

# Town of Indian Shores

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## TOWN COUNCIL WORKSHOP

MINUTES - APRIL 28, 2010

**INDIAN SHORES TOWN COUNCIL WORKSHOP MEETING convened at 2:00 P.M. Those present were Mayor Lawrence, Vice Mayor Herndon, Councilor Smith, Councilor Sutch and Councilor Irelan.**

**Also Present: Marcia Grantham, Town Clerk; Mary Karayianes, Director of Finance; Chief Williams, Town Administrator; Lawrence Nayman, Building Official; Anne Miller; Mary Lois Harrison; Art Newsome.**

### **1. Preliminary budget considerations for the FY 2010/2011 Budget.**

*Mary Karayianes, Director of Finance, reported this preliminary budget information would reflect where the Town stands at this time.*

*The Director of Finance reviewed with Council members the proposed "FY 2010/2011 Budget Considerations", as follows:*

- 1. Salary & Classification Plans:** Reflecting 0.0% COLA and CPI for all non-police employees, and no merit pool based on annual Performance Evaluation. Police employees in Union will receive 3.0% salary and step increase as Contract is in the third year.
- 2. Insurance Listings**
- 3. Annual Maintenance Contracts** (Reviewing for accuracy.)
- 4. Employee Benefits Summary**
- 5. Budget History**
- 6. Millage Rate History** (Last 3 years adopted rate below rolled-back rate.)
- 7. 2010 Budget Calendar**

*Mayor Lawrence stated several times he has discussed with Chief Williams about the possibility of freezing police salaries, however it is rather involved and the expense of re-opening Contract negotiations would be very high.*

*Chief Williams stated Contract negotiations will begin 90 to 120 days prior to October of 2011, and the budget climate will be discussed at that time.*

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

*Chief Williams reported they have not yet thoroughly reviewed the expense side of the Budget, as they have been concentrating on revenue, noting there are not a lot of options for additional revenue, and at some future time might consider a business or occupational license fee.*

*Chief Williams further reported the Public Services Department has improved on maintenance items. Chief Williams also advised on the expense side have discussed reduction in the present workforce affecting four (4) positions, stating the Public Services position was not filled, one Dispatch position eliminated and eliminating support for the Town Clerk and the Director of Finance offices.*

**2. Discussion of Building Committee's recommendation regarding proposed value deducts for the new Municipal Center.**

*Chief Williams reported he had forwarded a copy of the draft Contract with Hennessy Construction Services and the Direct Purchase Program to Mr. Morris, a construction lawyer for review, who offered some amendments to the Contract, regarding a retainage issue, clarified the owners responsibility, and recommended using arbitrators for any dispute rather than Civil court, with all risk insurance being provided by the Contractor, and other miscellaneous tips.*

*Chief Williams stated he feels comfortable at the Staff level with the draft Contract, and recommended Attorney Yacavone review on a protocol level.*

*Chief Williams reported he and the Building Official met last Friday with a firm who puts in pilings and was claiming they could save the Town \$60,000.00 to \$75,000.00, noting all players were present and the issue was discussed for two hours. He stated that Mr. Mohammad Mostajabian, EMA Engineers, Inc., did not like the process and it would require a new design of the building, and all agreed on the traditional method for pilings.*

*Lawrence Nayman, Building Official, advised the firm could not answer mathematically how the new piling process would work on the side of the piling.*

*The Building Official addressed the "value deducts" reporting he has met eight (8) times with the principals trying to come up with ideas. He further reported they have taken the original drawing and have not removed, and have not reduced the size, but by changing style of things have approved some deductions.*

*Lawrence Nayman, Building Official, discussed line-item by line-item the "Value Engineering Matrix" of proposed deducts totaling \$280,795.00, which includes electrical deducts of \$69,811.00.*

**The Building Official** reported the revised Contract price from Hennessy Construction Services was \$3,932,740.00, which includes sales tax of \$55,000.00, for which the Town will later receive a credit, which will reduce the Contract amount to a "not to exceed" figure of \$3,877,740.00. **The Building Official** stated overall it was a good package.

