



# Town of Belleair

901 Ponce de Leon Blvd.  
Belleair, FL 33756

## Meeting Agenda Town Commission

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Tuesday, December 4, 2018

6:00 PM

Town Hall

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**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**

[18-0338](#) Approval of November 20, 2018 Regular Meeting Minutes

*Attachments:* [RM 11-20-2018](#)

[18-0341](#) Banner Approval for Omelette Party and Plant Sale

### **GENERAL AGENDA**

[18-0337](#) Resolution 2018-49 Amending FY 2018-19 Budget

*Attachments:* [2018-19 Budget Amendment 12.4.18](#)

[18-0340](#) Discussion of 2019 Legislative Priorities

*Attachments:* [FLC Action-agenda-2019](#)

[18-0264](#) Consideration of the Town Manager's Evaluation

*Attachments:* [TM Evals 2018](#)

**POLICE CHIEF'S REPORT**

**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)

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**File #:** 18-0338      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Consent Agenda  
**File created:** 11/30/2018      **In control:** Town Commission  
**On agenda:** 12/4/2018      **Final action:**  
**Title:** Approval of November 20, 2018 Regular Meeting Minutes  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [RM 11-20-2018](#)

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

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Tuesday, November 20, 2018

6:00 PM

Town Hall

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**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 6:01 PM with Mayor Katica Presiding.

### PLEDGE OF ALLEGIANCE

### COMMISSIONER ROLL CALL

**Present:** 4 - Mayor Gary H. Katica  
Deputy Mayor Karla Rettstatt  
Commissioner Tom Shelly  
Commissioner Tom Kurey

**Absent:** 1 - Commissioner Michael Wilkinson

JP Murphy-Town Manager-Requested to move items listed under the general agenda for the confirmation and swearing in of the new Chief of Police and the swearing in of the new Police Lieutenant; asked if there were any objections from those in attendance for the Public Hearing to allow; there were no objections.

### GENERAL AGENDA

[18-0330](#)

Confirmation of Richard Doyle as Chief of Police

Mr. Murphy discussed Rick Doyle's background and experience in various fields; member of Hero's of St. Pete Police Department and the Mike Alstott Foundation and many other charities; spoke about Officer Doyle's family; spoke about the interview process.

**Commissioner Shelly moved approval of the Confirmation of Richard Doyle as Chief of Police.  
Motion seconded by Deputy Mayor Rettstatt.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

[18-0331](#)

Swearing in of Richard Doyle as Chief of Police

Judge Dee Anna Farnell thanked Rick Doyle for his years of service; swore in Rick Doyle as Chief of Police and bestowed the Oath.

Chief Doyle thanked those attending; spoke highly of the department and happy to be assuming the role of Police Chief.

[18-0332](#)

Swearing in of Brian Beery as Police Lieutenant

Judge Farnell thanked Brian Beery for his years of service; provided the Oath.

*Meeting went into recess at 6:11 PM.*

*Meeting reconvened at 6:17 PM.*

### **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.

[18-0315](#)

1574 Druid Road South: Special Certificate of Appropriateness

Cathy DeKarz-Management Analyst-Applicants, Mr. and Mrs. Wolfe, are wishing to purchase property; Historic Preservation board recommended approval; Planner Calvin Giordano & Associates recommended approval; discussed proposed renovations and restoration.

David Ottinger-Town Attorney-Asked if there was anyone in the audience who wished to make comment for or against the application for Certificate of Appropriateness.

No comments for or against the application.

**Commissioner Shelly moved approval of the Special Certificate of Appropriateness at 1574 Druid Road South of the improvements submitted. Motion seconded by Deputy Mayor Rettstatt.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

[18-0318](#)

1574 Druid Road South: Historic Tax Abatement Discussion

Ms. DeKarz stated item is informational at this stage; applicants seeking tax abatement for future improvements; stated this would be coming before the commission once construction was complete.

Mr. Murphy discussed process of abatement; stated it would be on the value of the improvements.

[18-0307](#)

Update to the Special Certificate of Appropriateness for 1466 Orange Avenue

Ms. DeKarz stated owner Ms. Patricia Irwin requested a Special Certificate of Appropriateness and was approved a year ago; changes to contractor and architect delayed project; seeking 1 year extension; discussed minor changes to original plan; planners stated item is procedural; should be looked at whether proposed adjustments would alter the principal structure or the original intent of the special certificate; addition to be done in like kind; staff and planners feel it follows intent; Historic Preservation Board unanimously recommended approval.

No comments; there was no opposition in the request.

**Deputy Mayor Rettstatt moved approval of the update to the Special Certificate of Appropriateness for 1466 Orange Avenue. Motion seconded by Commissioner Kurey.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

[18-0287](#)

Application to Add 400 Ponce de Leon Boulevard to the Town's Historic Registry

Ms. DeKarz provided property details; owner is Petey Henning who is available for questions; read requirements into record; meets 3 requirements; Historic Preservation Board approved unanimously to recommend the addition to the Town's Historic Registry.

