TOWN OF REDINGTON BEACH, FLORIDA
WORKSHOP & REGULAR MEETING MINUTES

June 20, 2006

Having been duly advertised as required by law, the **WORKSHOP MEETING** and the **REGULAR COMMISSION MEETING** of the Board of Commissioners of the Town of Redington Beach, Florida, was held on Tuesday, June 20, 2006, at 7:00 PM, in the Redington Beach Town Hall at 105 – 164TH Avenue, Redington Beach, Florida.

Call to Order – Mayor Wilson called the Workshop Meeting to Order at 7:00 p.m.

Roll Call:

Commissioner Yadevia	-	Present
Commissioner Bradbeer	-	Present
Commissioner Maniotes	-	Present
Vice Mayor Peck-Epstein	-	Present
Mayor Wilson	-	Present

Also present were Town Attorney Dominic Amadio and Acting Town Clerk Marie Hamilton.

Mayor Wilson reminded everyone that blue speaker cards were available for anyone who wished to address the Commission to fill out and turn into the Acting Town Clerk, and reminded them to please keep any background discussions to a minimum to allow everyone to be heard.

1. Approval of Agenda (Workshop Meeting)

Changes to the Agenda; Vice Mayor Peck-Epstein asked to add "Public Safety Items", to discuss scheduling a Public Safety Workshop, the Special Detail Deputy Status, and Materials and Mail Flow under New Business on the Workshop. A short discussion was held on adding items to the Agenda on the night of the meeting, and what subjects need to be discussed. The new item will be added under New Business as Item #13.

Motion: Commissioner Maniotes motioned to approve the Agenda as amended.
Second: Commissioner Bradbeer seconded the motion.

Vote:

Commissioner Yadevia	-	Y
Commissioner Bradbeer	-	Y
Commissioner Maniotes	-	Y
Vice Mayor Peck-Epstein	-	Y
Mayor Wilson	-	Y

ACTION: The Agenda stands as amended.

2. Public Forum:

Mayor Wilson asked the audience members come to the podium and state their name and address. She also reminded them of the three minute limit for comments.

Mike Henry – 16111 6th Street East, Redington Beach, FL 33708

Mr. Henry asked for an update on the status of hiring for the Town's vacancies and asked how many applications have been received for the openings for Deputy Town Clerk and Town Clerk. Mayor Wilson stated that these items will be addressed during the Workshop tonight, since they are Agenda Items.

Mark Deighton – 15928 Redington Drive, Redington Beach, FL 33708

Asked questions on the Five Year Financial Plan the Finance Committee was presented.

1.) The Plan shows the Stormwater budget shows an increase from $3,300,000 to $3,460,000 he asked why that is?
2.) Next he stated the $3,300,000 was to last five years, and he reminded everyone that during the first year $963,000 was transferred into the Capital Fund to pay for the first year, which was $1,000,000. He wondered why in the plan before us the amount did not drop down to $2,300,000; but instead went up to $3,460,000?
3.) Where the amount for the SWFWMD contribution was, which should be around 1.7 million dollars.
4.) He felt this contribution of 1.7 million dollars would bring down the Town's real liability to $1,653,000. He asked how this number relates to the #3,460,000 that shows as a budget.
5.) He stated out of the 1,653,000 the Town was spending $1,000,000 this year; thus the $963,000 transfer. This should show $653,000 for the remaining liability, instead of the $3,460,000 shown on the Plan. He questioned the difference of $2.8 million, and stated he was not satisfied with these numbers.

Commissioner Maniotes stated these numbers will be addressed at the Finance meeting on June 21, 2006. He reported that the Five Year Financial Plan was a rough draft type of document, and some mistakes were made. He apologized for them. Mr. Deighton pointed out the 2.8 million dollar error. Commissioner Maniotes stated the Five Year Financial Plan was the same Plan that had been drafted last year, and nothing on it had been changed.

Mark Deighton stated the original Plan from last year showed the implementation charges for each year, and it appeared in this version of the Plan numbers had been added together, rather than subtracted, which made the liability $3,360,000 rather than $653,000. He stated this was not the performance expected of someone who worked on the finances for over a year. He reported this means the Capital Budget is not 5.3 million dollars but is 2.5 million dollars; and the liability for the stormwater budget for the next four years is not $3,460,000 but is $653,000. This also means instead of having to come up with $954,000 this year for stormwater we need to come up with 136,000. He stated he was unaware how much work the other Finance Committee members have done on this or how much the Board had done, since the mistakes were very basic.

Bill Ardiff – 16021 Redington Drive, Redington Beach, FL 33708

Read a letter to the Mayor asking when the issues with Commission Maniotes and Vice Mayor Peck-Epstein would end. He expressed his opinion that both Commissioner Maniotes and Vice Mayor Peck-Epstein should resign, and save the Town the expense of Recall elections.

NOTE: A copy of this letter is attached at the end of the Minutes.

Commissioner Yadevia passed out a rough draft copy of Commission Attendance for the past two years, showing absences of all commissioners over that time. A short discussion followed on the appearance of the document and several meetings where roll call was not shown. Attorney Amadio stated there were no meetings where roll call was not taken. Commissioner Bradbeer questions who had prepared this and Commissioner Yadevia stated she had asked for the information from the Town Clerk, and that the temporary employee Rhonda had prepared it to show absences and excused absences, she also pointed out that Commissioner Baraybar was absent many times. Commissioner Bradbeer stated that this type of information should go either through the Town Clerk or the Mayor before it is released. The Mayor stated this was the first time she had seen this document. Marie Hamilton, Acting Town Clerk, stated the document was originally prepared in response to a public records request from the St. Petersburg Times, who only asked for the total numbers of absences and excused absences; and she had not had time to reformat of the document. This information was faxed to the newspaper, and when Commissioner Yadevia had seen it, she asked for copies of it. Mayor Wilson stated it was public record, but it is hard to look at or confusing to look at.

