



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Agenda Town Commission

Tuesday, August 15, 2017

6:00 PM

Town Hall

Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

SCHEDULED PUBLIC HEARINGS

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

CITIZENS COMMENTS

(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)

CONSENT AGENDA

[17-0174](#) Approval of August 1, 2017 Regular Meeting Minutes

Attachments: [RM 08-01-2017](#)

GENERAL AGENDA

[17-0164](#) Approval of Resolution 2017-16: Honoring Garrett January

Attachments: [Resolution for Garrett January](#)

[17-0165](#) "Spirit of Belleair" Award Recommendation for Miss Victoria Solonina

[17-0175](#) Temporary Off-Site Signage Discussion

[17-0176](#) Disposal of Capital Assets #2017-2

Attachments: [capital asset disposals](#)

[17-0178](#) Review of Naming Policy

Attachments: [Draft Naming Policy](#)

TOWN MANAGER'S REPORT

TOWN ATTORNEY'S REPORT

MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS

OTHER BUSINESS

ADJOURNMENT

ANY PERSON WITH A DISABILITY REQUIRING REASONABLE ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING, SHOULD CALL (727) 588-3769 OR FAX A WRITTEN REQUEST TO (727) 588-3767.



Legislation Details (With Text)

File #: 17-0174 **Version:** 1 **Name:**
Type: Minutes **Status:** Minutes Approval
File created: 8/4/2017 **In control:** Town Commission
On agenda: 8/15/2017 **Final action:**
Title: Approval of August 1, 2017 Regular Meeting Minutes
Sponsors:
Indexes:
Code sections:
Attachments: [RM 08-01-2017](#)

Date	Ver.	Action By	Action	Result
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Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Minutes Town Commission

Tuesday, August 1, 2017

6:00 PM

Town Hall

Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.

Meeting called to order at 6:00 PM with Deputy Mayor Karla Rettstatt presiding.

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

Present: 3 - Deputy Mayor Karla Rettstatt
Commissioner Michael Wilkinson
Commissioner Tom Kurey
Absent: 2 - Mayor Gary H. Katica
Commissioner Tom Shelly

SCHEDULED PUBLIC HEARINGS

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

CITIZENS COMMENTS

(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)

No comments to be heard.

CONSENT AGENDA

[17-0170](#) Approval of July 18, 2017 Regular Meeting Minutes

Commissioner Kurey moved approval; seconded by Commissioner Wilkinson.

Aye: 3 - Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Kurey

Absent: 2 - Mayor Katica, and Commissioner Shelly

GENERAL AGENDA

[17-0157](#) Resolution 2017-15: Amending the Budget

JP Murphy-Town Manager-Provided overview of request; discussed individual fund

transfers; staff looking for additional savings for the upcoming fiscal year; addressed questions related to salary expenses.

Discussion ensued regarding reducing the amount of reserve transfer; Mr. Murphy suggested tabling while Stefan Massol-Finance Director-makes amendments.

Commissioner Wilkinson moved to table the budget amendment; seconded by Commissioner Kurey.

Aye: 3 - Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Kurey

Absent: 2 - Mayor Katica, and Commissioner Shelly

17-0156

Setting of the Maximum Millage Preliminary Rate

Mr. Murphy recommends retaining current millage of 5.9257; awaiting outcome of referendum items in November election; currently no staff salary increases in budget; commented on ad valorem levy percentages across county.

David Ottinger-Town Attorney-Commented on projected taxable values and percentages.

Discussion ensued regarding percentages; costs of including increases for employees; consensus to hold a budget workshop.

Mr. Murphy discussed capital projects; interfund transfers and fund balances; revenue impacts relating to referendum items and JMC project.

Discussions relating to staffing; fees charged for special events; millage dedicated to infrastructure; evaluating ways to increase current revenue sources.

Mr. Murphy stated budget type will be changing to a programmatic style versus current line item.

Commissioner Wilkinson moved to set the maximum millage preliminary rate for fiscal year 2017/2018 as 5.9257 mills; seconded by Commissioner Kurey.