**Commissioner Shelly moved approval to add 400 Ponce de Leon Boulevard to the Town's Historic Registry. Motion seconded by Commissioner Kurey.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

[18-0291](#)

Application to Add 330 Roebling Road South to the Town's Historic Registry

Ms. DeKarz provided brief overview of property; meets code requirements; Historic Preservation Board recommended approval unanimously.

**Commissioner Shelly moved approval to Add 330 Roebling Road South to the Town's Historic Registry. Motion seconded by Deputy Mayor Rettstatt.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

[18-0303](#)

Application to Add 326 Wildwood Way to the Town's Historic Registry

Ms. DeKarz provided a brief overview of property; meets code requirements; Historic Preservation Board recommended approval unanimously.

**Commissioner Shelly moved to Add 326 Wildwood Way to the Town's Historic Registry. Motion seconded by Deputy Mayor Rettstatt.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

[18-0289](#)

Application to Add 422 Woodlawn Avenue to the Town's Historic Registry

Ms. DeKarz provided a brief overview of property details; meets requirements in code; eligible for a national listing; Historic Preservation board recommended approval; eligible for National Registry.

**Commissioner Shelly moved to add 422 Woodlawn Avenue to the Town's Historic Registry. Motion seconded by Deputy Mayor Rettstatt.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

[18-0292](#)

Resolution 2018-47: Amending the Historic Registry

Mr. Murphy read into record.

**Commissioner Shelly moved approval of Resolution 2018-47: Amending the Historic Registry. Motion seconded by Deputy Mayor Rettstatt.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

## **GENERAL AGENDA**

[18-0335](#)

Resolution 2018-48 Amending FY 2017-18 Budget

Stefan Massol-Director of Support Services-Discussed budget amendment for FY 2017-2018; discussed state requirements; confident budget will remain sufficient for the remainder of the year.

Mr. Murphy spoke about amendment; excess reviews and funds.

**Deputy Mayor Rettstatt moved approval of Resolution 2018-48 Amending the 2017 budget. Motion seconded by Commissioner Shelly.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

## **CITIZENS COMMENTS**

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

None to be heard.

## **CONSENT AGENDA**

**Deputy Mayor Rettstatt moved approval of Consent Agenda. Motion seconded by Commissioner Shelly.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

[18-0333](#) Approval of November 7, 2018 Regular Meeting Minutes

[18-0334](#) Award of Contract for External Auditor  
(approved as part of consent agenda)

### **POLICE CHIEF'S REPORT**

None

### **TOWN MANAGER'S REPORT**

Mr. Murphy requested to cancel the first meeting in January as it falls on New Years day; Commission consensus to cancel the first meeting in January.

### **TOWN ATTORNEY'S REPORT**

Mr. Ottinger discussed finalization of conservation easement; possibility to have complete by end of the year.

### **MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS**

Deputy Mayor Rettstatt-Commented on upcoming Santa delivery; Nov 30th is dedication of Rosery Park; Planning and Zoning board to be addressing fence ordinance;potential for parking permits at parks.

Commissioner Shelly-Provided discussion topics from Park and Tree board meeting; recommendations on trees to be made; provided copy of FLC legislative priorities for 2019; requested to be added as agenda item.

Commissioner Kurey-Thanked Deputy Mayor Rettstatt for sitting in at the Historic Preservation Board meeting; congratulated Rick Doyle and Brian Beery on promotions; upcoming strategic planning community forum on November 28th.

Discussion ensued regarding the procedures of the community forum.

Mayor Katica- No report.

Commissioner Wilkinson-Not in attendance.

### **OTHER BUSINESS**

No other business.



**ADJOURNMENT**

No further business: meeting adjourned in due form at 6:42 PM.

**Commissioner Shelly moved to adjourn the meeting. Motion seconded by Deputy Mayor Rettstatt.**

**Aye:** 4 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Shelly, and Commissioner Kurey

**Absent:** 1 - Commissioner Wilkinson

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**TOWN CLERK**

**APPROVED:**

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**MAYOR**



Legislation Details (With Text)

**File #:** 18-0341      **Version:** 1      **Name:**

**Type:** Action Item      **Status:** Consent Agenda

**File created:** 11/30/2018      **In control:** Town Commission

**On agenda:** 12/4/2018      **Final action:**

**Title:** Banner Approval for Omelette Party and Plant Sale

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Summary**

To: Mayor Katica  
 From: JP Murphy, Town Manager  
 Date: 11/30/2018

**Subject:**  
 Banner Approval for Omelette Party and Plant Sale

**Summary:**  
 Pinellas ARC is requesting a promotional banner for the Omelette Party and Plant Sale to be displayed over Indian Rocks Rd from April 1<sup>st</sup>-13<sup>th</sup> 2019

**Previous Commission Action:** N/A

**Background/Problem Discussion:** N/A

**Expenditure Challenges** N/A

**Financial Implications:** N/A

**Recommendation:** Staff recommends approval.

**Proposed Motion** Move approval of banner request for Pinellas ARC for April 1<sup>st</sup>-13<sup>th</sup> 2019.



Legislation Details (With Text)

