



Town of Belleair

901 Ponce de Leon Blvd.
Belleair, FL 33756

Meeting Agenda Town Commission

Tuesday, April 2, 2019

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

[19-0076](#) Approval of March 19, 2019 Meeting Minutes

Attachments: [RM - 03-19-2019](#)

[19-0029](#) Proclaiming April as Water Conservation Month

Attachments: [Water Conservation 2019](#)

[19-0078](#) Arbor Day Proclamation

Attachments: [2019 Arbor Day Proclamation](#)

[19-0080](#) 2019 National Public Works Week Proclamation

Attachments: [Public Works Week Proclamation 2019 \(1\)](#)

GENERAL AGENDA

[19-0071](#) Swearing in of Commissioner Tom Shelly

[19-0074](#) Discussion of Commission Procedures

Attachments: [2018-22 - Commission Procedures](#)

[19-0073](#) Resolution 2019-03 Establishing the Line of Succession

Attachments: [2019-03 Line of Succession](#)

[19-0079](#) Commission Advisory Board Assignments

[19-0072](#) Approval of Fiscal Year 2019-2020 Budget Calendar

Attachments: [Budget calendar timetable](#)

[19-0081](#) Resolution 2019-4, Amendment to the FY 2018-19 Budget

Attachments: [Res. 19-4](#)

[19-0082](#) Future Budget Amendment Requests

Attachments: [Future Amendments Discussion.](#)

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)

File #: 19-0076 **Version:** 1 **Name:**

Type: Minutes **Status:** Consent Agenda

File created: 3/28/2019 **In control:** Town Commission

On agenda: 4/2/2019 **Final action:**

Title: Approval of March 19, 2019 Meeting Minutes

Sponsors:

Indexes:

Code sections:

Attachments: [RM - 03-19-2019](#)

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, March 19, 2019

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 was called to order at 6:00 PM with Mayor Gary H. Katica presiding.

PLEDGE OF ALLEGIANCE

COMMISSIONER ROLL CALL

JP Murphy stated that Commissioner Shelly was in Tallahassee representing the Town during the legislative session.

Present: 4 - Mayor Gary H. Katica
Deputy Mayor Karla Rettstatt
Commissioner Michael Wilkinson
Commissioner Tom Kurey

Absent: 1 - 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.)

Rodney Vincent-Resident-Spoke on his previous comments and unhappiness with Belleair Bee article; questioned timeline of studies previously discussed.

Mr. Murphy provided comments regarding Indian Rocks Rd. traffic study; process and timeline.

Mayor Katica suggested meeting with Chief of Police and Town Manager.

Lil Cromer-Resident-Requested addressing issue of recycling at next meeting.

CONSENT AGENDA

[19-0063](#)

Approval of March 5, 2019 Regular Meeting Minutes

Commissioner Wilkinson moved approval of the Consent Agenda. Seconded by Deputy Mayor Rettstatt.

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

Absent: 1 - Commissioner Shelly

GENERAL AGENDA

[19-0066](#) Resolution 2019-02 Declaring Commission Seats for March 2019-March 2022 Term

Mr. Murphy read Resolution 2019-02 Declaring Commission Seats for March 2019-March 2022 Term into record.

Commission Wilkinson moved approval of Resolution 2019-02. Seconded by Deputy Mayor Rettstatt.

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

Absent: 1 - Commissioner Shelly

[19-0068](#) Swearing in of Commissioner Tom Kurey

Judge Farnell commended Commissioner Kurey; provided the oath.

[19-0065](#) Discussion of traffic calming and safety improvements on Pineland Ave, Palm, and Golf View Drive

Mr. Murphy provided introductory remarks.

Rick Doyle-Chief of Police-Discussed previous studies and results; average speed has been 21 and 22 mph on Pineland; 20 and 22 mph on Golfview; limitations on studies; commented on volume of vehicles.

Mr. Murphy discussed national average of residential roads; are within average; potential issue with one study; area being used as a cut through.

Mayor Katica requested resident comments.

Jim Derringer-Resident-Commented on Palm Ave & Pineland traffic; lack of sidewalks in area; would like to see traffic calming to reduce cut throughs and to slow traffic.

Rick Diaz-Resident-Suggested reducing speed on Mehlenbacher to 25; speeding at corner and cut-through; issues with safety at stop sign; no sidewalks in area.

Mr. Derringer stated road improvements on Mehlenbacher will help, but no sidewalks.

Bill Wiseman-Resident-Commented on lowering speed on Pineland; no weight limits; adding speed tables to slow traffic.

Chief Doyle commented on work being done to reduce large trucks in area.

Deputy Mayor Rettstatt questioned addition of sidewalks; Mr. Murphy discussed areas

of town having sidewalks; stated costs can be provided and figured into CIP if Commission wishes; discussed lack of lighting and possible conversion to LED.

Female Resident-Commented on speed of vehicles on Pineland and Palm Ave.; suggests addition of speed humps.