Aye: 3 - Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Kurey

Absent: 2 - Mayor Katica, and Commissioner Shelly

17-0157

Resolution 2017-15: Amending the Budget

Stefan Massol-Director of Support Services-Discussed line item amendments made to reduce reserve balance transfer.

Commissioner Kurey moved approval of Resolution 2017-15 amending the budget, as attached, as amended; seconded by Commissioner Wilkinson.

Aye: 3 - Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Kurey

Absent: 2 - Mayor Katica, and Commissioner Shelly

17-0171

Consideration of ABM Letter of Intent

Mr. Murphy introduced Rob Duncan and Dan Kline from ABM; company looks for efficiencies in energy savings; Finance Board recommended signing letter of intent.

Rob Duncan-ABM-Provided company overview; cited examples of areas where improvements could be made; savings guaranteed per Florida statute; commented on criteria outlined in letter of intent; performance guarantee.

Mr. Murphy recommends moving forward.

Discussion regarding deliverables. Mr. Duncan provided details; listing of recommended enhancements and associated costs for implementation will be provided.

Commissioner Wilkinson made a motion that the Town enters into a letter of intent with ABM; seconded by Commissioner Kurey.

Aye: 3 - Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Kurey

Absent: 2 - Mayor Katica, and Commissioner Shelly

17-0166

Communications Policy and Plan Drafts Review

Mr. Murphy discussed current status of communications; policy and procedure components.

Cathy DeKarz-Management Analyst-Discussed policy and related performance measures; addressed communications plan and establishment of a communications team; events broken into tiers.

Mr. Murphy stated procedure sets general rules and expectations; seeking Commission input on process so far; additional policies for social media and See Click Fix to be drafted.

Discussion regarding use of See Click Fix; upcoming marketing campaign.

TOWN MANAGER'S REPORT

Mr. Murphy commented on meeting with SWFWMD regarding erosion on the bluff and cooperative funding opportunities. Also discussed Pinellas/Ponce project and related code section regarding tree-lined streets; public meeting to be held regarding available options.

TOWN ATTORNEY'S REPORT

Mr. Ottinger-Upcoming second reading of Ord 515; another Special Magistrate hearing for Steinmann AirBnb case.

Bill Sohl-Chief of Police-Seven vehicle burglaries to unlocked vehicles in the last week; stressed importance of locking vehicles; Steinmann AirBnb issue is being monitored.

Discussion regarding unlocked vehicles.

MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS

Deputy Mayor Rettstatt-Commented on Commissioner Shelly receiving Home Rule Hero award.

Commissioner Kurey-Historic Preservation Board met and discussed survey to be done; board also discussed lighting district and style of poles.

Mr. Murphy provided further details regarding board discussions.

Commissioner Wilkinson-Recreation board hasn't meet; Gracie's big splash coming up, volunteers needed; congratulated Rick Doyle for receiving employee of the month; thanked staff for successful Haz-To-Go event

OTHER BUSINESS

No other business.

ADJOURNMENT

No further business; meeting adjourned in due form at 7:51 PM.

Commissioner Wilkinson moved to adjourn; seconded by Commissioner Kurey.

Aye: 3 - Deputy Mayor Rettstatt, Commissioner Wilkinson, and Commissioner Kurey

Absent: 2 - Mayor Katica, and Commissioner Shelly

TOWN CLERK**APPROVED:**

MAYOR



Legislation Details (With Text)

File #: 17-0164 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 7/12/2017 **In control:** Town Commission
On agenda: 8/15/2017 **Final action:**
Title: Approval of Resolution 2017-16: Honoring Garrett January
Sponsors:
Indexes:
Code sections:
Attachments: [Resolution for Garrett January](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Town Commission
From: Cathy Dekarzf
Date: 8/15/2017

Subject:

Approval of Resolution 2017-16: Honoring Garrett January

Summary:

For his exemplary acts of courtesy and citizenship explained below, the Town of Belleair would like to honor Garrett January with a formal resolution thanking him for his service, and with a ceremonial key to the Town.