**File #:** 18-0337      **Version:** 1      **Name:**

**Type:** Resolution      **Status:** General Agenda

**File created:** 11/29/2018      **In control:** Town Commission

**On agenda:** 12/4/2018      **Final action:**

**Title:** Resolution 2018-49 Amending FY 2018-19 Budget

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2018-19 Budget Amendment 12.4.18](#)

Date	Ver.	Action By	Action	Result
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**Summary**

To: Town Commission  
 From: Stefan Massol, Director of Support Services  
 Date: 12/4/2018

**Subject:**  
 Resolution 2018-49 Amending FY 2018-19 Budget

**Summary:**  
 This is the first budget amendment request for FY 2018-19.

**Background/Problem Discussion:** Town staff has identified year-end savings in several department, due in part to projects that had been budgeted but not completed prior to year-end. In addition to savings, revenues were also higher than budgeted. Staff is requesting that a portion of those savings be used to fund costs that have been deferred from the prior fiscal year, as well as some additional one-time facility maintenance costs due to emergency air quality and vector control concerns.

**Financial Implications:** The proposed budget amendment items are as follows:

- 1) \$24,000 for remediation of air quality concerns offset from reserves;
- 2) \$10,000 for improved budgeting platform offset from Capital Equipment reserves;
- 3) \$157,000 for the new generator offset 75% by FEMA revenues, remainder from Capital Equipment Reserves;
- 4) \$20,000 for town matching grant for radio purchases offset by Capital Equipment reserves.

**Recommendation:** Approval of Resolution 2018-49, Amending FY 2018-19 Budget.

**Proposed Motion:** I move approval of Resolution 2018-49, Amending FY 2018-19 Budget.

**RESOLUTION NO. 2018-49**

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,  
AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING  
OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019 FOR  
CARRYING ON THE GOVERNMENT OF THE TOWN.**

**WHEREAS**, the Town Commission of the Town of Belleair, Florida, passed Resolution No. 2018-38 adopting the budget for fiscal year beginning October 1, 2018 and ending September 30, 2019, for carrying on the government of the town; and

**WHEREAS**, it is the desire of the Town Commission to amend the budget for fiscal year 2018-2019 to provide sufficient funding for the proposed expenditures and revenues; and

**WHEREAS**, it is in the town's interest to maintain a balanced budget while providing essential public services to its residents

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF  
THE TOWN OF BELLEAIR, FLORIDA:**

1. That the Fiscal year 2018-2019 budget be amended as displayed on Attachment A.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF  
BELLEAIR, FLORIDA, this 4<sup>th</sup> day of DECEMBER, A.D., 2018.**

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**Mayor**

**ATTEST:**

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**Town Clerk**

**Attachment A**

<b>General Fund</b>					
<b>Expenditures</b>					
Account	Dept	Desc	Additional Amount	Current Budget	Final Amended Amount
1-519000-54630	Support Services Department	Maint. Bldg - ServPro Remediation	\$ 24,000.00	\$ 24,500.00	\$ 48,500.00
1-519000-56405	Support Services Department	Computer System - Budgeting Tools	\$ 10,000.00	\$ 173,700.00	\$ 183,700.00
1-519000-58101	Support Services Department	Capital Purchase- Generator - FEMA	\$ 157,000.00	\$ -	\$ 157,000.00
1-521000-58101	Police Department	Capital Purchase - Radio System	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
			\$ 211,000.00	\$ 218,200.00	\$ 429,200.00
<b>Revenues</b>					\$ -
1-337200		Grants	\$ 117,700.00	\$ 2,000.00	\$ 119,700.00
1-381200		Xfer from Capital Equipment (10k ERP, 20k pd radios rest Generator)	\$ 69,300.00	\$ 31,800.00	\$ 101,100.00
1-381000		Reserves - ServPro Remediation	\$ 24,000.00	\$ 107,401.00	\$ 131,401.00
			\$ 211,000.00	\$ 141,201.00	\$ 352,201.00
<b>Capital Equipment Replacement Fund</b>					
<b>Expenditures</b>					
301-541600-58115	Capital Equipment Replacement Fund	Transfer to General Fund	\$ 69,300.00	\$ 31,800.00	\$ 101,100.00
			\$ 69,300.00	\$ 31,800.00	\$ 101,100.00
<b>Revenues</b>					
301-381000	Capital Equipment Replacement Fund	Transfer from Reserves	\$ 69,300.00	\$ -	\$ 69,300.00
			\$ 69,300.00	\$ 63,600.00	\$ 132,900.00



Legislation Details (With Text)

**File #:** 18-0340      **Version:** 1      **Name:**

**Type:** Discussion Items      **Status:** General Agenda

**File created:** 11/30/2018      **In control:** Town Commission

**On agenda:** 12/4/2018      **Final action:**

**Title:** Discussion of 2019 Legislative Priorities

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [FLC Action-agenda-2019](#)

Date	Ver.	Action By	Action	Result
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**Summary**

