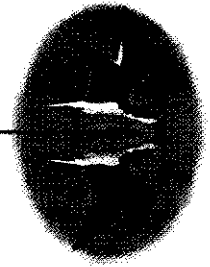


# Town of Indian Shores

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## ADMINISTRATIVE AND FINANCE COMMITTEE

### MINUTES - MARCH 2, 2010

**ADMINISTRATIVE AND FINANCE COMMITTEE MEETING convened at 2:00 P.M.**  
**Those present were Mayor Lawrence, Councilor Irelan and Art Newsome, Citizen Member.**

**Also Present: Vice Mayor Herndon; Councilor Smith; Councilor Sutch; Marcia Grantham, Town Clerk; Mary Karayianes, Director of Finance; Chief Williams, Town Administrator; Anne Miller; Steve Uhlhorn, Alternate Citizen Member.**

*Mayor Lawrence introduced Steve Uhlhorn, the newly appointed Alternate Citizen Member on the Administrative and Finance Committee. Mayor Lawrence reported he was awaiting a formal notice from Keith Simpson, whom may need to be replaced as he serves on the Public Services Committee and the Police Pension Board.*

#### **1.0 Consideration of approving Committee Agenda for March 2, 2010.**

**MOTION** by Art Newsome – seconded by Councilor Irelan – to approve Committee Agenda for March 2, 2010 as published, subject to amending to add item 5.1 for discussion of the FDOT Landscaping Grant. **Motion carried 3-0.**

#### **2.0 Consideration of approving Minutes of Committee meeting held on October 14, 2009.**

**MOTION** by Councilor Irelan – seconded by Art Newsome – to approve Agenda Item 2.0, as published. **Motion carried 3-0.**

#### **3.0 Discussion/review of proposed Police Department Budget for FY 2010/2011.**

*Chief Williams advised of the requirement to present a not-to-exceed Police Budget to Town of Redington Shores by April 1, 2010, for the town to consider renewal of the Police Contract for Law Enforcement services, and he reviewed the proposed Police Department Budget for FY 2010/2011, as follows:*

**Administrative Costs:** *The dollar increases in this category amount to \$1,515.00 or 3%, resulting from insurance premium increases, primarily relating to Prorated General Liability coverage, Police Professional Liability coverage and Vehicle property insurance.*

James J. Lawrence  
Mayor

Joan G. Herndon  
Vice Mayor

Carole Irelan  
Councilor

Steve Sutch  
Councilor

William F. Smith  
Councilor

E.D. Williams  
Town Administrator  
Chief of Police

Mary Karayianes  
Director of Finance  
and Personnel

Marcia Grantham  
Town Clerk

James Yacavone  
Town Attorney

Lawrence G. Nayman  
Building Code  
Administrator

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**Mayor Lawrence** asked about attorney fees relating to Police Contract Negotiations, and **Chief Williams** stated he believed he could absorb this within his budget.

**Personnel Costs:** Salary cost is up \$16,579.00, with overall personnel costs up \$37,672.00 or 3.6% over the 09/10 budget proposal, primarily due to contract driven salary increases (3%) and pension increase as a percent of payroll.

**Chief Williams** addressed the retirement portion and briefly reviewed the actuarial study process every 2 years, and receipt of a GATSBY letter every other year, noting the pension fund lost a lot and that State has to amortize it over a 10 year period, and if they make a lot next year it will smooth out in the next actuarial report.

**Operating Expenses:** Reported this item has not changed over a 20 year period, except for Communication/Dispatch, with an overall increase of \$1,193.00 or 1.6%.

**Chief Williams** noted police training is a restricted account.

**Capital Equipment:** **Chief Williams** reported one (1) police vehicle comes out of the Capital Improvement Program, noting it does not show as a feed-back to Redington Shores, as tax payer has already paid for this once through Penny for Pinellas.

**Summary:** **Chief Williams** reported the total budget increase is \$40,380.00 or 3.5% , advising the calculated budget cost to Redington Shores is \$411,647.00

**Assets/Revenue Source / Expenditures:** **Chief Williams** noted this shows the reduction to the Town by the Fine and Forfeiture funds received, noting fines are not coming in as before due to State legislation.