Paul Warren – 16007 Gulf Boulevard, Redington Beach, FL 33708

As the President of the Property Owners Association reminded everyone about the upcoming July 4th Beach Picnic and Party to be held on Saturday, July 1, 2006 beginning at 3:00 pm until whenever. He asked that all residents come out and support the Town. Mayor Wilson asked how the information was being advertised. He stated it is posted on all the bulletin boards and four signs were up in town and it will also be in upcoming issues of the Beach Beacon and the Neighborhood Times. Vice Mayor Peck-Epstein asked where it was being held, and Mr. Warren stated it would be at the Town Beach Park.

3. Reports

A. Public Safety – Vice Mayor Peck-Epstein

Vice Mayor Peck-Epstein stated she was going to report out on the Florida League of Cities, but wanted to take a moment to thank Marie Hamilton, the Acting Town Clerk. She explained that originally “Marie had kind of jumped in with both feet” and worked alone for the first seven weeks, with no training. Marie also came back to help out just after major surgery. Vice Mayor Peck-Epstein stated the Town Clerks Office was extremely messy when she followed up with the Public Works Director to check on the Disaster Recovery Plan, and identifying files. There were piles of mail from January on the floor, piles on the credenzas, papers, invoices and checks. She knows Marie spent hours cleaning and filing to bring some organization. She wanted thank Marie for all her hard work, dedication and work ethic.

Vice Mayor Peck-Epstein went on to report on the Annual Conference she had attended at the Suncoast Florida League of Cities. There were many new attendees due to elections, retirements, etc. and the new President is Chris Aberdeen, the Mayor of Bellaire Bluffs, since the retirement of Beverly Belarus of Tarpon Springs. She gave a brief description of the workshops, how to get involved with the community, affordable housing, quality leadership, successful management, etc. She also stated she had handouts and CDs which she will make available on the conference.

B. <u>Building Commissioner</u> – Commissioner Bradbeer

Has nothing to report at this time.

C. <u>Public Works/Parks & Recreation and Code Enforcement</u> – Commissioner Yadevia

Commissioner Yadevia reported that Rhonda Robertson, the temporary hire from the Allstaff Agency has resigned, and her last day will be on Friday June 23, 2006. She stated she has spoken with the Agency and they will have a replacement out on Monday, June 26, 2006. Mayor Wilson stated that she spoke with Rhonda late today, and that Rhonda indicated she might change her mind and stay on with the Town. Commissioner Yadevia stated she had a problem with that, since the agency had indicated that Rhonda's reason for leaving was due to a hostile work environment; and she had experienced Rhonda being rude at Town Hall. She has called the Agency and asked for a replacement. Commissioner Yadevia thought it would be better for the Town to replace her. Vice Mayor Peck-Epstein stated that Rhonda had also had complaints about the former Town Clerk, Beverly Brown, she complained Beverly had been mean to her and had abandoned her without any direction, and seemed confused as to what to do. Vice Mayor Peck-Epstein stated she also felt it was time to replace Rhonda. Commissioner Yadevia also stated that Rhonda had indicated she thought the job assignment was a receptionist job, and the job is more detailed than that. A short discussion followed concerning these issues and it was decided to have a new temporary employee report on Monday. Commissioner Yadevia will get the name of the replacement employee and let the Acting Town Clerk know tomorrow. Mayor Wilson also asked the Acting Town Clerk to call her with that information.

Commissioner Yadevia reported on the email she had received concerning Paul Warren doing the Town newsletter. She stated in the past the Town's newsletter had been done by Linda Dominic and that Paul Warren has volunteered to do this issue of the newsletter, but she felt it would be a conflict of interest, since he is the President of the Property Owner's Association. Mayor Wilson stated that Linda Dominic is still doing the newsletter and Paul Warren was only gathering the information to the sent to Linda Dominic. Vice Mayor Peck-Epstein pointed out that Mr. Warren has sent out emails and is involved in the Recall and she thought there might be a political agenda. Normally the input is sent to the Town Clerk who sends it on the Linda, and there is a budget of approximately $5,700.00. Mayor Wilson stated that this process is still the same, but that Mr. Warren had graciously volunteered to help out, since the Town is short of Staff, with Marie as the Acting Town Clerk, and a temporary employee as the Deputy Town Clerk. She felt that Mr. Warren was trying to help out by coordinating the data and getting it to the publisher. A short discussion followed on the issues and who should be responsible for the newsletters. The Mayor also indicated that the primary purpose of the newsletter was to qualify for NPDES, it is for pollution discharges and is the Federally Mandated Public Outreach Program, and it is very important that it goes out on time. The Mayor stated that if Commissioner Yadevia wishes to handle the newsletter and meet the deadlines, that Paul Warren should forward the materials he has collected to Town Hall. Mr. Warren stated he would drop off the material in the morning, and that the deadline was June 27, 2006.

D. <u>Finance</u> – Commissioner Maniotes

Commissioner Maniotes reported that Linda Mahnke, the financial consultant, had terminated her contract late last week due to neglect of payments. She stated the Town was weeks behind in their billing on her invoices. She received a check for the back payments on Saturday, and the last invoice check was mailed to her today to bring the account current. She also stated that if the Commission votes to approve a new contract, she will come back. He asked if the Commission wanted him to investigate what that might entail.

A short discussion followed on the payments, amounts and reasons she terminated the contract since the Town was only one week behind; also discussed were several emails with Ms. Mahnke on the issue of payments and conditions to her continuing to work for the Town. Commissioner Maniotes indicated Ms. Mahnke will reconsider working for the Town if she has a retainer of $2,000.00 and her invoices are paid in a timely manner. The Mayor indicated this item is on the Agenda, and can be discussed further then.

Commissioner Maniotes next reported on a list of computer needs from the Acting Town Clerk and Mark Davis for changes to connectivity, the email system, the access to printers, and other equipment needed. He passed out copies of the list to the Commission. The Mayor asked the Acting Town Clerk, if in the case of the Word files opening in a column format, if she should just be able to change it herself on the system. The Acting Town Clerk stated that she had tried, but she lacked the authority to make the changes on the system. Commissioner Maniotes stated the list was within the $2,500.00 limits set for computer support, and he will check into meeting the needs.