To: Mayor and Commissioners  
 From: JP Murphy, Town Manager  
 Date: 11/30/2018

**Subject:**  
 Discussion of 2019 Legislative Priorities

**Summary:**  
 Commissioner Shelly requested this item be added to the agenda at the previous meeting. The Florida League of Cities 2019 Legislative Action Agenda is included for discussion. Staff will utilize the discussion to draft the town’s legislative priorities for the year. The commission should also consider whether or not to retain the services of a legislative consultant and issue an RFQ for such a consultant

**Previous Commission Action:** N/A

**Background/Problem Discussion:** N/A

**Expenditure Challenges** N/A

**Financial Implications:** N/A

**Recommendation:** N/A

**Proposed Motion** N/A



# 2019 Legislative Action Agenda



## Priority Statements and Policy Positions

### Finance, Taxation & Personnel

#### **Priority Statement: Communication Services Tax Protection**

The Florida League of Cities SUPPORTS legislation to reform the Communications Services Tax in a manner that is revenue neutral; provides for a broad and equitable tax base; provides for enhanced stability and reliability as an important revenue source for local government; and provides a uniform method for taxing communication services in Florida. Reform should promote a competitively neutral tax policy that will free consumers to choose a provider based on tax-neutral considerations.

#### **Policy Position: Local Business Tax Protection**

The Florida League of Cities SUPPORTS legislation that protects general revenues collected from the local business tax. These revenues are used to provide essential municipal services, such as public safety and constructing and maintaining roads and bridges, public parks and open spaces. Maintaining a diversified revenue base strengthens the fiscal stability of local governments and improves their ability to serve citizens and businesses.

#### **Policy Position: Sales Tax Fairness**

The Florida League of Cities SUPPORTS legislation to reform Florida's sales tax laws that apply to online/e-commerce sales from out-of-state retailers. Changes to these laws are needed to ensure retailers are treated equitably.

### Land Use & Economic Development

#### **Priority Statement: Community Redevelopment Agencies**

The Florida League of Cities SUPPORTS legislation to protect and improve municipalities' use of community redevelopment agencies to effectively carry out redevelopment and community revitalization in accordance with Home Rule.

#### **Policy Position: Annexation**

The Florida League of Cities SUPPORTS legislation that facilitates the municipal annexation of unincorporated areas, while protecting private property rights, and respecting municipal boundaries.

### Municipal Administration

#### **Priority Statement: Short-Term Rentals**

The Florida League of Cities SUPPORTS legislation that restores local zoning authority with respect to short-term rental properties thereby preserving the integrity of Florida's residential

neighborhoods and communities. The Florida League of Cities OPPOSES legislation that preempts municipal authority as it relates to the regulation of short-term rental properties.

**Policy Position: Medical Marijuana**

The Florida League of Cities SUPPORTS legislation restoring municipal authority to regulate medical marijuana facilities within municipal boundaries.

**Policy Position: School Resource Officers Funding**

The Florida League of Cities SUPPORTS legislation creating a dedicated and recurring state revenue stream to offset any impacts for those cities providing SROs to schools.

**Policy Position: Sober Homes**

The Florida League of Cities will SUPPORT legislation requiring businesses classified as “Day or Night Treatment with Community Housing” to comply with current statutory requirements for certified recovery residences. In addition, the League will SUPPORT legislation clarifying the fire-safety standards that can be imposed on sober homes in order to ensure compliance with federal fair housing laws.

## **Transportation & Intergovernmental Relations**

**Priority Statement: Transportation Funding**

The Florida League of Cities SUPPORTS legislation that preserves local control of transportation planning. The legislation should create an equitable transportation funding formula between the state, municipalities, and counties, while providing for additional transportation revenue to support innovative infrastructure and transit projects to meet the surging transportation demands driven by dramatic growth throughout Florida.

**Policy Position: Affordable Housing**

The Florida League of Cities SUPPORTS legislation that requires all funds from the Sadowski State and Local Housing Trust Fund be used only for Florida’s affordable housing programs.

## **Utilities, Natural Resources & Public Works**

**Priority Statement: Water Supply & Water Quality**

The Florida League of Cities SUPPORTS legislation to address the state’s critical water resource and water quality deficiencies to mitigate the negative economic impact of these issues through priority corrective actions and funding. The legislation should include:

- establishment of a dedicated and recurring source of state funding to meet current and projected local government water supply and water infrastructure needs;
- annual assessment by the State of the state, regional and local water resource and water quality infrastructure improvement needs; and
- development of regional plans to prioritize actions and schedules for addressing integrated water quality and water supply needs based on objective criteria.





