$89 Inspector \$89 Floodplain Management \$125 Permit Technician \$63
M.T. Causley, LLC	MTC 95% Town 5%	Building Official \$135 Plans Examiner \$105 Inspector \$120 Floodplain Management \$135 Permit Technician \$75

**OTHER**

We received 2 additional Bids that did not meet requirements (late submission, improper format). Here are the results:

BIDDER	% OF PERMIT REVENUE	HOURLY RATE
Tew & Taylor	N/A	Building Official \$165 Plans Examiner \$165 Inspector \$165 Floodplain Management \$N/A Permit Technician \$75
Nova	N/A	Building Official \$125 Plans Examiner \$125 Inspector \$100 Floodplain Management \$N/A Permit Technician \$N/A

# **ITEM F.3.**



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

Date: July 30, 2025  
To: Board of Commissioners  
From: Margaret Carey, Interim Town Administrator/Town Clerk  
Re: Electoral District Boundary Map Review

At the July 9 meeting, the Commission discussed a proposal by Commissioner Maynard to acquire a section of District 3 and incorporate into the District 4 boundary. This sparked a broader discussion stemming from the 2025 update to the Town Charter. The new charter language reads:

**§ C-8. Election districts.**

- A. The Board of Commissioners above-named shall divide, within 20 days of this Act becoming law, the territory lying within the municipal boundary of the Town of Redington Shores into four areas to be known as "districts." These four districts shall be created by the Board of Commissioners by dividing said territory such that each district shall contain as nearly as possible the same number of electors. The districts shall be numbered 1 to 4 in order, from south to north, with District No. 1 being that district lying most southerly within the municipal limits. Upon completion of the divisions of the territory into four districts, the Board of Commissioners shall forthwith prepare a map setting forth the four districts, showing their numbers and boundaries, and file the same with the Town Clerk, and a copy shall be provided for public inspection.
- B. Thereafter, the Board of Commissioners may from time to time by ordinance change the boundaries of said districts as it may deem expedient so that each district shall contain as nearly as possible the same number of electors. No change in districts shall be made within six months next preceding an election in said Town, and the election district so fixed by the Board of Commissioners pursuant to this subsection shall remain as so fixed until, in the judgment of the Board of Commissioners, a change may be necessary.
- C. In each instance where the Commission revises the boundaries of the districts, it shall, in addition to considering the numbering and population distribution requirements set forth in subsections (A) and (B) above, attempt to develop district boundaries which would prevent or make less likely the election of more than one Commissioner (excluding the Mayor-Commissioner) from any one homeowner or condominium

association. The intent of this subsection is that no one condominium or homeowner association should hold a majority of the Town Commission seats.



## **ITEMS TO CONSIDER**

- NUMBER OF ELECTORS - As the Charter indicates, “each district shall contain as nearly as possible the same number of electors.”

Commissioner Maynard requested the current number of electors of each district from the Supervisor of Elections Office and here are the results:

District 1: 394

District 2: 441

District 3: 351

District 4: 376

- PREVENT 1 CONDO ASSOCIATION FROM HOLDING A MAJORITY OF TOWN COMMISSON SEATS– When the Commission revises the boundaries, it shall consider distribution of electors to “prevent or make less likely the election of more than one Commissioner (excluding the Mayor-Commissioner) from any one homeowner or condominium association.

## **RECOMMENDATION**

Staff recommends carefully reviewing the distribution of electors to comply with the Charter.