Commissioner Maniotes passed out binders to the Acting Town Clerk and the Town Attorney containing the documents requested in a Public Records Request. He had taken it upon himself to gather the information, which is considerable to answer the request. This was not his job, since he is not the Keeper of Public Records, but he did it since there is an opening in the Town Clerk position, he felt it was taking a long time for the records to be made public.

Commissioner Maniotes went into a detailed report on the binder's contents and outlines of copies of checks, emails, photographs, Resolutions, newspaper ads, budget audit reports and police reports. He also discussed the sequence of events surrounding these issues. Commissioner Maniotes presented a brief history of the problems he had securing the documents and getting them into a presentable format to meet the allegations brought against him for reporting financial issues and problems. He stated it is his responsibility, as the Town's Financial Commissioner, to bring any problems he found before the Board of Commissioners and the public for review and investigation. He felt that he has been singled out for public ridicule and prosecution for simply doing what he felt was in the best interest of the Town.

Commissioner Maniotes has given a full copy of the binder to the Town Attorney and the Acting Town Clerk that will made available as a public record.

E. **Mayor's Report** – Mayor Wilson

Mayor Wilson stated the Pinellas County Supervisor of Elections has designated July as the "Vote On-line Month", and they are encouraging people to use the internet to register to vote online. This will allow voters to vote using computers online, and a website will be available to the public for this purpose.

Mayor Wilson also reported on an organization titled "STARTS or Solutions to Avoid Red Tide, Inc." that has asked the Big-C cities for a $2,500.00 donation from each municipality; for a total of $25,000.00 to match the contribution of Long Boat Key for this fiscal year. They are asking for a donation for next fiscal year, 2006-07. She will have this item put on a future Agenda to decide whether the Town wants to put this in the budget.

Agenda Item for next meeting.

The next Big-C Meeting is June 28, 2006 at North Redington Beach, which is hosted by St. Pete Beach. They are trying to keep all meetings north of the John's pass bridge construction currently going on.

Mayor Wilson stated the election recall petition for Commissioner Maniotes has been received and the Town incurred a cost of approximately $250.00 to print copies of the Recall Petition, as required. She stated the Town may be incurring the costs of a Special Election this year and/or the coming year, and it would be prudent to budget for these costs. Commissioner Maniotes stated the Town has election costs in the budget, and since the Town did not have an election in March, there was money still in the budget this year. Mayor Wilson asked that the Town budget for an additional Special Election. Mayor Wilson also asked that the Town budgets for additional legal fees due to the possibility of future legal actions against the Town. She reminded the Commissioners that there is a Financial Meeting scheduled for tomorrow night, and any requests for additional money in the budget should be in now. Commissioner Maniotes will coordinate these requests with the Finance Committee.

Mayor Wilson reported that Jane Lytle is sending her associate, Rosemarie, to the Town to do the payroll, accounts receivable and accounts payable. This seems to be working out, although Rosemarie is a little slower that Jane, she also is less costly. Rosemarie has an extensive background in government accounting and works under Ms. Lytle's supervision. Mayor Wilson asked Commissioner Maniotes to call Rosemarie and request she come in on Wednesdays in the future.

The Mayor reported that the Town received an unemployment claim for Beverly Brown, which the Town Attorney will report on.

She also reported that there was a question on sandbag distribution during the last storm. Sandbag distribution is setup only when the Town has an Official Warning. She explained that there is a whole system due to the levels of warnings issued by the County that trigger different types of events. The Town did not have an Official Warning, although the Town does have sand and sandbags available.

Mayor Wilson reported the proposed millage rate and hearing is due by July 25, 2006 to the County. She announced a Special Hearing needs to be scheduled to set the proposed millage, and that once millage is set the amount can only go down and can not go up. This is part of the yearly budget process.

Mayor Wilson went on the report on the Emergency Management duties performed by Mark Davis and Terry Dillon during the recent storm, and thanked them for their special efforts during the storm event and the extensive cleanup efforts afterwards.

F. <u>Town Attorney</u> – Dominic Amadio

Town Attorney Amadio reported on the Special Master Hearing on the Melton property. He stated the Master has reserved ruling on it until Town writes a brief on why the Melton property should be considered in violation of the Ordinances. The brief has been sent. He gave a brief description of the timetable, progress, and the issues. He also stated he expects a ruling on it soon. He described the erosion on the property as being very bad.

Attorney Amadio felt the Town should to look into passing an Ordinance that will require all town lots that border the Bay to have a seawall to prevent future problems with land erosion. He reported the problem on the Melton property has been growing worse over the past five years, since removal of riprap which was ordered by the previous Special Master. This might lead to undermining Redington Drive. The issue should be ruled upon within ten days.

A discussion followed on the rules and process for this type of Ordinance and grandfathering issues for lots that do not currently conform to the proposed Ordinance. While the Melton issue has not been declared an emergency situation, time is of the essence, since Hurricane Season is here and a storm could cause more damage. After a short discussion on the lots in Town without seawalls, Commissioner Bradbeer stated she will check with Mark Davis on these locations.

G. <u>Acting Town Clerk</u> – Marie Hamilton

Nothing to report this meeting.

H. <u>Boards & Committees</u>

Commissioner Maniotes reported on an opening on the Finance Committee for a member, it is a five member board with only four members currently. Vice Mayor Peck-Epstein asked for copies of the applications to the Finance Committee.

There was a discussion on the openings on the Board of Adjustment for a member and the Planning Board for a member. Mayor Wilson reported that the application for the Planning Board is on the Agenda for tonight's Regular Meeting. Vice Mayor Peck-Epstein asked if the posting was for the Planning Board member and if the posting had been adequate that the Town is looking for a member and an alternate. Mayor Wilson stated the Town is looking for a member, and there was no vacancy for an alternate until after the applicant that is currently an alternate has been voted upon and accepted as a member; then there will be an opening for an alternate. A short discussion followed on the openings, requirements to apply for the openings, and posting dates. Marie will post all the openings.