Donna Davich-Resident-Spoke on lack of lighting on section of Golfview; supports addition of sidewalk; questioned plan for end of street; would like a dog park. Mr. Murphy stated area is to be a cul-de-sac.

Commission discussion regarding importance of resident petitions and voicing clear opinions of what they want to see; locations of streetlights and ability to add.

Margot Ryder-Resident-Commented on deterioration of roadways in area; speeding on Golfview; against speed bumps.

Skyler Borsch-Resident-Spoke on Pineland being a cut through; supports reduction of speed limit; against addition of speed bumps.

Mr. Murphy discussed process required for reducing speed; state statute requirements; staff suggestions to make area a 4 ways stop and add lighting.

Stella-Resident-Spoke against speed bumps; requests lowering speed limit, adding stop signs or islands.

Jane Lyon-Resident-Questioned if golf course was doing anything with paving Golfview; requests curbs on street; in favor of sidewalks.

Discussion regarding location of stop signs; potential to reduce speed; staff to investigate cost of certified study.

Mayor Katica thanked residents for input; commented on potentially lowering of speed limit.

Holly Grissinger-Resident-Does not feel lowering speed limit will cause impact; would like to see a speed table added at Palm and Pineland; road is a short cut.

Mr. Murphy stated recommendation is to add stop signs; noticing requirements for new signs; certified study could be done later.

Discussion ensued regarding current and potential stop sign locations; Palm and Golfview and other areas.

Mr. Murphy stated it was his recommendation to stay with the 4-way; staff to evaluate conditions around the other intersections and bring back findings; will take up to 60 days before engaging in the studies; pricing of traffic studies.

Discussion ensued regarding potential addition of sidewalk locations in area; right-of-ways; staff will survey right-of-way to help with determining locations; 60-90 days to get study.

Deputy Mayor Rettstatt moved to put a stop sign, a 4-way stop, at Golfview and Pineland along with increasing lighting along those streets as seen fit and necessary. Seconded by Commissioner Kurey.

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

Absent: 1 - Commissioner Shelly

[19-0064](#) Discussion of Advisory Board Appointments

Mr. Murphy stated this is a preliminary look at member terms; attendance provided; two open seats on Recreation Board; staff requests commission advisors to check with their boards to see who wishes to continue to serve.

Commissioner Wilkinson stated he had two openings on the Recreation Board; had a resident come forward that would be a good candidate.

[19-0067](#) Peaceful Avenue Litigation Update

David Ottinger-Town Attorney-Provided update regarding a claim to part of town's right of way; Campbell McLean to file a motion for summary judgement; part of town property conveyed incorrectly in deed; agreement prepared.

Commissioner Wilkinson questioned if town is in lawsuit pertaining to this issue. Mr. Ottinger clarified town will allow resident to use; row use permit to be granted.

TOWN ATTORNEY'S REPORT

No further report.

POLICE CHIEF'S REPORT

Chief Doyle-Provided spring break crime statistics in area, no burglaries or stolen cars in Town; suspicious individuals being stopped; ordinance violations; directed traffic patrols done, citations issued for trucks.

TOWN MANAGER'S REPORT

Mr. Murphy commented on upcoming agenda items-Commission advisor members; Saturday, April 6th is free shredding event; Palmetto and Pinellas drainage project to begin.

MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS

Commissioner Kurey-thanked residents and family for coming; commended police department; bluff tour and increase in construction prices; accelerating infrastructure upgrades and bundling projects; Belleair Country Club interest in purchasing section of Hallett Park; would like to see a possible meeting at the bluff for residents and others involved.

Discussion on holding upcoming public meetings regarding area being considered; Mr. Ottinger provided comments on title and process; comments made regarding previous properties.

Deputy Mayor Rettstatt-Spoke on Joyce Sparkman being employee of the month, commended her service; would like to look into recreation center safety and security.

Discussions regarding security in all areas will be brought to commission for review.

Commissioner Wilkinson-Recreation board met; provided dates for upcoming events; two board openings; congratulations to Commissioner Kurey; kudos to Joyce Sparkman, job well done; thanked police department and officer Daniels.

Commissioner Shelly-Not in attendance.

OTHER BUSINESS

Mr. Murphy discussed addition of an Amazon hub or locker to have a location in town next to police department; will continue to explore.

ADJOURNMENT

Meeting adjourned at 7:20 PM.

Mayor Katica moved to Adjourn. Seconded by Deputy Mayor Rettstatt.

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

Absent: 1 - Commissioner Shelly

TOWN CLERK

APPROVED:

MAYOR



Legislation Details (With Text)

File #: 19-0029 **Version:** 1 **Name:**

Type: Proclamation **Status:** Consent Agenda

File created: 2/7/2019 **In control:** Town Commission

On agenda: 4/2/2019 **Final action:**

Title: Proclaiming April as Water Conservation Month

Sponsors:

Indexes:

Code sections:

Attachments: [Water Conservation 2019](#)

Date	Ver.	Action By	Action	Result
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**IN RECOGNITION OF
WATER CONSERVATION MONTH**

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, The State of Florida, Water Management Districts and the Town of Belleair are working together to increase awareness about the importance of water conservation; and

WHEREAS, the Town of Belleair and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, the Town of Belleair has always encouraged and supported water conservation through various educational programs and special events; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community.