Legislation Details (With Text)

<b>File #:</b>	18-0264	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Action Item	<b>Status:</b>		<b>General Agenda</b>	
<b>File created:</b>	9/12/2018	<b>In control:</b>		<b>Town Commission</b>	
<b>On agenda:</b>	12/4/2018	<b>Final action:</b>			
<b>Title:</b>	Consideration of the Town Manager's Evaluation				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">TM Evals 2018</a>				

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor Gary H. Katica and Commissioners  
From: JP Murphy  
Date: 11/30/2018

**Subject:**  
Town Manager’s Evaluation.

**Summary:**

I have received either a completed evaluation form or have had a conversation with each of the commissioners regarding my performance over the last year and a half. I appreciated the time and feedback that each of the commissioners provided. Common themes in our discussion included continuing to improve communications, staying the course on long-term plan development and continuing to develop a succession plan for employees in the town. I’ve attached the completed instruments from each commissioner to agenda item. The average score from the completed evaluations is 3.73 out of 4.0 possible.

Town-wide, the staff is about to bring a new evaluation instrument to the Commission for approval. I think it would be appropriate for the Town Manager’s evaluation to be similar to the general employees and I will bring it back before the Commission for specific discussion as it relates to the Town Manager position.

**Previous Commission Action:** The commission previously agreed to provide an evaluation annually.

**Background/Problem Discussion:** The commission previously agreed to provide an annual evaluation. Any merit adjustment is solely at the commission’s discretion. As a guide, if I were general employee my aggregate score of 3.73 out of 4.0 would make me eligible for a 3% merit increase on my anniversary date. Additionally, I am nearing my maximum accruals for vacation time, and due to Hurricane IRMA and other extensive projects, I wasn’t able to use much leave this year. My request would be that the commission would provide for the 3% merit increase as of my anniversary date and to provide for some buyback of accrued leaves up to 240 hours, which would reduce the long-term leave liability for those hours.

**Expenditure Challenges:** None. Unless the Commission would like to provide for some merit increase, which is budgeted. Additionally, any buyback of accrued leaves would reduce the town’s long-term liability and

funded from the assigned fund balance.

**Recommendation:** N/A.

**Proposed Motion:** None, unless the commission chooses to provide a merit increase or other adjustment.

## ADMINISTRATION DEPARTMENT - Town Manager

### Section 1

This section intentionally left blank.

### Section 2

**Management Duties:** Oversees the efficient operation of the assigned areas of responsibility.

#### Ratings

1. Utilizes and adheres to all established town administrative and personnel policies and procedures. Updates and changes policies as need.	3.5
2. Directs the operation of the town in a manner that maximizes the efficiency and productivity of all resources.	3.5
3. Completes all work activities in an accurate and timely manner.	3.5
4. Maintains a positive working relationship with citizens and town employees.	4
5. Prepares the town's annual budget in an accurate and timely manner.	3.5
6. Manages the town budget to assure sound fiscal control and compliance.	3.5
7. Adapts to and effectively deals with unanticipated conditions and situations.	4
8. Review all continuing contracts annually, make appropriate recommendations to commission.	3
9. Faithfully executes all laws, provisions of the town charter, policies, and acts of the commission per Sec. 3.05 (d)	3.5
10. Submit to commission a summary report on the finances and administrative activities of the town within sixty (60) days of the end of each fiscal year.	3

$$35 / 10 = 3.889 \times .33 = 1.283$$

COMMENTS: JP has consistently done an excellent job in his first year as town manager.

### Section 3

**Commission Facilitation:** Responsible for informing and updating the town commission and implementing their policy in order to ensure the effective management and well being of the town.

1. Keeps the commission informed in a timely manner about issues related to the commission's policy making role.	2.5
2. Demonstrates the ability to interact with the town's elected officials.	4
3. Commission policy is implemented consistently, effectively and sufficiently articulated to staff, press and residents.	3.5
4. Commission policy and directions are carried out in a timely fashion.	3
5. Develops effective and accurate presentations for discussion at commission meetings.	3.5
6. Action Plan developed by staff and presented to commission after every commission meeting.	3

$$19.5 / 6 = 3.250 \times .33 = 1.073$$



**COMMENTS:**

Note: In this section, the supervisor must add supporting comments for ratings (i.e., individual ratings, or total ratings) where performance greatly exceeds performance standards and when performance is marginal or unsatisfactory. These comments should serve to highlight and document areas of highly effective and ineffective performance.

**Comments concerning performance that greatly exceeds performance standards:**  
Handling of Hurricane Irma  
Conversion to program-based budgeting  
Embracing of vision and long-term planning process  
Handling of the noose situation - both internally with staff and externally with BCC and the media

**Comments concerning performance that is marginal or unsatisfactory:**  
Communication/Infrastructure issues mentioned previously (which I am confident JP has learned from and will not happen again)

**SIGN-OFF:**

<b>Title</b> _____	<b>Title</b> _____
<b>Signature</b> _____	<b>Signature</b> _____
<b>Date</b> _____	<b>Date</b> _____

**Assistant Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Sign-Off:**

This performance appraisal has been thoroughly reviewed with me by my supervisor. My signature acknowledges that the appraisal meeting occurred and that I received a copy of this document. It does not necessarily mean that I agree with the overall appraisal or any of the individual parts.

**Employee:**  \_\_\_\_\_ **Date:** 11/30/18

**Employee Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWN OF BELLEAIR  
 PERFORMANCE APPRAISAL SYSTEM  
 ADMINISTRATION DEPARTMENT - Town Manager**

**Section 1**

This section intentionally left blank.