Vice Mayor Peck-Epstein asked if these openings should be announced at meetings, or if there was any legal requirement that they be discussed at meetings. Attorney Amadio stated there were not legal requirements, but that they could be announced. Commissioner Bradbeer asked if Mr. Todd Smith had applied for the opening of member on the Board of Adjustment, since he is the current alternate member. The Mayor said she spoke with Mr. Smith, about applying for the member opening, and he is considering doing so.

OLD BUSINESS:

4. Five Year Financial Plan – Discussion – Commissioner Maniotes

Commissioner Maniotes stated the Five Year Financial Plan will be reviewed in detail at the Finance Committee Meeting scheduled for tomorrow night.

5. Planning Board Applications – Mayor Wilson

Mayor Wilson stated that there is and opening on the Planning Board for a member and that Diane Oeste has applied. All Commission members have a copy of her application to review. This should be an Agenda item for tonight's Regular Meeting; she asked that it be added to the Regular Meeting Agenda. If the Commission appoints her to the Planning Board, the vacancy for the alternate member will be posted.

6. Interlocal Agreement – Gulf Boulevard Undergrounding Project – Mayor Wilson

Mayor Wilson gave a brief report on her meeting with Joe DeMoss at the County regarding the Interlocal Agreement. The board members have copies of the Interlocal Agreement and she asked that they take time to study the agreement since it will be used several times in the. This is simply for a schematic level design. She stated that as the Town goes through the process the Commission will be executing other Interlocal Agreements like this. This agreement is a very basic first step and is only for the schematic level design and will commit the Town for approximately $2,800.00. She explained that this design is for a streetscape, and will tell the Town how many trees, benches, etc. are needed.

A discussion followed on the costs, the budget requirements and the required easements and ways to acquire them. Commissioner Bradbeer asked for the resident's views on costs and how they felt about the plan. A discussion followed on the types of funding available for these types of improvement projects in the Town. Also discussed were ways of financing the project using debt service, bonds, grants, etc. Commissioner Bradbeer did not feel that funding would be possible without raising the millage. She stated she will be attending the Finance Committee meetings to check on the budget needs for the project. Commissioner Yadevia pointed out that the lists for requirements were preliminary and that since the Town is only a mile long, some of the things listed would not be needed. Vice Mayor Peck-Epstein asked for a copy of the financial breakdown of costs for benches, easements, etc. Mayor Wilson reminded everyone to become familiar with the wording and bring any needed changes to her attention. She also described the timeline for the project and stated that the County is bearing many of the costs of design, etc.

7. Town Clerk Compensation – Mayor Wilson

Attorney Amadio reminded the Board that three things were asked about at the last meeting: Vacation Pay, Holiday Pay and Overtime Pay. He read Beverly Brown's letter of resignation and the Ordinance on Overtime Pay (comp-time). He reported he has discussed this issue with the Florida League of Cities and concluded that the resignation does not take effect until all vacation and comp-time is used. Commissioner Maniotes stated he thought the Florida Labor Laws used a 60 hour work week before comp-time was allowed, and he asked the attorney to check into this. Attorney Amadio will check into the labor laws for salaried employees. Vice Mayor Peck-Epstein felt the hours are not correct on the spreadsheet from Rhonda and Jane Lytle. There was a detailed discussion on the timecards and how to figure out the overtime (comp-time) due to Beverly. Attorney Amadio stated the timesheets should be used to figure anything due, and they should be calculated only for the calendar year, and in the Ordinance nothing is carried over to the next year.

There was a detailed discussion on the letter of resignation and whether the resignation was accepted the night it was read into the record, and should be effective starting at that time. Town Attorney Amadio stated the issue is the law and if any money is owed and how the hours can be figured. The letter of resignation is effective as written and there is no requirement that any resignation be accepted by the Board. Attorney Amadio will check to be sure there is not a violation of contract issue regarding the resignation.

Mr. Amadio stated that the Holiday Pay or Bonus pay was paid to Beverly by the Town, that it was given and could not be retracted or taken back. He stated that if the Town made the error and did not catch the error in a timely manner, it was gone. This was a mistake by the Town and can not be taken back.

The Town Attorney reported that Beverly Brown is entitled to the rest of her vacation pay unless the Town could find wrongdoing on her part. A brief discussion followed on how much vacation has been paid, and what is still due. Mr. Amadio recommended that the remaining one week of vacation pay be paid.

Attorney Amadio will check on the 60 vs. 40 hours comp-time issue and laws for overtime and any violation of contract issues and report back to the Commission. He also stated that overtime can only be figured from January 1, 2006 forward, since anything not used during the calendar year is lost. A detailed discussion followed on comp-time calculations, the calendar work week the Town's work week and how to calculate the time. Mayor Wilson will revise the comp-time spreadsheet to reflect the Monday thru Friday calendar week and report back at the next meeting. A brief discussion followed on the amount of time due and the cost, she asked if this could be paid or if it should be brought back to the Commission.

This will be an Agenda Item next meeting.

NEW BUSINESS:

8. Town Clerk Vacancy and Deputy Town Clerk Vacancy – Mayor Wilson

Mayor Wilson reported that the Town Clerk vacancy has been posted in the St. Pete Times for three weeks in the Sunday and Wednesday job sections, it has also been posted on their website for thirty days. The Town has received over thirty resumes; she stated there is one candidate with municipal experience in Delaware, and another who is currently the Acting Town Clerk.

Vice Mayor Peck-Epstein asked to review the resumes. Mayor Wilson stated they will be available for everyone's review in the Town Clerk's office, and copies can be made of the ones the Commissioners feel should be considered for the position.

Vice Mayor Peck-Epstein asked if the Town had job descriptions for these positions. A discussion followed on the job descriptions and the history of the interview process and job description changes for the Deputy Town Clerk position, and the requirements for an employee with financial experience, or the possibility of outsourcing the financial duties. Commissioner Yadevia stated that the Board should review the applications and go from there. Mayor Wilson pointed out the past considerations of Marie Hamilton for the Deputy Town Clerk position, and that now she has applied for the Town Clerk position.