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me, **GARY H. KATICA, MAYOR** of the **TOWN OF BELLEAIR, FLORIDA**, do hereby proclaim the month of **APRIL, 2019** as

WATER CONSERVATION MONTH

The Town of Belleair, Florida is calling upon each citizens and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

**Given under my hand and Seal of
the Town of Belleair, Florida this
2nd day of April, 2019.**

Mayor



Legislation Details (With Text)

File #: 19-0078 **Version:** 1 **Name:**
Type: Proclamation **Status:** Consent Agenda
File created: 3/28/2019 **In control:** Town Commission
On agenda: 4/2/2019 **Final action:**
Title: Arbor Day Proclamation
Sponsors:
Indexes:
Code sections:
Attachments: [2019 Arbor Day Proclamation](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor and Commissioners
From: Mike Shumaker
Date: 3/28/2019

Subject:

2019 Arbor Day Proclamation

Summary:

This year, the Town is celebrating its 27th year as a “Tree City USA” for our consistent commitment to the environment through the planting and protection of trees. In order to continue this tradition, the Town must host an Arbor Day Celebration (Saturday, April 20th) and pass an Arbor Day Proclamation.

Previous Commission Action: N/A

Background/Problem Discussion: N/A

Expenditure Challenges N/A

Financial Implications: N/A

Recommendation: Staff recommends approval

Proposed Motion I move approval of the 2019 Arbor Day Proclamation

DEDICATING APRIL 26, 2019 AS “ARBOR DAY”

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees are a source of joy and spiritual renewal, and

WHEREAS, the Town of Belleair has been recognized as a Tree City USA by The National Arbor Day Foundation, and desires to continue its tree-planting ways.

NOW, THEREFORE, I, GARY H. KATICA, Mayor of the Town of Belleair, Florida, Commission do hereby proclaim April 26, 2019 as

ARBOR DAY

and urge all citizens of our community to support efforts to care for our trees and woodlands and to support our town's community forestry program, and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

***GIVEN under our hand and the seal of the
TOWN OF BELLEAIR, FLORIDA, this
00th day of APRIL, A.D., 2019.***

GARY H. KATICA, MAYOR



Legislation Details (With Text)

File #: 19-0080 **Version:** 1 **Name:**
Type: Proclamation **Status:** Consent Agenda
File created: 3/29/2019 **In control:** Town Commission
On agenda: 4/2/2019 **Final action:**
Title: 2019 National Public Works Week Proclamation
Sponsors:
Indexes:
Code sections:
Attachments: [Public Works Week Proclamation 2019 \(1\)](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor Gary H. Katica, Commissioners
From: Keith A. Bodeker
Date: 3/29/2019

Subject:

Approval of the 2019 National Public Works Week Proclamation

Summary:

Staff is seeking approval of the 2019 National Public Works Week Proclamation in order to help better recognize and celebrate the efforts of all of the hard working Public Works professionals here in the Town of Belleair, and throughout the entire United States of America.

Previous Commission Action: N/A

Background/Problem Discussion: N/A

Expenditure Challenges N/A

Financial Implications: N/A

Recommendation: Staff recommends the Commission move approval of the 2019 National Public Works Week Proclamation

Proposed Motion I move approval of the 2019 National Public Works Week Proclamation.

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets, bridges, public buildings and solid waste collection; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services provided by these dedicated public works individuals; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design and construction is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel, who staff public works departments, is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, this year's theme "IT STARTS HERE" embraces the concept that puts into perspective the many responsibilities public works professionals take on to build, maintain, and support the infrastructure that helps our communities thrive. Furthermore, the theme this year gives representation to the many facets of modern civilization that grow out of the efforts put forth by the public works professionals across North America. What starts here? Infrastructure starts with public works... Growth and innovation starts with public works... Mobility starts with public works... Security starts with public works... Healthy communities start with public works... The bottom line is that citizens' quality of life starts with public works, and

NOW, THEREFORE, I, GARY H. KATICA, Mayor of the TOWN OF BELLEAIR, FLORIDA, do hereby proclaim the week of May 19 through May 25, 2019 as

NATIONAL PUBLIC WORKS WEEK

and urge all citizens of our community to gain knowledge of and to maintain a progressive interest in and understanding of the importance of the issues involved in providing our public works; and

FURTHER, to recognize the contributions and efforts of the public works professionals who work tirelessly throughout the year each day to strengthen the bond that keeps us all connected.

Given under my hand and the Seal
of the TOWN OF BELLEAIR, FLORIDA, this 2nd day of
April, A.D., 2019.