**Chief Williams** stated the Police Contract is a five (5) year contract with the agreement being to share 35% of the Town's Budget, or a comparable cost to what the Sheriff would charge, noting the Sheriff charges Redington Beach and North Redington Beach \$211,000.00 each, and they share one (1) officer, plus an anticipated 4% increase for FY 10/11.

**Chief Williams** stated this is the first draft and are going to have to get down and dirty for this year's Budget, noting if we have to trim we will have to cut from the Police and Administrative areas. **Chief Williams** reported they are using 15% reduction of property values as a barometer, advising we will be back talking about this and overall budget cuts for the FY 10/11 Budget and overall Town Budget, and facing some hard decisions. He noted the Director of Finance would be talking about some of it, but it will probably have to go beyond that.

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*MOTION by Councilor Irelan – seconded by Art Newsome – to recommend Council approve the Chief's proposed FY 2010/2011 Police Target Budget. Motion carried 3-0.*

**4.0** *Consideration of CPI proposed for Draft Budget for FY 2010/2011, and merit increases.*

*Mary Karayianes, Director of Finance, addressed her Memo dated March 2, 2010, reflecting C.P.I. history since 1984, noting the CPIW for urban wage is used, advising the CPI is 3.4% higher than December 2008.*

*The Director of Finance further reported she and Chief Williams are recommending no increase (0.00%) for the CPI adjustment along with no merit increases for FY 10/11, due to the estimated shortfall in revenue as a result of the reduction in value of the Town's real property.*

*Mayor Lawrence stated the Town will have to roll up their sleeves and do some work, noting it will be a tough time.*

*Chief Williams stated he believes next year will be worse, advising he does not feel the Town is in bad shape, but believes they should live within the Budget.*

*MOTION by Art Newsome – seconded by Councilor Irelan – to accept the recommendation and direct the Director of Finance to prepare the FY 2010/2011 Budget with a no increase (0.00%) CPI adjustment, together with no merit increases. Motion carried 3-0.*

**5.0** *Consideration of approving Chief Williams attending National Hurricane Conference.*

*Chief Williams requested authorization to attend National Hurricane Conference being held in Orlando this year, noting that Mayor Lawrence is unable to attend this year's event, however Mayor Adams from Town of Redington Shores would also be attending.*

*Chief Williams reported lodging cost would be \$715.00, registration \$300.00, plus daily per diem, noting there was money in the Civil Defense account to cover the cost.*

*MOTION by Councilor Irelan – seconded by Art Newsome -- to approve expenditure for costs covering Chief Williams attendance at the National Hurricane Conference March 29 – April 2, 2010, for a total of \$1,015.00, plus per diem. Motion carried 3-0.*

**5.1 Plantings for FDOT Landscape Grant.**

*Chief Williams reported that some plants which were to be used in the Landscape plan had been frozen out, and it was recommended that Blue Plumbago and White Flowered Hawthorne plants be substituted and questioned whether these plants would be acceptable.*

*It was a consensus of the Committee members to approve the proposed plants of Blue Plumbago and White Flowered Hawthorne being substituted for the frozen out plants.*

**6.0 Consideration of Police re-organization promoting Captain Hughes from Captain to Major.**

*Chief Williams reviewed his Memo dated March 1, 2010, requesting Committee approval to promote Captain Terry Hughes from the rank of Captain to the rank of Major, effective immediately, noting his recommendation is based upon three factors which he reviewed.*

*Chief Williams advised there is no salary increase offered or expected in connection with this promotion, but would request that Terry Hughes have take-home car privileges consistent with this responsibility, which is a nominal cost as he lives two miles from the department and capital expenditures and insurance have already been absorbed on the vehicle.*

***MOTION by Councilor Irelan – seconded by Art Newsome – to approve request from Chief Williams to promote Captain Terry Hughes from the rank of Captain to the rank of Major, effective immediately, and to include take-home car privileges. Motion carried 3-0.***

*Chief Williams reported there were about 5 persons he wished to recognize at the Council's meeting to be held on 3/23/2010.*

*Chief Williams thanked everyone involved in the recent surprise 20<sup>th</sup> Anniversary party for him, stating "it knocked his socks off", as he was really surprised.*

**INDIAN SHORES ADMINISTRATIVE AND FINANCE COMMITTEE MEETING**  
**adjourned at 3:07 P.M.**

  
**MARCIA GRANTHAM, CMC**  
**Town Clerk**