**Discussion followed among Council members with the Building Official responding to various questions.**

**3. Discussion of structuring bank loan for Municipal Center.**

**Mary Karayianes, Director of Finance,** reported she wanted Council to review the proposal for Bond Council, which certifies tax exempt status and serves as back-up for the review of bids and quotes from the banks, noting she has prepared a formal Request for Proposal.

**The Director of Finance** reviewed with Council members the "Estimating Total Construction Costs (4/28/2010)" form which she prepared.

**The Director of Finance** advised it would be a "construction loan" of \$1,900,000.00 for leeway, with borrowing "as needed", with a variable rate during construction with no "pre-payment penalty", noting it could be a 10 or 15 year loan. She noted the last page reflects the Town's Fund Balance Policy, which is being adhered to.

**Mayor Lawrence** thanked all members of the Town's Building Committee, and the herculean efforts put in by the Building Official and Chief Williams.

**4. Consideration of vacancies on Town Committees.**

**Mayor Lawrence** reported that Vice Mayor Herndon and Councilor Irelan had done some recruiting and he had received resumes from Neil Rode and Janet McGee.

**Mayor Lawrence** stated that two traits are needed to serve on the Police Pension Board, which are familiarity with police and/or investment background, noting neither person possesses those qualifications.

**Mayor Lawrence** advised he believed David Jolly would be an excellent person to serve on the Police Pension Board if his schedule allows as they only meet quarterly, and then the other two candidates could serve as the citizen member and citizen alternate on the Public Services Committee.

*Mayor Lawrence stated he would check into this with Mr. Jolly and come back to Council with this information.*

**5. Discussion of invoice received from Special Magistrate Herbert Langford.**

*Chief Williams reported three invoices covering charges from last fiscal year were recently received and approved by Council as a Budget Amendment under Resolution 3-2010 by Council on April 13, 2010.*

*Chief Williams further reported on just receiving another invoice covering additional charges from last fiscal year on preparation of forms in the amount of approximately \$8,000.00, and by professional courtesy reduced to about \$5,000.00.*

*Chief Williams expressed his concern with these tardy invoices, as Mr. Langford has previously received a letter admonishing him for untimely completion of orders from Special Magistrate hearings.*

*Chief Williams stated he had great difficulty believing so much time could be spent on developing a rather repetitious form, and noted all these funds were unbudgeted funds, and stated he has a problem with continuing Mr. Langford's service to the Town.*

*Discussion followed among Council members who concurred with Chief Williams, and he was requested to obtain some additional information before moving forward with any action by the Council.*

**6. Discussion of request from City of Indian Rocks Beach to participate in their beautification effort at the North end of Town where both signs are installed.**

*Chief Williams reported receiving a call from Dean Scharmen with City of Indian Rocks Beach asking if the Town would be interested in joining with the City in improving the landscaping around the two town's signs at the North limits of Indian Shores, as a cost of \$650.00, with City of Indian Rocks performing the work and maintaining the area.*

*After discussion all concurred with the improvements, and Mayor Lawrence stated he would like to look into improving the Town's sign as it was very weather-worn. It was noted this item would be scheduled for a Public Services Committee meeting.*

**\*\* Chief Williams presented aerial pictures of the Town Hall area from a company in Tampa who flies over once a month and takes three (3) views and sends it to you on a CD, noting this would be good to follow the progress of the new building and also would be good for historical purposes, noting the cost is \$75.00 a month.**

**All Council members concurred this was a good idea, and for Chief Williams to proceed with obtaining this service during construction of the new Municipal Center.**

**INDIAN SHORES TOWN COUNCIL WORKSHOP MEETING adjourned at 4:05 P.M.**

  
MARCIA GRANTHAM, CMC  
Town Clerk