MAYOR



Legislation Details (With Text)

File #: 19-0071 **Version:** 1 **Name:**

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

File created: 3/19/2019 **In control:** Town Commission

On agenda: 4/2/2019 **Final action:**

Title: Swearing in of Commissioner Tom Shelly

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Legislation Details (With Text)

File #: 19-0074 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 3/27/2019 **In control:** Town Commission
On agenda: 4/2/2019 **Final action:**
Title: Discussion of Commission Procedures
Sponsors:
Indexes:
Code sections:
Attachments: [2018-22 - Commission Procedures](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor and Commissioners
From: JP Murphy
Date: 3/27/2019

Subject:

Discussion of Commission Procedures

Summary:

The commission is to establish rules and procedures pertaining to the conduct of its business. Staff is requesting review of the current procedures; any changes the commission wishes to make will be brought back as a resolution for approval at the next meeting.

Previous Commission Action: Resolution 2018-22 was approved on April 17, 2018 and is attached for review.

Background/Problem Discussion: N/A

Expenditure Challenges N/A

Financial Implications: N/A

Recommendation: N/A

Proposed Motion N/A

RESOLUTION NO. 2018-22

A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA, RESCINDING RESOLUTION NO. 2017-05; ADOPTING CERTAIN RULES OF PROCEDURES FOR THE TOWN COMMISSION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission did adopt Resolution No. 2017-05 establishing certain rules of procedures pertaining to the conduct of its business; and

WHEREAS, the Town Commission wishes to amend the Rules and Procedures for the Town Commission identified in Resolutions 2017-05 a, making them obsolete; and

WHEREAS, the Town Commission wishes to approve new Rules for the Town Commission; and

NOW, THEREFORE BE IT RESOLVED by the Town Commission of the Town of Belleair, Florida, that:

Section 1. Resolution No. 2017-05 will be rescinded

Section 2. The following rules for the Town Commission are hereby established:

Rule 1. Public Meetings.

- a. All meetings of the Town Commission are open to the public, except those otherwise provided by law, and are held in Town Hall, located at 901 Ponce de Leon Boulevard, Belleair, Florida.
- b. All public meetings shall be conducted according to Robert's Rule of Order.

Rule 2. Regular Meetings.

- a. The Commission has scheduled its Regular meetings for the first Tuesday of the month at 6:00 p.m. and on the third Tuesday of each month at 6:00 p.m.
- b. The Commission may, at a publically noticed meeting, change the date and time of regular meetings, or cancel a regular meeting, however the Commission must hold at least one (1) Regular Meeting per month.

Rule 3. Special Meetings.

- a. The Mayor or Deputy Mayor may call a Special Meeting of the Commission with at least 12 hours written or verbal notice.
- b. A majority of the Commission may also call a Special Meeting, however such action must be taken at a publically noticed meeting.

Rule 4. Quorum.

Three (3) attending members of the Commission constitutes a quorum.

Rule 5. Agenda and Meeting Notice.

- a. All agenda related materials will be delivered to the Commission in electronic form by ~~noon 7 days~~ **the end of Friday** preceding the Commission meeting.
- b. Agenda items not disbursed to the Commission by the delivery deadline may only be added to the agenda by majority vote of the Commission at the meeting in question.
- c. Staff will place items not requiring discussion, individual action, or public hearing under the heading "Consent Agenda". Approval of these items may be executed by a single motion to approve the "Consent Agenda".
- d. Any Commissioner, ~~member of the public,~~ Town Attorney or Town Manager may withdraw any item(s) from the Consent Agenda for individual discussion and Commission action.
- e. The agenda for the Regular Meetings will be set by the Town Manager.
- f. The Commission may cause an item to be placed on a future agenda by majority vote of the Commission at a publically noticed meeting.

Rule 6. Order of Business.

The business of all Commission meetings must be transacted in the order the agenda is laid out. The Mayor may change the order barring objection from a Commissioner.

Rule 7. Procedure for adoption of ordinances.

- a. The Town Attorney or his designee is required to read by title on at least 2 separate meetings of the Town Commission and with those meetings being at least seven (7) days apart.
- b. All ordinances shall have an effective date as set forth in the ordinance.
- c. The Town Commission may enact an emergency ordinance should an emergency exist, and such an ordinance can be effective immediately on adoption. Such ordinances remain effective for only sixty (60) days and are limited in scope by section 2.11 of the Town Charter.

Rule 8. Public Comment Rules.