**Section 2**

**Management Duties:** Oversees the efficient operation of the assigned areas of responsibility.

**Ratings**

<ol style="list-style-type: none"> <li>1. Utilizes and adheres to all established town administrative and personnel policies and procedures. Updates and changes policies as need.</li> <li>2. Directs the operation of the town in a manner that maximizes the efficiency and productivity of all resources.</li> <li>3. Completes all work activities in an accurate and timely manner.</li> <li>4. Maintains a positive working relationship with citizens and town employees.</li> <li>5. Prepares the town's annual budget in an accurate and timely manner.</li> <li>6. Manages the town budget to assure sound fiscal control and compliance.</li> <li>7. Adapts to and effectively deals with unanticipated conditions and situations.</li> <li>8. Review all continuing contracts annually, make appropriate recommendations to commission.</li> <li>9. Faithfully executes all laws, provisions of the town charter, policies, and acts of the commission per Sec. 3.05 (d)</li> <li>10. Submit to commission a summary report on the finances and administrative activities of the town within sixty (60) days of the end of each fiscal year.</li> </ol>	<table border="1" style="margin: 0 auto;"> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">3</td></tr> <tr><td style="width: 30px; height: 20px;">3</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> </table>	4	4	3	3	4	4	4	4	4	4	4	4	4	4
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**38 /10 = 3.800 x .33 = 1.254**

COMMENTS: I understand the Chief hiring was complicated, but I do think the decision could have been made more quickly, allowing for a longer transition time. I do appreciate JP's attention to the budget and his thoroughness as it relates to the budget process. Regarding his interacting with Town staff, this is not something I am able to observe. I would be open to the idea of a Start, Stop, Continue survey with Town Staff

**Section 3**

**Commission Facilitation:** Responsible for informing and updating the town commission and implementing their policy in order to ensure the effective management and well being of the town.

<ol style="list-style-type: none"> <li>1. Keeps the commission informed in a timely manner about issues related to the commission's policy making role.</li> <li>2. Demonstrates the ability to interact with the town's elected officials.</li> <li>3. Commission policy is implemented consistently, effectively and sufficiently articulated to staff, press and residents.</li> <li>4. Commission policy and directions are carried out in a timely fashion.</li> <li>5. Develops effective and accurate presentations for discussion at commission meetings.</li> <li>6. Action Plan developed by staff and presented to commission after every commission meeting.</li> </ol>	<table border="1" style="margin: 0 auto;"> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> </table>	4	4	4	4	4	4
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**24 /6 = 4.000 x .33 = 1.320**

COMMENTS: I appreciate JP's Town Manager's reports he offers at every commission meeting. He communicates with me in a timely manner and makes himself available to talk at any hour and day of the

# TOWN OF BELLEAIR PERFORMANCE APPRAISAL SYSTEM

communicates with me in a timely manner and makes himself available to talk at any hour and day of the week. When communicating, he keeps me informed on what is important while avoiding the nugacity.

## Section 4

**Municipal Stewardship-** Responsible for the supervision and management of the internal affairs with the Town of Belleair

1. Basic Town services are being delivered in an efficient and timely manner.
2. Ensures that town employees are cognizant of creating good public relations and efficiency in the performance of their duties.
3. Citizens concerns and complaints are handled in a respectful and effective manner.
4. Provides leadership and direction in the development of short and long range plans.
5. Maintains good intergovernmental relations with contracted service delivery organizations and other governmental agencies in representing the Town of Belleair.
6. Presents Commission policies and positions on issues to the citizens and town organizations accurately, equitably, and effectively.
7. Attends or sends a representative to attend all decision making boards in the Town to ensure boards are properly administering their duties.

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$$28 / 7 = 4.000 \times .34 = 1.360$$

COMMENTS: JP demonstrates prudent stewardship. It also appears that he has the respect of Staff, residents and vendors. He looks out for the best interest of the Town in a respectful manner.

TOTAL RATING 3.934 CONVERTS TO 3.000 % INCREASE

PREPARED BY: Michael Wilkinson/Commissioner  
Print Name

## Section 5

**Narrative-** Informative overview of the town manager's performance

1. Please describe what you are most pleased with regarding the Town Manager's performance.

I appreciate his communication style, respectfulness and stewardship (especially as it pertains to the budget).

2. Please describe how the Town manager could improve.

As JP is early in his tenure as Town Manager, I think as good as he as performed, he will continue to look for ways to improve his performance. I am very pleased with how he is handling his role.

**COMMENTS:**

Note: In this section, the supervisor must add supporting comments for ratings (i.e., individual ratings, or total ratings) where performance greatly exceeds performance standards and when performance is marginal or unsatisfactory. These comments should serve to highlight and document areas of highly effective and ineffective performance.

