

# Town of Indian Shores

19305 Gulf Boulevard, Indian Shores, FL 33785  
ph 727.595.4020 fax 727.596.0050

[www.myindianshores.com](http://www.myindianshores.com)



## **ADMINISTRATIVE & FINANCE COMMITTEE**

**AGENDA - AUGUST 3, 2010**

**Begins at 2:00 P.M.**

- 1.0 Consideration of approving Committee Agenda for August 3, 2010.**
- 2.0 Consideration of approving Minutes of Committee meeting held on March 2, 2010. (Ref.: Pgs. 1 – 4)**
- 3.0 Consideration of approving renewal of health insurance benefit for 2010/11. (Ref.: Pgs. 5 – 6)**
- 4.0 Consideration of approving revised "Evaluation Form" for Department Heads. (Ref.: Pgs. 7 – 15)**
- 5.0 Consideration of approving employee evaluation for Bill Blaine, Dispatcher. (Ref.: Pg. 16).**

  
**MARCIA GRANTHAM, CMC**  
Town Clerk

***Any person who decides to appeal any decision of the Administrative and Finance Committee with respect to any matter considered at any such meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes that testimony and evidence upon which the appeal is to be based.***

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

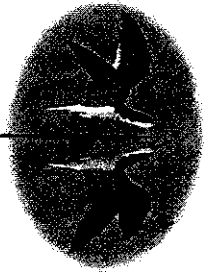
Mary Karayianes  
Director of Finance  
and Personnel

Marcia Grantham  
Town Clerk

James Yacavone  
Town Attorney

Lawrence G. Nayman  
Building Code  
Administrator

# 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  
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Building Code  
Administrator

**Administrative and Finance Committee Minutes**  
**March 2, 2010 - Page 2**

*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.*

**Administrative and Finance Committee Minutes**  
**March 2, 2010 - Page 3**

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

# Memo

**To:** Administrative & Finance Committee  
James J. Lawrence, Chairman

**From:** Mary E. Karayianes, Director of Finance and Personnel



**Date:** August 3, 2010

**Subject:** Renewal of Health Insurance through Treasure Island

+++++

We have been notified by Gallagher Benefit Services, Inc. the administrator of our Blue Cross group coverage that our premiums will be increasing **11.2%** over our current rates as of October 1, 2010. This is across the board for all types of coverage and for both Plans PRM – Plan 5 and PRM – Plan 15.

We are again piggy-backing on the Treasure Island Health Insurance and we anticipate continued administrative support by the City.

Please see the attached schedule of Premiums and the Town's share along with the employees share if an employee selects the more expensive Plan 5 or selects any type of dependent coverage.

There are sufficient funds in the proposed FY2010/2011 budget to cover this increase.

| <b>TOWN OF INDIAN SHORES</b>                            |                      |                   |                       |                       |
|---|----------------------|-------------------|-----------------------|-----------------------|
| <b>Health Insurance Benefits - effective 10/01/2010</b> |                      |                   |                       |                       |
| <b>BLUE CROSS - PRM Plan 5 and Plan 15</b>              |                      |                   |                       |                       |
| <b>PLAN 15</b>  |                      |                   | Monthly               | 24                    |
| <u>Type of Coverage</u>                                 | <u>10/01/10 Rate</u> | <u>Town Share</u> | <u>Employee Share</u> | <u>P/R Deductions</u> |
| EMPLOYEE ONLY   | \$ 512.18            | \$ 512.18         | \$ -                  |                       |
| EMPLOYEE + CHILD(REN)                                   | \$ 926.41            | \$ 512.18         | \$ 414.23             | \$ 207.12             |
| EMPLOYEE + SPOUSE                                       | \$ 1,008.05          | \$ 512.18         | \$ 495.87             | \$ 247.94             |
| EMPLOYEE + SPOUSE + CHILD(REN)                          | \$ 1,293.79          | \$ 512.18         | \$ 781.61             | \$ 390.81             |
| <b>PLAN 5</b>   |                      |                   | Monthly               | 24                    |
| <u>Type of Coverage</u>                                 | <u>10/01/10 Rate</u> | <u>Town Share</u> | <u>Employee Share</u> | <u>P/R Deductions</u> |
| EMPLOYEE ONLY   | \$ 537.83            | \$ 512.18         | \$ 25.65              | \$ 12.83              |
| EMPLOYEE + CHILD(REN)                                   | \$ 975.15            | \$ 512.18         | \$ 462.97             | \$ 231.49             |
| EMPLOYEE + SPOUSE                                       | \$ 1,061.93          | \$ 512.18         | \$ 549.75             | \$ 274.88             |
| EMPLOYEE + SPOUSE + CHILD(REN)                          | \$ 1,365.62          | \$ 512.18         | \$ 853.44             | \$ 426.72             |

6

# Memo

**To:** Administrative & Finance Committee  
James J. Lawrence, Chairman

**From:** Mary E. Karayianes, Director of Finance and Personnel

*MSK*

**Date:** August 3, 2010

**Subject:** Department Head Evaluation Forms

+++++

Town Council has discussed several times in the past that they would like a shorter form to complete for the Department Head annual evaluations.

I have included a copy of the current form that is utilized by the Council along with a one-page evaluation form that has been adapted from the regular employee evaluation form.