- a. Any person desiring to address the Commission on items not listed on the agenda may do so once at each meeting at the Citizens' Comments portion of the agenda and are allowed a total of three (3) minutes to speak with extra time allowed at the discretion of the Mayor.
- b. Applicants and those individuals or groups making official presentations on items on the agenda will not be timed, however the Mayor retains the right to end presentations if the situation presents itself.
- c. Those who are not applicants or official presenters but wish to speak on an agenda item may speak once for a maximum of three (3) minutes on each agenda item with extra time allowed at the discretion of the Mayor. **Persons attending in a group may waive their individual three (3) minutes and designate a group speaker who will be allowed a total of ten (10) minutes to speak with extra time at the discretion of the Mayor.**
- d. Persons planning to speak at any commission meeting should signed Speaker's Sign In Form prior to the beginning of said meeting.
- e. Persons speaking at Commission meetings should direct their comments to the Town Commission. While any speaker is within their right to ask

questions, the comment clock will not be stopped. It is suggested that commenters make their full comment to include any questions they wish to ask, and allow the Commission or staff to answer the question, if warranted, following the comments period.

Rule 9. Decorum and Order.

- a. A Commission Member wishing to speak should wait to be recognized by the Mayor, and should confine remarks to the question or issue under discussion. All comments should be courteous, polite, and professional.
- b. While the Commission is in session, the Mayor must preserve order and decorum and a Commission members should not disrupt the member who has been recognized to speak, or those members who are listening to what is being discussed.
- c. Any person making personal, impertinent or inappropriate remarks or who becomes boisterous while addressing the Commission may be forthwith removed from the meeting.

Rule 10. Voting.

Voting is to be done by roll call for all votes except procedural motions. When the question is called, the Mayor will ask for the roll for recordation into the official minutes.

Rule 11. Advisory Board Assignments.

Advisory boards are assigned by the Mayor at his sole discretion. The assignment occurs each April and is done by memo from the Mayor to the Town Manager.

Rule 12. Appointments.

- a. The Commission is required to appoint a town manager. That appointment requires four (4) affirmative votes. The Commission may remove the town manager. Removal also required four (4) affirmative votes.
- b. The Commission is required to appoint a town attorney. That appointment holds not requirements for appointment or removal, outside of any contractual obligations which may exist.
- c. The Commission may also appoint residents to sit on advisory boards. Terms for advisory board members expire every two (2) years. At the time of expiration, or vacancy for alternative reasons, any commissioner can nominate a citizen for an advisory board seat by informing the Town Clerk in writing of the intent to do so. This must be done prior to the Agenda being distributed to the Commission. The Town Clerk will then provide the Commission the list of nominated individuals for formal action at the next Regular Meeting.
- d. In the event the seat of a Commissioner vacating their seat prior to the expiration of his/her term, the remaining members of the Commission are to appoint a resident to serve on the Commission until the next election.

Rule 13. Line of Succession.

- a. The Commission is required to establish a line of succession. This includes

the naming of a Deputy Mayor and identification of the line of succession after the Deputy Mayor.

- b. Annually, at the first meeting in April, the Commission will approve a line of succession. The Town Clerk will provide the Mayor and each Commissioner a ballot at the meeting. At the designated time, the Mayor and Commissioners will identify their preferred line of succession on the ballot. The ballots will then be collected by the Town Clerk who will tabulate the scores based on the scoring outlined in Rule 13(d) of this resolution
- c. Should the Mayor vacate his seat prior to the expiration of his/her term, the Deputy Mayor moves into the position of Mayor until a new Mayor is elected. At the time the Deputy Mayor takes office as Mayor, the Commission members are to establish a new line of succession with the Commissioner to be appointed to fill the vacated seat being and the end of the line of succession.
- d. Commissioners will receive 3 points for each first position vote they receive, 2 points for each second position vote they receive, 1 point for each third position vote they receive, and 0 points for each fourth position vote they receive. The points will be totaled to determine the line of succession, with the highest vote receiving member serving as the Deputy Mayor. Should a tie exist, the member tied who has the most first position votes will win the tiebreaker, if members remain tied, the member who has the most second position votes will win the tiebreaker, etc.
- e. A Commissioner may refuse to hold the position of Deputy Mayor, in which case he/she will swap positions with the second highest receiver of votes.

Rule 14. Compensation.

The Mayor and Commissioners receive no salary, but they do receive an expense allowance for normal expenses attributed to the office at the below rates.

Mayor: \$200.00/Month

Commissioners: \$150.00/Month

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA, this 17thth day of APRIL, A.D., 2018.

Mayor

ATTEST:

Town Clerk



Legislation Details (With Text)

File #: 19-0073 **Version:** 1 **Name:**
Type: Resolution **Status:** General Agenda
File created: 3/27/2019 **In control:** Town Commission
On agenda: 4/2/2019 **Final action:**
Title: Resolution 2019-03 Establishing the Line of Succession
Sponsors:
Indexes:
Code sections:
Attachments: [2019-03 Line of Succession](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor and Commissioners
From: Christine Torok
Date: 3/27/2019

Subject:

Resolution 2019-03 - Establishing the Line of Succession

Summary:

Per the Charter the Town Commission is required to have a line of succession.

Previous Commission Action: The Commission most recently identified the line of succession in 2018 under Resolution 2018-19.

Background/Problem Discussion: Consistent with Rule 13 of the Commission Procedures Resolution., the Mayor and each Commissioner will be provided a ballot at the meeting where they will identify their preferred line of succession on the ballot. A sample ballot is included.