Previous Commission Action: None.

Background/Problem Discussion: On the evening of Friday, June 16, 2017, nine year-old Garrett January and his mother witnessed a pontoon boat stranded near their home in Belleair during low tide. As this is something that often happens there during low tide, Garrett and his mother were not immediately concerned; however, when their doorbell rang at 7:00 pm that evening and they were greeted by a young man in a life jacket asking for their help, Garrett immediately sprang into action. While speaking to the individual at their door, the Januarys realized that there were three individuals still on the boat: a 75 year-old grandfather, his 17 year-old grandson, and their 12 year-old friend - at least one of which did not know how to swim. Without hesitation, Garrett lent the young man at their door his paddleboard and Garrett went out in his own kayak to bring the grandson to shore. With the help of the January's neighbor (John Hail), all of the individuals on the pontoon boat were safely brought to shore that night. However, Garrett's assistance in particular is noteworthy - not just for his age, but also for his determination to help those in need. It is for these reasons that the Town would like to honor Garrett for his service and citizenship by presenting him with a formal resolution and a ceremonial key to the Town of Belleair.

Expenditure Challenges None.

Financial Implications: None.

Recommendation: None.

Proposed Motion I make a motion to honor Garrett January's act of service and award him with a ceremonial key to the Town of Belleair.

RESOLUTION NO. 2017-16

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,
THANKING GARRETT JANUARY FOR HIS SERVICE TO THE
TOWN OF BELLEAIR AND AWARDING HIM A CEREMONIAL
KEY TO THE TOWN**

WHEREAS, Garrett January and his mother witnessed four individuals stranded in low tide on a pontoon boat in Belleair on the evening of Friday, June 16, 2017; and

WHEREAS, when no one else assisted the group, Garrett took it upon himself to use his kayak to return two of the four individuals to shore and to work with neighbors to rescue the others; and

WHEREAS, Garrett's immediate and selfless actions to ensure that all four individuals were eventually helped and safely guided to shore are honorable and appreciated; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Belleair is indebted to Garrett for his service, and the Commission hence extends its gratitude and presents this ceremonial key to Town as a thank you for an exemplary act of citizenship

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF
BELLEAIR, FLORIDA, this 15th day of AUGUST, A.D., 2017.**

Mayor

ATTEST:

Town Clerk



Legislation Details (With Text)

File #: 17-0165 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 7/12/2017 **In control:** Town Commission
On agenda: 8/15/2017 **Final action:**
Title: "Spirit of Belleair" Award Recommendation for Miss Victoria Solonina
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Summary

To: Town Commission
From: Cathy Dekarz
Date: 8/15/2017

Subject:

"Spirit of Belleair" Award Recommendation for Miss Victoria Solonina

Summary:

Previously, the Town has awarded select residents a Humanitarian Service Award for their dedication to serving our nation or society at-large. These individuals have typically been tied to a specific cause, which is often militaristic or philanthropic in nature. However, when the discussion regarding nominating Miss Victoria Solonina for the Humanitarian Service Award was brought to Town staff, staff realized that Miss Victoria's service was unique, and should perhaps be honored in a new way. It is for these reasons (and those listed below) that Town staff recommends the creation of a new award, the "Spirit of Belleair Award," in that its inaugural presentation shall go posthumously to Miss Victoria Solonina.

Previous Commission Action: At the February 7 Commission meeting, Mayor Katica expressed interest in honoring Miss Victoria Solonina for her service to the Town of Belleair.

Background/Problem Discussion:

Recommendation per Mayor Gary H. Katica:

Miss Victoria was a world-renowned concert pianist and long-time Belleair resident who continuously gave back to our community through her music, and who sadly passed away in February of this year. A fan and performer of classical music (her favorites being Chopin's Polonaise and the Gershwin Brothers), Miss Victoria starred in many Belleair concerts, for which she donated her services to packed houses. It is for her commitment to serving Belleair, and for her embodiment of civic duty and community pride, that I would like to recommend Miss Victoria for the "Spirit of Belleair" award for 2017.