A long discussion followed on the two openings, and how to resolve filling them, the history of hiring persons that were not qualified of did not have the financial background that the Town needs, and the possibility of outsourcing the financial functions of the Town. There was also discussion of the need for both people who fill the positions to be trained on both the financial duties and the municipal duties for both positions; and how this could be done. The discussions continued on the need for clear job descriptions for both positions in order to match the skill-sets to the positions. It was pointed out that these issues have all been discussed, but there has been no motion and vote on any job descriptions or hiring decisions. Also discussed was the pay scale would not be $61,000.00 per year for a starting Town Clerk, and the financial needs could be outsourced until the new clerk could be trained to handle the financial duties by using the money saved on wages.

The discussion followed on the details of the financial responsibilities and the Quickbooks requirements; also discussed was the consideration of hiring a Human Resources Professional to handle this hiring process for these two positions. The Board was split on hiring professional help to advise them on the HR hiring process and some members felt that this had already been done, with little results. The Board also discussed how to fill the positions, and if Marie had the experience or could obtain the training to qualify for it. The Mayor asked Marie if she was interested in either position, or just the Town Clerk position. Marie stated she was interested in both positions and she was willing to take any classes the Commission felt she needed to quality for either position. The Mayor felt the training could be done using existing resources and online courses.

Mayor Wilson asked if the Board wanted her to review the resumes, and bring her recommendations to them.

Vice Mayor Peck-Epstein asked the Mayor to come up with the job descriptions for the Town Clerk position and the Deputy Town Clerk position. The Commissioners could then review them. The Commissioners could take the opportunity to review the resumes against the job descriptions. She pointed out that until the Town had job descriptions comparisons could not be done not even looking at transferable skill-sets. She gave an example of using known skill-sets to weigh against the requirement of the job, and without the job descriptions this can not be done.

Mayor Wilson will pull the job descriptions from the files and review them. She asked what the timeframe for filling these positions is, since the Deputy Town Clerk position has been open since January. There was a short discussion on immediately filling one position and looking into filling the other at a later date. It was felt that it would be better to review the resumes using new job descriptions. Also discussed was the reorganization of companies today and how job descriptions always seem to be changing, with the positions filled the job descriptions can always be changed later. The Vice Mayor asked Marie if she would be willing to accept a job where the job description was undefined and could be changed. Mare replied that she was working in one and has been for the past six months.

The Mayor pointed out the importance of the cohesiveness of the two staff members and their ability to work together in such a small office. She pointed out that the two position skill-sets can be complimentary to each other. The Vice Mayor agreed that the job descriptions did not have to be restrictive, and that the one writer by Linda Mahnke was extremely financial, and the Town Clerk was looking into the Charter for a list of mandated skills needed for that position.

The Mayor will look into it and also get a job description from the Clerk's Association for the open positions. She asked the Commissioners to review the resumes and get any copies they needed from the Clerk, she will provide the job descriptions that the Town has, and bring them to another meeting for review by the Commission. She also stated she will make calls to the applicants and see if there are any strong candidates that stand out.

Mayor Wilson reported that the Town has spent nearly $2,000.00 on advertising in the St. Pete Times, and asked if the Commission wanted to spend any more money on more ads. Commissioner Bradbeer stated she would rather see money spent on getting a Human Resources person in to do background checks on the candidates to see that the Town is getting people of good character, etc. A short discussion followed on the ads that were ran for the Town Clerk position and the costs of them. Also discussed was the possibility of using a professional to advise the Commissioners, past hiring problems, and the need for a Human resource person to review the applicants.

A discussion was held on hiring someone without a current job description or employee handbook and the problems involved. The discussion also included employee review and possible salary issues since no pay-scale has been decided upon. Attorney Amadio stated offers could be made and negotiated, but were lengthy without some of the pay and job descriptions issues already covered.

This will be an agenda item for the next meeting.

9. Mahnke Consulting – Mayor Wilson

Mayor Wilson reported the two Finance Committee meetings had been cancelled; one due to a typographical error on the Agenda, and the other due to improper posting. She expressed concern that the progress on the budget and meeting the deadlines and setting the millage. The meetings cancelled were scheduled for June 1 and June 8, 2006 and another meeting is scheduled tomorrow, June 21, 2006.

- **Services for Budget Preparation**

Mayor Wilson asked Commissioner Maniotes if he had contacted Linda Mahnke to do the budget. He stated he had asked Ms. Mahnke to assist the Finance Commissioner on budget matters and advise the Finance Committee on the budget. He reported that Ms. Mahnke has a copy of the Town's Quickbooks database, and he asked her to do some projective cost analysis of all the funds. He stated it was in our contract to use her for this and he thought it would benefit the Town and save Town some money. He checked on last year's records and the budget was not started until July. He expressed concern, and stated that tomorrow's meeting will begin the process and they will move forward from there.

Mayor Wilson stated this was a great use of her service, since she had spoke with Ms. Mahnke who stated she was nearly done with the Town's budget. She thought there might have been some communication problem between Commissioner Maniotes and Linda Mahnke. The Mayor also stated that Ms. Mahnke did work on the budget and that she had Rosemarie prepare some Quickbooks data requested by Ms. Mahnke for some Budget to Actuals. She has also done something very helpful by creating the budget to match the General Fund, and updating the General Fund so the line items in the budget match the line items in the funds. Ms. Mahnke had at that time agreed to stay on and help with the budget and attend the Finance Committee meetings and work thru the Town's audit prep. Mayor Wilson feels that Linda Mahnke is the person to do that and has total confidence in her services in this area.