Expenditure Challenges N/A

Financial Implications: N/A

Recommendation: Staff recommends approval

Proposed Motion I move approval of Resolution 2019-03 setting the line of succession from second position to fifth position as (Enter Name, Enter Name, Enter Name, Enter Name).

RESOLUTION NO. 2019-03

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,
PROVIDING FOR TEMPORARY AUTHORITY TO ACT IN
THE PLACE OF A TOWN OFFICIAL IN THE ABSENCE OF,
OR INABILITY TO ACT OF SUCH TOWN OFFICIAL, AND
FOR AUTHORITY TO CERTIFY A VACANCY OR THE
NEED FOR AN ACTING OFFICIAL TO ASSUME DUTIES;
AND PROVIDING FOR THE EFFECTIVE DATE HEREOF
AND FOR THE AMENDMENT OF THE PROVISIONS
HEREOF.**

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

1. This Resolution is adopted pursuant to Section 2.02(b) of the Charter of the Town of Belleair.
2. Resolution 2018-19 is hereby rescinded.
3. _____ is hereby designed as Deputy Mayor of the Town of Belleair during the absence or disability of the Mayor. Should a vacancy occur in the office of Mayor, Deputy Mayor _____ shall serve as Mayor until such time as a mayor is elected at the next regular town election and is qualified to serve.
4. In the event both the Mayor and Deputy Mayor are absent or are unable to act by reason of disability, the following named commissioners shall be Deputy Mayor in the following order of succession:
 - a. Commissioner _____
 - b. Commissioner _____
 - c. Commissioner _____
5. Any absence or disability of the Mayor or any Deputy Mayor shall be evidenced (1) by notification from the Mayor or Deputy Mayor (as the case may be), or (2) upon certification in writing of the Town Clerk or Acting Town Clerk, that such absence or disability exists.
6. This Resolution may be amended, extended, or repealed, in part or in its entirety at any Regular or Special Meeting of the Town Commission of the Town of Belleair, in the same manner as it has been enacted.

7. This Resolution shall take effect immediately and shall continue in effect until amended, extended, or repealed as herein above provided.

PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA, this 2nd day of APRIL, A.D., 2019.

Mayor

ATTEST:

Town Clerk



Legislation Details (With Text)

File #: 19-0079 **Version:** 1 **Name:**
Type: Discussion Items **Status:** Agenda Ready
File created: 3/29/2019 **In control:** Town Commission
On agenda: 4/2/2019 **Final action:**
Title: Commission Advisory Board Assignments
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Summary

To: Mayor and Commissioners
From: Christine Torok
Date: 3/29/2019

Subject:
Commission Advisor Board Assignments

Summary:
The Mayor assigns a Commission Advisor to each board annually. The assignments for the 19/20 term year are to be set.

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



Legislation Details (With Text)

File #: 19-0072 **Version:** 1 **Name:**
Type: Action Item **Status:** General Agenda
File created: 3/25/2019 **In control:** Town Commission
On agenda: 4/2/2019 **Final action:**
Title: Approval of Fiscal Year 2019-2020 Budget Calendar
Sponsors:
Indexes:
Code sections:
Attachments: [Budget calendar timetable](#)

Date	Ver.	Action By	Action	Result
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To: Town Commission
From: Stefan Massol, Director of Support Services
Date: 4/02/2019

Subject:
Approval of Fiscal Year 2019-2020 Budget Calendar

Summary:

The approval of the fiscal year budget calendar is required in order to comply with certain sections of the Florida Administrative Code. The budget calendar provides a timeline for actions in approving the town's fiscal year millage rate and budget. The calendar also displays the dates the Pinellas County Commission and County School Board holds their budget public hearings, this is to ensure there are no conflicts with municipalities scheduling their public hearings. Proposed budget hearings:

- Tuesday, September 3, 2019: *Town of Belleair 1st Budget Hearing*
- Tuesday, September 10, 2019: School Board Budget Hearing
- Thursday, September 12, 2019: Pinellas County BCC Budget Hearing
- Friday, September 13, 2019: Town of Belleair Proposed Millage Advertisement
- Tuesday, September 17, 2019: *Town of Belleair Final Budget Hearing*
- Tuesday, September 24, 2019: Pinellas County BCC Final Budget Hearing

Previous Commission Action: The commission has approved previous fiscal year budget calendars.

Background/Problem Discussion: N/A

Expenditure Challenges: N/A

Financial Implications: There are no financial implications in approving the fiscal year budget calendar.

Recommendation: Staff recommends approval of the Fiscal Year 2019-2020 Budget Calendar.

Proposed Motion: I move for approval of the Fiscal Year 2019-2020 Budget Calendar.