Expenditure Challenges None.

Financial Implications: None.

Recommendation: None.

Proposed Motion I make a motion to posthumously award Miss Victoria Solonina the 2017 “Spirit of Belleair” award.



Legislation Details (With Text)

File #: 17-0175 **Version:** 1 **Name:**
Type: Discussion Items **Status:** Agenda Ready
File created: 8/7/2017 **In control:** Town Commission
On agenda: 8/15/2017 **Final action:**
Title: Temporary Off-Site Signage Discussion
Sponsors: JP Murphy
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor Gary H. Katica & Commissioners
From: JP Murphy
Date: 8/10/2017
Subject:
Discussion of Temporary Off-Site Signage

Summary:

The Planning & Zoning Board recommended to the Commission by a vote of 4-3 that there be no change to the temporary sign ordinance. The Commission can choose to accept this recommendation or to continue on the path to find an alternative solution. During discussion with the P&Z board there seemed to be some interest in a permitted, town-owned directional signage that realtors could come “check out” for the limited duration of their open house, for off-site placement in the right of way. The signs could be serialized for compliance with whatever the eventual standards the commission approved. As a first step, the Commission needs to decide if its intent is to allow temporary offsite signs at all. Following an affirmative vote, staff would design and test a process prior to any ordinance changes.

Previous Commission Action: The Town Commission last considered this topic in August of 2013. The Commission at that time chose to not make any changes to the code. Most recently, the Commission asked the Planning and Zoning Board to take the matter up.

Background/Problem Discussion: The town's sign ordinance does not allow for non-town signs to be erected on public property (72-545 (21)) and also prohibits the placement of off-premises temporary signs providing direction or advertising (74-572 (b)). Some realtors are concerned that the prohibition on directional sign placement in the right of way makes it difficult for potential buyers to find open houses. Previous agenda items are attached for further background information.

Expenditure Challenges N/A

Financial Implications: N/A

Recommendation: Staff has no policy recommendation, but would look to the Commission to make a final determination on whether or not to pursue ordinance changes.

Proposed Motion : Move approval/denial of changing the code of ordinances to allow for temporary off-site signage.



Legislation Details (With Text)

File #: 17-0176 **Version:** 1 **Name:**
Type: Action Item **Status:** Agenda Ready
File created: 8/7/2017 **In control:** Town Commission
On agenda: 8/15/2017 **Final action:**
Title: Disposal of Capital Assets #2017-2
Sponsors:
Indexes:
Code sections:
Attachments: [capital asset disposals](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor Gary H. Katica & Commissioners
From: Stefan Massol, Director of Support Services
Date: 8/15/2017

Subject:

Disposal of Capital Assets #2017-2

Summary:

Staff is requesting Commission approval to dispose of the attached capital asset listing.

Previous Commission Action: As a matter of practice the Commission hears the disposal of all capital assets.

Background/Problem Discussion: Staff has reviewed the fixed asset listing and found several items that are no longer in use or have been replaced. All vehicles will be auctioned on GovDeals.com and all other assets will be properly disposed or destroyed.

Expenditure Challenges: None.

Financial Implications: Gain or loss on sale is dependent on proceeds from sale, most assets have been fully depreciated.

Recommendation: Staff recommends that the Commission move approval of the disposal of capital assets listed on the attached schedule.

Proposed Motion: I move approval to dispose of the capital assets listed on the attached schedule.

Capital Assets To Be Removed From Listing

Fund 001[illegible]**Fund 401**

Department	Asset Tag	Description	Current Life	Est. Life	Acquisition Date	Acquisition Cost	Remaining Depreciation
WATER	447	2004 Ford F250	14	10	2/4/2004	\$ 12,280.00	\$ -
WATER	446	2007 Ford F150	15	10	11/27/2002	\$ 18,062.00	\$ -
FUND TOTAL							\$ -



Legislation Details (With Text)

File #: 17-0178 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 8/10/2017 **In control:** Town Commission
On agenda: 8/15/2017 **Final action:**
Title: Review of Naming Policy
Sponsors:
Indexes:
Code sections:
Attachments: [Draft Naming Policy](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Town Commission
From: Town Staff
Date: 8/15/2017

Subject:
Review of Naming Policy

Summary:
In order to formally define guidelines for the naming of any public facility, public space, or memorial structure within the Town of Belleair, staff has drafted a “Town of Belleair Naming Policy” for the Commission to review.