**Comments concerning performance that greatly exceeds performance standards:**

**Comments concerning performance that is marginal or unsatisfactory:**


**SIGN-OFF:**

<b>Title</b>	_____	<b>Title</b>	_____
<b>Signature</b>	_____	<b>Signature</b>	_____
<b>Date</b>	_____	<b>Date</b>	_____

**Assistant Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Sign-Off:**

This performance appraisal has been thoroughly reviewed with me by my supervisor. My signature acknowledges that the appraisal meeting occurred and that I received a copy of this document. It does not necessarily mean that I agree with the overall appraisal or any of the individual parts.

**Employee:**  \_\_\_\_\_ **Date:** 11/30/18

**Employee Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**TOWN OF BELLEAIR  
PERFORMANCE APPRAISAL SYSTEM  
ADMINISTRATION DEPARTMENT - Town Manager**

**Section I**

This section intentionally left blank.

**Section 2**

**Management Duties:** Oversees the efficient operation of the assigned areas of responsibility.

**Ratings**

- |  |   |   |   |   |   |   |   |   |   |  |   |  |   |
|--|---|---|---|---|---|---|---|---|---|--|---|--|---|
| <ol style="list-style-type: none"> <li>1. Utilizes and adheres to all established town administrative and personnel policies and procedures. Updates and changes policies as need.</li> <li>2. Directs the operation of the town in a manner that maximizes the efficiency and productivity of all resources.</li> <li>3. Completes all work activities in an accurate and timely manner.</li> <li>4. Maintains a positive working relationship with citizens and town employees.</li> <li>5. Prepares the town's annual budget in an accurate and timely manner.</li> <li>6. Manages the town budget to assure sound fiscal control and compliance.</li> <li>7. Adapts to and effectively deals with unanticipated conditions and situations.</li> <li>8. Review all continuing contracts annually, make appropriate recommendations to commission.</li> <li>9. Faithfully executes all laws, provisions of the town charter, policies, and acts of the commission per Sec. 3.05 (d)</li> <li>10. Submit to commission a summary report on the finances and administrative activities of the town within sixty (60) days of the end of each fiscal year.</li> </ol> | <table border="1" style="margin: 5px auto;"> <tr><td style="width: 30px; height: 20px;">3</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">3</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;"> </td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;"> </td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> </table> | 3 | 4 | 4 | 4 | 4 | 4 | 3 | 4 |  | 4 |  | 4 |
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**38 /10 = 4.222 x .33 = 1.393**

COMMENTS: We have updated some of our ordinances.

**Section 3**

**Commission Facilitation:** Responsible for informing and updating the town commission and implementing their policy in order to ensure the effective management and well being of the town.

- |   |  |   |   |  |   |   |   |   |
|---|--|---|---|--|---|---|---|---|
| <ol style="list-style-type: none"> <li>1. Keeps the commission informed in a timely manner about issues related to the commission's policy making role.</li> <li>2. Demonstrates the ability to interact with the town's elected officials.</li> <li>3. Commission policy is implemented consistently, effectively and sufficiently articulated to staff, press and residents.</li> <li>4. Commission policy and directions are carried out in a timely fashion.</li> <li>5. Develops effective and accurate presentations for discussion at commission meetings.</li> <li>6. Action Plan developed by staff and presented to commission after every commission meeting.</li> </ol> | <table border="1" style="margin: 5px auto;"> <tr><td style="width: 30px; height: 20px;">3</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;"> </td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> <tr><td style="width: 30px; height: 20px;">4</td></tr> </table> | 3 | 4 |  | 4 | 4 | 4 | 4 |
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**23 /6 = 3.833 x .33 = 1.265**

COMMENTS: JP did a great job on the short term objectives and start plan.

**TOWN OF BELLEAIR  
PERFORMANCE APPRAISAL SYSTEM**

**Section 4**

**Municipal Stewardship-** Responsible for the supervision and management of the internal affairs with the Town of Belleair

- |  |   |
|--|---|
| 1. Basic Town services are being delivered in an efficient and timely manner.  | 3 |
| 2. Ensures that town employees are cognizant of creating good public relations and efficiency in the performance of their duties.                                  | 4 |
| 3. Citizens concerns and complaints are handled in a respectful and effective manner.  | 4 |
| 4. Provides leadership and direction in the development of short and long range plans.   | 4 |
| 5. Maintains good intergovernmental relations with contracted service delivery organizations and other governmental agencies in representing the Town of Belleair. | 4 |
| 6. Presents Commission policies and positions on issues to the citizens and town organizations accurately, equitably, and effectively.                             | 4 |
| 7. Attends or sends a representative to attend all decision making boards in the Town to ensure boards are properly administering their duties.                    | 3 |

**26 / 7 = 3.714 x .34 = 1.263**

COMMENTS:

**TOTAL RATING**    3.921    **CONVERTS TO**    3.000 % INCREASE

PREPARED BY:                      Thomas Shelly  
  Print Name

**Section 5**

**Narrative-** Informative overview of the town manager's performance

1. Please describe what you are most pleased with regarding the Town Manager's performance.

Great improvements in Communications.  
Excellent planning, prep, communications, and Cleanup from Hurricane Irma.  
Increase in overall Grants  
Extraordinary transition from line item to program based budgeting.