Proposed budget hearings as follows:

- Tuesday, September 3, 2019: *Town of Belleair 1st Budget Hearing*
- Tuesday, September 17, 2019: *Town of Belleair Final Budget Hearing*

FY 2019-20 BUDGET TIMETABLE FOR TOWN OF BELLEAIR

Date	Day	Time	Town Board	Activity
4/16	Tue	6:00 PM	Commission	Introductory Budget Meeting
4/18	Thu	4:00 PM	Finance Board	Introductory Budget Meeting
5/23	Thu	4:00 PM	Finance Board	Financial Modeling for Governmental Funds
6/1	Sat		N/A	Property Appraiser Provides the Estimates of Taxable Values
6/20	Thu	4:00 PM	Finance Board	Budget Presentation and Discussion
7/1	Mon		N/A	Property Appraiser Certifies Preliminary Tax Roll
7/2	Tue	6:00 PM	Commission	Budget Presentation and Discussion
7/16	Tue	6:00 PM	Commission	Budget Presentation and Discussion – Proposed Millage is Finalized for TRIM notices
7/18	Thu	4:00 PM	Finance Board	Budget Presentation and Discussion
8/2	Fri		N/A	Property Appraiser is notified of proposed millage rates for development of TRIM notices
8/19	Tue		N/A	TRIM notices mailed to all property owners
8/20	Tue	6:00 PM	Commission	Budget Presentation and Discussion
9/3	Tue	6:00 PM	Commission	1 st Hearing for Approval of Annual Budget and Millage Levy
9/10	Tue		N/A	Pinellas Co. School Board Public Hearing Budget and Millage
9/12	Thu		N/A	Pinellas Co. Board of County Commissioners 1st Public Hearing Adopting Budget and Millage Rates
9/13	Fri		N/A	Deadline for taxpayers to file a petition with the Value Adjustment Board
9/13	Fri		N/A	Budget Advertisement is included in the newspaper on this date
9/17	Tue	6:00 PM	Commission	2 nd Hearing for Approval of Annual Budget and Millage Levy
9/24	Tue		N/A	Pinellas Co. Board of County Commissioners 2nd Public Hearing Adopting Budget and Millage Rates



Legislation Details (With Text)

File #: 19-0081 **Version:** 1 **Name:**
Type: Resolution **Status:** General Agenda
File created: 3/29/2019 **In control:** Town Commission
On agenda: 4/2/2019 **Final action:**
Title: Resolution 2019-4, Amendment to the FY 2018-19 Budget
Sponsors:
Indexes:
Code sections:
Attachments: [Res. 19-4](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Town Commission
From: Ashley L. A. Bernal, Management Analyst
Date: 9/2/2014

Subject:
Resolution 2019-4, Amendment to the FY 2018-19 Budget

Summary:

Town staff is requesting that the budget be amended for Fiscal Year 2018-19

Previous Commission Action: Town Commission approved the FY 2018-19 Annual Budget in September 2018.

Background/Problem Discussion: The town is currently six months into the current fiscal year. In that time, several expenditure needs have been identified. Staff is requesting that those needs be memorialized through formal adoption of a budget amendment resolution. An overview for each fund is provided below:

General Fund:

- 1) Safety measures, such as replacing doors and door locks, have been funded through a reallocation of funds within the Administration department (\$19,100).
- 2) Achieving WCAG compliance through use of reserves from the prior year (\$20,000).
- 3) Capital purchases such as the wood chipper, which is funded through a transfer from the Local Option Gas Tax fund (\$42,500), and the bucket truck, which is funded from a donation from the Doyle family (\$100,000) and a transfer of funds from the Capital Equipment fund (\$23,000).
- 4) Carry forward of prior year funds for the Strategic Plan (\$60,375).

Water Fund:

- 1) Safety measures, such as door locks, have been funded through donations (\$12,500), Interest Proceeds (\$12,500), and a reallocation within Capital Purchases (\$2,500).
- 2) Additional callback pay for staff is funded through Interest Proceeds (\$10,400).

Capital Projects Fund:

- 1) The Pile Driver is being purchase through the use of reserves (\$6,000).

Local Option Gas Tax Fund:

- 1) Transferring funds for the wood chipper are being supported from reserves (\$42,500).

Expenditure Challenges Please see the attached detail of the budget amendment for a complete line-item detail.

Financial Implications: Please see the attached detail of the budget amendment for a complete line-item detail.

Recommendation: Approval of Resolution 2019-4.

Proposed Motion Motion to approve Resolution 2019-4.