Mayor Wilson asked what needed to be done to get Ms. Mahnke back. Commissioner Maniotes suggested a motion to allow the Mayor to engage Ms. Mahnke in a contract. Ms. Mahnke has also notified the Town that she is raising her rates slightly, from approximately $65 to $75 per hour for onsite work and $50 for offsite work. Commissioner Maniotes agreed with the Mayor that Ms. Mahnke does excellent work and the Town needs her. Vice Mayor Peck-Epstein advised the Board that Ms. Mahnke is looking for a retainer, based on past lack of payment. Commissioner Maniotes stated that he had talked to Ms. Mahnke by phone and she had mentioned a retainer, but he has not seen anything in writing. Vice Mayor stated the desired retainer is for $2,000.00 and that Ms. Mahnke wants to be paid in a timely fashion. Commissioner Bradbeer asked if Ms. Mahnke would be available thru the entire budget process. A short discussion followed on the wording of the motion to include the contract amounts and retainer, and how to make handwritten checks available to Ms. Mahnke at Town Hall tomorrow or at the Finance Meeting tomorrow night. The discussion included comments of surprise on the part of the Commissioners concerning Ms. Mahnke taking the action to not attend the Finance Meeting without a check for the Retainer. The Mayor had this item placed on the Regular Meeting Agenda, as Linda Mahnke Services Contract.

- **RFP for Auditor**

Mayor Wilson also asked about a Request for Proposal for the Auditor, that Linda Mahnke had been asked to do. Commissioner Maniotes stated that based on the information provided by Ms. Mahnke, that in order to do an RFP the Town would need an Audit Committee. He was unaware of this requirement and asked if the Town wanted to pursue this. Mayor Wilson agreed that it was a good accounting practice, but it is more than there is time for at present. Ms. Mahnke stated she would help the Town the process if requested to do so, possible next year.

- **Other Contract Services**

Commissioner Maniotes will contact Ms. Mahnke tomorrow and relay the information on the meeting, and request her to attend the Finance Committee Meeting.

10. Petition for Writ of Mandamus – Attorney Amadio

Attorney Amadio explained to the Board that the Writ of Mandamus was a lawsuit against the Town and Commissioner Maniotes. He read to the Commission the definition of a Writ of Mandamus. This Writ has stated that the Town and Commissioner Maniotes did not comply with his Public Records Request. He stated he was happy to see this information that was presented by Commissioner Maniotes, and that this should satisfy the request. He will contact the attorney and let her know that the Town has the information and will supply it to her.

A short discussion followed on the writ and if there was anything the Town needed to do to separate itself from the lawsuit. Attorney Amadio did not want to discuss the lawsuit, and asked for copies for the Commission, the court, the attorneys, etc. A discussion followed on how many copies were needed and the Attorney stated he would get the copies he needed done, and the Town copy will be used for other copies as needed. The attorney explained he did not want to discuss motions he would file due to legal issues, but he will be filing something to protect the Town.

11. Signs – Commissioner Yadevia

Commissioner Yadevia reported on problems involving enforcing the Ordinance against Open House signs and complaints she has received from realtors regarding sign enforcement. A detailed discussion followed on who should remove the signs, and was responsible for the code enforcement. Also discussed was the Ordinance and possible changes that could be made to accommodate these types of signs and the rules on signs on public right of way, and how the residents might feel about this issue. The discussion continued about how to enforce the Ordinance during the “off hours” and it was decided to call the Sheriff if signs were observed during “off hours”.

The Mayor also asked the Acting Town Clerk to make a copy of the sign Ordinance and send it with a letter to the Sheriff’s Office asking for assistance in enforcing it. The Commission did not want to consider changing the current Ordinance.

12. Canopies, Carports, & Detached Garages – Commissioner Bradbeer

Commissioner Bradbeer is asking for direction for a proposed Ordinance on canopies, carports, and detached garages. A short discussion was held on the types of structure and the way other municipalities handled them in their building code, from spelling out construction rules to not allowing them at all. She stated she wants input from residents about how they want this handled also. Currently there is no Ordinance on these types of structures in the Town's code.

A short discussion followed on the issues canopies, and how they are normally flimsy in construction and can be a danger during storms and high winds. The Mayor has spoke with the Code Enforcement Officer, Mark Davis, and the current building code does not provide for this type of structure, and she thought he might disagree with that interpretation. She does not feel that the Town should have them; they are dangerous, they are unsightly and the Town should not permit a canopy type carport. She did not feel the Town could prevent detached garages, but could determine the type of construction.

Commissioner Bradbeer stated that the Ordinance could prevent any future garages that were not attached to a house, the detached garages in Town would be grandfathered in. A short discussion was held on the way these structures were handled in North Redington Beach, where they are not allowed, and Commissioner Bradbeer will get a copy of their Ordinance for the Board to review. The discussion continued on the construction of canopies and that they should only be allowed as temporary structures for parties, etc.

13. Public Safety Items – Vice Mayor Peck-Epstein

The Vice Mayor reported on an anonymous package she had left on her chair in the Community room with an intimidating note, and she asked if access to this room should be restricted. A discussion followed on how mail is handled in Town Hall and how keys are controlled. The building is a public facility, and things could be left without the Clerk's knowledge during the day, since the room is open to allow access to the public restrooms. The Supply Room should be kept locked or closed during the day; and the doorway to the Community Room should be closed when a meeting is in session in the Community Room. The Acting Town Clerk will provide the Board with a copy of the key log. The File Room is kept locked unless there is work being done in that room. A short discussion followed on having people sign in to Town Hall, and possible issues with those types of requirements in a public facility. The Vice Mayor will research how other municipalities are handling sign in issues. A discussion followed on which groups had keys and used the Community Room after hours for meetings, the Vice Mayor will work with the Clerk to research who has access to the Town Hall and report back.

