



**TOWN OF REDINGTON BEACH, FLORIDA
BOARD WORKSHOP MINUTES
Tuesday January 3, 2012**

Having been duly advertised as required by law, the **Workshop** Meeting of the Board of Commissioners of the Town of Redington Beach, Florida, was held on **Tuesday, January 3, 2012 at 7:00 p.m.**, in the Redington Beach Town Hall at 105 – 164TH Avenue, Redington Beach, Florida.

Mayor Simons called the **Workshop Meeting** to order and led the **Pledge of Allegiance**.

Roll Call:

	Present	Absent
Commissioner Dorgan	X	
Commissioner Will	X	
Commissioner Deighton	X	
Vice Mayor Steiermann	X	
Mayor Simons	X	
Town Attorney Daigneault	X	
Town Clerk Patrus	X	

Motion by Commissioner Deighton and seconded by Commissioner Will to approve the Agenda. **Agenda approved with all ayes.**

PUBLIC PARTICIPATION - Maureen O'Connor, Gulf Blvd brought to the Board's attention letter she received from FDOT, regarding the construction of center cement medians along Gulf Blvd. She said this would pose a safety hazard to the residents living on Gulf Blvd, accessing their own driveways, a danger to pedestrians crossing the road, and to the traffic that makes turn on the boulevard. She is in favor of moving the crosswalks away from the street corners and for making the signage uniform, but not erecting the cement medians. She asked for the Board's support with the FDOT. Mayor Simons thanked Ms. O'Connor and deferred Board action to the Regular Board meeting.

NEW BUSINESS

a. Review of proposed 'job tracking logs' for Public Works Dept., NPDES, Code Enforcement and Buildings
Vice Mayor Steiermann deferred to the Town Clerk for the discussion. After December 6, 2011 Board's meeting, Clerk Patrus created several tracking logs for the above mentioned departments. A 'work order' sheet is written for received calls, complaints, questions, and/or assignments and this 'work order' sheet is given to Mark Davis. Upon completion, data is recorded on the log sheets. The Board discussion was that turnaround time for recording should be daily, instead of weekly. Copies of the 'work order' sheets are kept in a binder with the log sheets for reference. It was said the information on the log sheets does not need to be so detailed, but log sheet should have a *follow-up* column to indicate if the task is completed or needs follow up action. A calendar solely for the departments is to be created. This will give the Board a view of when quarterly inspections, reports, and projects are due. Commissioner Dorgan is to assist with the calendar preparation. Commissioner Will to review the Code Enforcement logs and work order sheets daily. Clerk Patrus will continue to maintain the logs as revised; 'work order' sheets will be kept, and a review of the process in a few weeks. Mayor Simons summarized this as a work in progress.

No Other Business, Workshop session recessed at 8:10 p.m.

ADOPTED: JANUARY 17, 2012 _____


**JANINA PATRUS, CMC
TOWN CLERK**