RESOLUTION NO. 2019-4

**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, ADA compliance was an unforeseen expenditure in the prior year budget; and

WHEREAS, capital purchases for safety and support needs have been funded through the established funds;

**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 2nd day of April, A.D., 2019.**

Mayor

ATTEST:

Town Clerk

Attachment A

Water Fund Budget Amendments

Revenue Accounts

	Account	Description	Additional Amount		Current Budget	Final Amended Amount
BT-8	343300	Revenue	\$ 10,400	\$	1,000	*
BT-9	366913	Donations	\$ 12,500	\$	-	12,500
BT-9	361000	Interest	\$ 12,500	\$	1,000	22,900
			<u>\$ 35,400</u>			

Expenditure Accounts

Budget Amendment

	Account	Department	Description	Additional Amount		Current Budget	Final Amended Amount
BT-9	401-6-533000-54630	Water	Locks for Water Plant	\$ 27,500	\$	8,000	\$ 35,500
BT-9	401-5-533000-58101	Water	Locks for Water Plant	\$ (2,500)	\$	1,119,975	\$ 1,117,475
BT-8	401-6-533000-51200	Water	Additional callback pay	\$ 10,400	\$	372,900	\$ 383,300
			<u>\$ 35,400</u>				

Capital Projects Fund Amendments

Revenue Accounts

	Account	Description	Additional Amount	Current Budget	Final Amended Amount
BT-5	381000	Transfer from Reserves	\$ 6,000	\$ 3,755,600	\$ 3,761,600
			<u>\$ 6,000</u>		

Expenditure Accounts

Budget Amendment

	Account	Department	Description	Additional Amount	Current Budget	Final Amended Amount
BT-5	305-10-541600-56719		Pile Driver	\$ 6,000	\$ 80,500	\$ 86,500
				<u>\$ 6,000</u>		

Local Option Gas Tax Fund Amendments

Revenue Accounts

	Account	Description	Additional Amount	Current Budget	Final Amended Amount
BT-6	381000	Transfer from Reserves	\$ 42,500	\$ -	\$ 42,500
			<u>\$ 42,500</u>		

Expenditure Accounts				Budget Amendment		
	Account	Department	Description	Additional Amount	Current Budget	Final Amended Amount
BT-6	110-10-541600-58001		Transfer to General Fund	\$ 42,500	\$ -	\$ 42,500
				<u>\$ 42,500</u>		



Legislation Details (With Text)

File #: 19-0082 **Version:** 1 **Name:**
Type: Discussion Items **Status:** General Agenda
File created: 3/29/2019 **In control:** Town Commission
On agenda: 4/2/2019 **Final action:**
Title: Future Budget Amendment Requests
Sponsors:
Indexes:
Code sections:
Attachments: [Future Amendments Discussion.](#)

Date	Ver.	Action By	Action	Result
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Summary

To: Town Commission
From: Ashley L. A. Bernal
Date: 4/2/2019

Subject:

Future Budget Amendment Requests

Summary:

Town staff is requesting a discussion on future items for budget amendments.

Previous Commission Action: Discussions of budget approvals and amendments.

Background/Problem Discussion: While staff was working on the most recent budget amendment, many expenditure items were identified. However, many of these items were more costly and required further analyses, as well as Commission input. Staff is requesting a discussion on the prioritization of these items in order to move forward. A summary of the items and their potential funding sources has been included.

Expenditure Challenges Please see attached detail of the items at hand.

Financial Implications: Please see attached detail of the items at hand.

Recommendation: N/A

Proposed Motion N/A

	Items	Cost
BT-1: Bathroom Renovations	This includes the restrooms in Town Hall. It will renovate both the men's restroom, women's restroom, and the handicap restroom across from the Police Department. This will provide ADA enhancements as well as some request amenities like changing tables.	44,000.00
BT-2: Cameras for the Dimmitt Recreation Building and Town Hall	The current camera system is at the end of life and support. The cameras that are still in service are not of any useful resolution. All of the camera systems proposed would share a unified server and the PD would have 24hr access to view. Rec has identified additional locations that need to be monitored as well.	36,000.00
BT-3: Cameras for Public Works	These cameras also help with concerns of safety within the Public Works building and the shared areas with Pelican Golf course. The system was originally planned with the construction of the Public Works Building, but never purchased and installed, though it is pre-wired.	21,000.00
BT-4: Flooring in Multipurpose Room	Flooring in the Multipurpose room is in need of refurbishment. This purchase will serve as a testing source for potential flooring in the auditorium, as part of the test we're receiving 200 sqft of free flooring and installation. As this room is high traffic with youth programs but not high visibility, this will allow staff to determine what flooring will best suit the auditorium.	2,000.00
BT-5: Flooring in Auditorium	The flooring in the auditorium is damaged and could benefit from repairs. Staff is currently looking at different options when it comes to design and resiliency of the flooring, as the current flooring did not wear well.	9,000.00
TOTAL:		112,000.00

These are the items that staff has identified that could be in future amendments, though some were originally contemplated in the original budget for 18-19. Staff has performed a preliminary analysis and received several quotes for the cost and is providing potential funding sources to be utilized to complete these purchases. Due to the cost of the enhancements involved the staff in soliciting feedback and prioritization from the commission before we move forward.

Funding for these repairs can come from a reallocation of internal funds within departments, or from the use of interest proceeds. Currently all funds are experiencing an increase in expected interest earnings which allows the town to pursue certain purchases that were not previously appropriated. Separately, staff is analyzing additional security enhancements at the Dimmitt Community Center and will be bringing some cost estimates forward in the near future.