Previous Commission Action: The potential renaming of Magnolia Park sparked discussion at an earlier Commissioner meeting regarding how the Town makes formal naming decisions.

Background/Problem Discussion: The Town does not currently have any policy or process in place regarding the naming of public spaces or structures. Staff believes that creating such a policy will help to streamline the process for both staff and the Commission in the future.

Expenditure Challenges None.

Financial Implications: The Commission may choose to designate a fee structure for the sponsorship of a public facility

Recommendation: None.

Proposed Motion None.

TOWN OF BELLEAIR NAMING POLICY

SCOPE

This policy establishes rules and standards for naming the of any Public Facility, Public Space, or Memorial Structure within the Town of Belleair.

DEFINITIONS

- **Public Facility** - Any Town-owned building, room, pavilion, athletic field, athletic court, structure, or complex that is or may be named on a sponsorship basis for a set period of time per approval of the Town Commission.
- **Public Space** - Any Town-owned or regulated park, right-of-way, easement, street, or district that is or may be named in perpetuity of its designated use per approval of the Town Commission.
- **Memorial Structure** - Any memorial item, piece of equipment, tree, or an otherwise dedicated item on Town property that may be named or engraved. Such structures may include, but are not limited to, benches, plaques, and/or pavers.

POLICY GUIDELINES

Procedures for a Public Facility or Space

- To nominate a Public Facility or Public Space for naming, an applicant shall make a request in-writing to the Town Manager prior to the item going before the Commission for approval.
- Any Public Facility or Public Space that is to be named shall require Commission approval via an affirmative simple majority at a public meeting.
- No easement may be named or dedicated as a Public Facility or Public Space via this policy
- Public Facilities and/or Public Spaces that have been named in perpetuity prior to the approval of this policy shall not be eligible for renaming unless expressly approved by the Commission.
- To nominate a Public Facility or Public Space for naming, an applicant shall make a request in-writing to the Town Manager prior to the item going before the Commission for approval.
- Public Spaces (such as parks or streets) may require payment for naming and shall be named in perpetuity unless otherwise stated by the Commission..
 - The amount of any payment collected for the naming of a Public Facility shall fall to the discretion of the Commission.
 - The Commission may revoke the naming of a Public Facility or Public Space at any time for any public purpose.

- Sponsorship Eligible Public Facilities or Equipment (such as buildings, athletic fields, medians, etc..) that are not already named in perpetuity may be subject to sponsorship for a period of no less than two (2) years.
 - The naming of any Public Facility shall require a written agreement between the sponsor and the Town of Belleair.
 - The amount of any payment collected for the naming of a Public Facility shall fall to the discretion of the Town Manager or his designee.
 - The Commission reserves the right to revoke naming rights and associated signage upon the agreement's expiration.
 - The Commission may revoke the naming of a Public Facility (per the terms set forth in the agreement) at any time for any public purpose.

Procedures for Memorial Structures

- Any Memorial Structure that is to be named shall require approval from the Town Manager (or designee) prior to placement; however, larger-scale structures may require Commission approval for naming, per the discretion of the Town Manager (or designee).
- Unless otherwise determined by the Town Manager, all Memorial Structures shall be named in perpetuity of their designated use.

Naming Guidelines

- Namesakes for a Public Facility, Public Space, or Memorial Structure shall be limited to:
 - Town residents, family members, or otherwise persons of significance to the Town of Belleair
 - Historic places, people, or events
 - Sponsorship Eligible Public Facilities or equipment may be named after any organization or corporation.
 - Nothing shall be named after any organization or corporation with any religious affiliation.
 - The Commission shall have the ability to deny any application from a potentially controversial source.