Vice Mayor Peck-Epstein asked to schedule a Public Safety Workshop, to revisit identifying Public Safety on Gulf Boulevard. The Town had budgeted $72,000 for a dedicated traffic officer, and in the contract she received the cost was considerably more. This requirement has been dealt with using the Special Detail Deputy. She wants input on if the Town wants this continued, and also to review the Disaster Recovery Plan, schedule a drill for Town Hall, and possibly hold a Disaster workshop for residents. She asked the Board to check their schedules for a time when they could attend the Workshop. The Mayor and Vice Mayor clarified that the Public Safety Workshop would review Gulf Boulevard Public Safety, Review the Disaster Plan, Schedule a

Town Hall drill, review the Recovery process, and schedule a hurricane disaster and recovery workshop for residents. The Vice Mayor asked the Board to check their calendars for a time that this could be scheduled. A discussion followed on if this should be done as part of the next workshop agenda and possible schedules for the meeting.

This will be an Agenda item for the next meeting.

The Vice Mayor reported that the contract for the Special Detail Deputy has expired on Sunday June 18, 2006. She gave a brief history of the law enforcement service the Town has and the Special Detail Deputy services. She asked if the Board wanted to continue the coverage and for how long. A short discussion followed on the need to have a Special Deputy over the coming July 4th holiday, and how long to continue this coverage. Vice Mayor Peck-Epstein also asked that a handwritten check be couriered over to the Sheriff's Office for this coverage. This item will be put on the regular meeting agenda for a vote on how long to continue the coverage and the amount of the handwritten check. Also discussed was the revenue generated by this coverage, and how long to continue the current coverage and how it can be cancelled.

This item will be on the July 18, 2006 meeting agenda.

ADJOURNMENT & RECESS:

REGULAR MEETING AGENDA

Call to Order – Mayor Wilson called the Workshop Meeting to Order at 09:55 p.m.

Roll Call:

Commissioner Yadevia	-	Present
Commissioner Bradbeer	-	Present
Commissioner Maniotes	-	Present
Vice Mayor Peck-Epstein	-	Present
Mayor Wilson	-	Present

Also present were Town Attorney Dominic Amadio and Acting Town Clerk Marie Hamilton.

1. Approval of Agenda (Workshop Meeting)

Changes to the Agenda; Mayor Wilson asked that Writ of Mandamus be removed from the Agenda, and that new Items titled Planning Board Appointment, Linda Mahnke Services Contract and the Special Detail Deputy be added to the agenda; also the Writ of Mandamus be removed from the Agenda.

Motion: Commissioner Bradbeer moved to approve the Agenda as amended.
Second: Commissioner Yadevia seconded the motion.

Vote:

Commissioner Yadevia	-	Y
Commissioner Bradbeer	-	Y
Commissioner Maniotes	-	Y
Vice Mayor Peck-Epstein	-	Y
Mayor Wilson	-	Y

ACTION: The Agenda stands as amended.

2. Public Forum:

Mayor Wilson reminded the audience to fill out a blue speaker sign-up sheet and limit comments to three minutes.

Gladys Rock – 15630 Gulf Boulevard, Redington Beach, FL 33708

Stated she felt regarding the undergrounding along Gulf Boulevard it would behoove the Board to ask the residents that lived along Gulf Boulevard for their input while it is still in the planning stages. She also stated that detached garages and attached carports, should not be considered, they should be allowed. She stated that she has heard a lot about the five year long range planning that Commissioner Maniotes has not done to the approval of some of the residents, and asked the former Finance Commissioner, Mayor Wilson, if she had done any long range planning, and the answer is no.

Mark Deighton – 15928 Redington Drive, Redington Beach, FL 33708

Stated Mahnke Consulting was initially hired as a consultant for HR issues to find a Deputy Clerk. Commissioner Maniotes explained that originally she had been hired as a Financial Consultant. The Commissioner gave a short history on her background and financial credentials. A short discussion followed on how she can assist with the budget, financial needs and how she helped with the interviews for the Deputy Town Clerk position when the Board determined they wanted someone in the position with a financial background.

Vice Mayor Peck-Epstein gave a brief outline of the types of interviews and assistance that Ms. Mahnke gave to the Board during the Deputy Town Clerk interview process. The discussion continued on the history of decisions made concerning the Deputy Clerk position, the job descriptions needed for both positions, the pay scale for the openings, the employee handbook changes, and possible outsourcing of financial duties until the new clerks can be trained for them. Mr. Deighton showed concern that the process for finding a clerk has gone on this long without a clearly defined job description. Vice Mayor Peck-Epstein explained that the job description needed to have the financial requirements excluded that were added when Larry Bittner was Town Clerk, since he did not have a financial skill-set. The discussion continued on the job description needed for each position, and how they can be changed to reflect the current needs. The Mayor pointed out that currently the ad for the Town Clerk is the same that was used two years ago, and that the Board has not begun to match any resumes to a job description.

Dorthy Conley – 16315 Redington Drive, Redington Beach, FL 33708

Spoke about the Canopies, Carports, and Detached Garages issues. She felt that Canopies were flimsy and should not be allowed, Carports are a part of the home, and she did not understand why the Town needed an Ordinance on Detached Garages, since they were normal also. A short discussion followed on the locations of detached garages in Town.

Ms. Conley also asked what had happened with former Assistant Town Clerk, Nancy Eigenhouse, and stated that the Town had lost a good clerk because of the porno charges against Larry Bittner. When Nancy complained to Mayor Fountaine and Larry Bittner began a campaign of retaliation, the Town lost Nancy because of it and no one should forget what had happened.

Rob Epstein – 16308 Redington Drive, Redington Beach, FL 33708

Mr Epstein gave the Planning Board report and stated the Board had examined Gulf Boulevard and come up with a list of criteria for street scaping and undergrounding. They formed an opinion on that the effect should be a calming effect on traffic, improve pedestrian safety with improved sightlines, and it should enhance the aesthetic delineations between towns communicated the Town's single family identity, maintain reasonable access, facilitate evacuation needs, celebrate core community values, and improve parking of service vehicles. This list should be helpful to the Board of Commissioners when they look at any type of streetscaping plans, etc. The list of the criteria is in the minutes of the last meeting of the Planning Board.