2. Please describe how the Town manager could improve.

We have to update additional ordinances.  
JP needs to continue to hire and develop additional promotable managers & middle managers  
By Broadening city employees' participation in decision making  
Continuing to help city employees develop both the skills and the values needed for more effective public service.

**COMMENTS:**

Note: In this section, the supervisor must add supporting comments for ratings (i.e., individual ratings, or total ratings) where performance greatly exceeds performance standards and when performance is marginal or unsatisfactory. These comments should serve to highlight and document areas of highly effective and ineffective performance.

**Comments concerning performance that greatly exceeds performance standards:**  
Communications with the Citizens & Commission are are greatly improved.

**Comments concerning performance that is marginal or unsatisfactory: None**

**SIGN-OFF:**

<b>Title</b> _____	<b>Title</b> _____
<b>Signature</b> _____	<b>Signature</b> _____
<b>Date</b> _____	<b>Date</b> _____

**AssistantTown Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Sign-Off:**

This performance appraisal has been thoroughly reviewed with me by my supervisor. My signature acknowledges that the appraisal meeting occurred and that I received a copy of this document. It does not necessarily mean that I agree with the overall appraisal or any of the individual parts.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWN OF BELLEAIR  
PERFORMANCE APPRAISAL SYSTEM  
ADMINISTRATION DEPARTMENT - Town Manager**

**Section 1**

Goals and Objectives: Fiscal Year: 2017/2018

**Ratings**

- 1.
- 2.
- 3.
- 4.


$0 / 4 = 0.000 \times .25 = 0.000$

COMMENTS:

**Section 2**

**Management Duties:** Oversees the efficient operation of the assigned areas of responsibility.

**Ratings**

1. Utilizes and adheres to all established town administrative and personnel policies and procedures. Updates and changes policies as need.
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3. Completes all work activities in an accurate and timely manner.
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10. Submit to commission a summary report on the finances and administrative activities of the town within (60) days of the end of each fiscal year.

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$0 / 10 = 0.000 \times .25 = 0.000$

COMMENTS:

*Overall good performance. I think by next review the 3's will be 4's. Learned some valuable lessons this year.*

**Section 3**

## TOWN OF BELLEAIR PERFORMANCE APPRAISAL SYSTEM

**Commission Facilitation:** Responsible for informing and updating the town commission and implementing their policy in order to ensure the effective management and well being of the town

1. Keeps the commission informed in a timely manner about issues related to the commission's policy making role.
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4. Commission policy and directions are carried out in a timely fashion.
5. Develops effective and accurate presentations for discussion at commission meetings.
6. Action Plan developed by staff and presented to commission after every commission meeting

4
4

3
3
3
2

$0 / 6 = 0.000 \times .25 = 0.000$

COMMENTS: Overall a good job in commission facilitation. Would like to see commission policy presented to residents in formats that reach them. Continue to develop a good relationship with media that promotes good based and accurate information. Improve presentations at commission.

### Section 4

**Municipal Stewardship-** Responsible for the supervision and management of the internal affairs with the Town of Belleair

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$0 / 7 = 0.000 \times .25 = 0.000$

COMMENTS: Great job in emphasis of Core Values. Would like to see that follow up with staff has been completed when dealing with a residents concern.

TOTAL RATING

0.000

CONVERTS TO

0.000 % INCREASE

PREPARED BY:

Karla D Rettstatt

Print Name

### Section 5

**Narrative-** Informative overview of the town managers performance

**Please describe what you are most pleased with regarding the Town Manager's performance.**

The transition of new town manager position went very well. From the outside it appeared that through the town manager's guidance, staff adjusted to the new roles, responsibilities and embraced the changes in style and priorities. Town manager has led by example which leads everyone down the same path. Good direction was given to effectively manage the aftermath of Hurricane Irma and residents were very grateful. The roll out of the CORE value philosophy gives employees a clear direction on how to interact, inform, and educate our residents. Again residents will benefit from this. The implementation of the new-line budgeting process was long overdue and will benefit the town in the future. Budget presentations were timely and effective.

**Please describe how the manager could improve.**

The past year and half has been a year of transition and growth. Look forward to the following opportunities.

1. Continued education of the CORE Values. Follow up with staff assigned to residents issues and concerns. One example: SeeClickFix . Were the issues resolved and completed? Follow up with commission on status.
2. Continue to improve the new-line budgeting process by department. Raise the level of staff education to the

financial opportunities and restraints that are unique to Belleair. All departments should embrace this budget analysis process.

3. Continue to work with the commission and boards to fine tune the long term strategic plan to include yearly short term goals.
4. Evaluate, update and improve the CIP plan by incorporating the EOR, and recommendations from finance board, infrastructure board and commission.
5. Continue to find ways to improve and reach the diversity of residents of Belleair. Example: Look at ways to maximize the reach of our older residents who might not use the forms technology the town uses. Fully understand the desires and priorities of the residents. Improve the board and commission meetings for the residents who attend. Make presentations as easy to follow as possible.