He also reported on the changing demographics of the area, with younger residents, and more children and cars per home, and the limited parking space; and how these coming problems could be addressed. The Planning Board felt that a designer forum could be made available to residents with landscape and residential home architects to advise residents on what can be done to facilitate parking, etc. This public forum could be scheduled sometime in October for EAR report review requirements. This panel of experts could offer free advice to residents on improvements on vehicles and parking issues. This will be an exciting program for the Town, and he invited the residents to come to this meeting and also weigh-in on the EAR Report that the Planning Board has been working on.

3. Town Clerk Compensation - Motion & Vote

The Mayor asked for a motion to pay the remaining one week vacation pay to former Town Clerk, Beverly Brown.

Motion: Commissioner Maniotes made a motion that the Town pay former Town Clerk, Beverly Brown her due vacation balance of one week.
Second: Commissioner Bradbeer seconded the motion.

Discussion: Commissioner Maniotes stated he felt this was the right thing to do, that there had been mistakes made in the past with checks and balances, let's learn from them and go on. Mayor Wilson clarified that this payment of Vacation pay will leave the Comp-time pay and if it should be paid as the former Town Clerk's only open issue. Attorney Amadio will check the laws on comp-time and labor laws. He also stated the former clerk was entitled to three weeks vacation, and one week remained to be paid.

Vote:

Commissioner Yadevia	-	Y
Commissioner Bradbeer	-	Y
Commissioner Maniotes	-	Y
Vice Mayor Peck-Epstein	-	Y
Mayor Wilson	-	Y

ACTION: One week vacation pay will be paid to former Town Clerk, Beverly Brown.

4. Planning Board Appointment – Motion & Vote

Mayor Wilson reported that the Board had an application for the member opening on the Planning Board from Diane Oeste, who is currently an alternate member on the Planning Board. If this vacancy is filled the vacancy for an alternate member will be posted for the Planning Board.

Motion: Vice Mayor Peck-Epstein made a motion to accept Diane Oeste's application for the appointment to the Planning Board as a regular member. Vice Mayor Peck-Epstein amended the motion to fill the balance of Jack Voshardt's term.
Second: Commissioner Maniotes seconded the motion.

Discussion: Mayor Wilson stated that Diane Oeste will be filling Jack Voshardt's term. There was a short discussion on the dates of the term being filled, and when it would expire. It was unknown exactly when Mr. Voshardt had become a member of the Planning Board. It was decided to make the term consistent with several others on the Planning Board which expire in 2010.

Amended Motion: Motion to appoint Diane Osete to Planning Board as regular member to fill balance of term until June 06, 2010.

Vote:

Commissioner Yadevia	-	Y
Commissioner Bradbeer	-	Y
Commissioner Maniotes	-	Y
Vice Mayor Peck-Epstein	-	Y
Mayor Wilson	-	Y

ACTION: The vacancy for the Planning Board Alternate member will be posted for four weeks.

The current openings are for an alternate on the Planning Board, a member on the Board of Adjustment and a member on the Finance Committee. Commissioner Maniotes asked if a member of a board or committee has not attended for over one year, what can be done to fill the position. The Town Attorney stated the member can be removed for non attendance if they have not attended for a prolonged amount of time.

5 Linda Mahnke Service Contract – Motion & Vote

Mayor Wilson asked for a motion for the Linda Mahnke Service Contract.

Motion: Commissioner Maniotes made a motion authorize the Mayor to negotiate a contract with Linda Mahnke with a $2,000 retainer fee.
Second: Commissioner Yadevia seconded the motion.

Discussion: Vice Mayor Peck-Epstein stated that she felt Linda Mahnke should be paid all her past invoices tomorrow night, and the $2,000 retainer. It is always in the best interest of the Town to have the Attorney review any contracts and the Board to approve them.

There was a short discussion on the amount the check would be and when it would be delivered to Ms. Mahnke. Mayor Wilson asked the Acting Town Clerk to fax a copy of the checks to Ms. Mahnke tonight, so she will be aware that the Town is moving forward on her requests. The Mayor asked if the contract could be engaged if there are no changes in the contract except for the hourly rate. A discussion followed on the cost issue and how to renew the contract.

Vote:

Commissioner Yadevia	-	Y
Commissioner Bradbeer	-	Y
Commissioner Maniotes	-	Y
Vice Mayor Peck-Epstein	-	Y
Mayor Wilson	-	Y

ACTION: Mayor Wilson will contact Linda Mahnke in regards to paying monies due and a $2,000 retainer fee and negotiate a contract to be reviewed and final at the July 5, 2006 Regular Meeting.

Commissioner Bradbeer asked about Jane Lytle's services, her normal fees are $75 per hours, and since the Town is having her assistant here, are the fees lower. Mayor Wilson answered that the Town is being billed at a rate of $30 per hour for the assistant's time. The Mayor also briefly outlined the assistant's qualifications.

6. Special Detail Deputy - Motion & Vote

The Mayor asked for a motion regarding the Special Detail Deputy.

Motion: Vice Mayor Peck-Epstein made a motion to engage the Pinellas County Sheriff's Office for the Special Detail Services at $31 per hour at 20 hours per week, for a period of five weeks making the sum total of $2,790.00, which would commence as soon as scheduling can be arranged.
Second: Commissioner Yadevia seconded the motion.

Discussion: Vice Mayor Peck-Epstein asked that the check be hand written tonight and couriered over to the Sheriff's Office tomorrow.

Vote:

Commissioner Yadevia	-	Y
Commissioner Bradbeer	-	Y
Commissioner Maniotes	-	Y
Vice Mayor Peck-Epstein	-	Y
Mayor Wilson	-	Y

ACTION: The Pinellas County Sheriff's Office will be engaged for the Special Detail Services at $31 per hour at 20 hours per week, for a period of five weeks making the sum total of $2,790.00, which would commence as soon as scheduling can be arranged. The check will be hand written tonight and couriered over to the Sheriff's Office tomorrow.

ADJOURNMENT

Vice Mayor Peck-Epstein motioned to adjourn the meeting. Meeting adjourned at 10:37 pm.

Respectfully Submitted,

Marie Hamilton, CMC
Acting Town Clerk