**TOWN OF INDIAN SHORES**  
**PERFORMANCE EVALUATION**  
**For**  
**TOWN DEPARTMENT HEADS**

Employee Name: \_\_\_\_\_

Employee ID# \_\_\_\_\_ Department: \_\_\_\_\_

Position Title: \_\_\_\_\_ Date Employed: \_\_\_\_\_

Type Evaluation:     \_\_\_\_\_ Annual           \_\_\_\_\_ Probationary           \_\_\_\_\_ Other

Period Covered by Evaluation:     From \_\_\_\_\_ to \_\_\_\_\_

.....

**INSTRUCTIONS:**

**The attached pages list thirteen major performance categories. Of the described levels of performance, select the one that best describes the employee. You must enter comments to describe the factual basis if rating is below expectations.**

**Specific goals and objectives must be documented and agreed to by the Department Head and their Supervisory Committee Chairperson to address any rating of "Below Expectation".**

1. **JOB KNOWLEDGE AND SKILLS:** This category is concerned with the specific knowledge base and operations skills required. Consider the depth, scope and currency of the employee's knowledge and skill, knowledge of the field, and ability to remain current with the field as well as to successfully introduce new ideas and methods.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **WORK PLANNING AND ORGANIZATION:** Ability to arrange work into logical sequences and schedules, sets realistic yet challenging deadlines, sets acceptable and well-defined objectives and the ability to anticipate problems and plan effectively for contingencies.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **REASONING ABILITY:** The ability to pursue a logical line of inquiry in analyzing problems, applying the appropriate research and analytical tools and methods, reaching conclusions that are logical and supported by the facts and making decisions on a timely basis.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **ORGANIZATIONAL KNOWLEDGE:** This category is concerned with the employee's level of understanding and ability to use and follow Department and Town policies, procedures, and guidelines and structure, as well as an applied understanding of the role, responsibilities and legal limits and expectations associated with this position.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **VERBAL COMMUNICATIONS SKILLS:** Ability to give and receive moderately complex information and ideas clearly and accurately whether with one person, several, or a group of people; ability to interpret and explain policies, procedures, and technical material; ability to converse with those outside the field in terms meaningful to the other person(s) and, if required, the ability to speak before groups.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **WRITTEN COMMUNICATION SKILLS:** Ability to communicate information and ideas, especially of a technical nature, in writing and in the appropriate format. Consider basics such as grammar, syntax, and spelling as well as writing style, clarity and logical order.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **INTERPERSONAL SKILLS:** Ability to establish and maintain effective working relationships and the ability to effectively work with the public and promote good public relations. Ability to work cooperatively with others as part of a team or work group is considered important.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. **CONSULTING SKILLS:** Ability to constructively critique and suggest means of improving the work or others, ability to share specialized knowledge and skills, ability to coach, assist and train others.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. **DEPARTMENT:** This category concerns appearance, self-confidence, attitude toward the job and the Department, conduct on the job, conduct off the job which bears on job performance, pride taken in work done, and ability to accept supervision and constructive criticism.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. **DISCIPLINARY HISTORY:** What has been this employee's experience with regard to disciplinary actions including the establishment of special evaluation procedures and other controls? Note that only actions within the evaluation period are to be considered unless past history is directly related to events during the evaluation period.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. **INITIATIVE:** Willingness to do more than is required, to put extra effort into assigned responsibilities, to anticipate work rather than wait for instructions or respond to events, use of time when work is caught up or when between assignments.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. **FLEXIBILITY:** Ability to modify methods, procedures, tactics or behavioral approach in order to maintain or increase effectiveness in dealing with various situations and problems.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. **DEPENDABILITY:** Use (or abuse) of leave, availability for work as scheduled, when/where expected, completing assignments in a timely manner and following through on work in a conscientious fashion.

Exceeds Expectations \_\_\_\_\_

Meets Expectations \_\_\_\_\_

Below Expectations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by Town Council April 4, 2006  
s/Worddata/Department Head Evaluation/Department Head Evaluation

**TOWN OF INDIAN SHORES  
ANNUAL PERFORMANCE EVALUATION  
DEPARTMENT HEADS**

**EMPLOYEE NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

|   | Unsatisfactory | Marginal | Competent | Commendable | Distinguished | REMARKS |
|---|----------------|----------|-----------|-------------|---------------|---------|
| <b>PERFORMANCE FACTORS</b>  |                |          |           |             |               |         |
| <b>JOB KNOWLEDGE</b> - degree of current job know-how and related work  |                |          |           |             |               |         |
| <b>WORK PLANNING AND ORGANIZATION</b> - accuracy, thoroughness, neatness.   |                |          |           |             |               |         |
| <b>REASONING ABILITY</b> - ability to analyze problems, research and reach logical solutions  |                |          |           |             |               |         |
| <b>WRITTEN AND VERBAL SKILLS</b> - success in presenting information in a logical and understandable manner                           |                |          |           |             |               |         |
| <b>INTERPERSONAL SKILLS</b> - professional, friendly and responsive. Ability to work with all levels of employees and the public.     |                |          |           |             |               |         |
| <b>DEPARTMENT</b> - Appearance, self-confidence and conduct on and off the job which bears on job performance.                        |                |          |           |             |               |         |
| <b>FLEXIBILITY</b> - Ability to modify methods to maintain or increase effectiveness in dealing with various situations and problems. |                |          |           |             |               |         |
| <b>INITIATIVE</b> - ability to do more than is required, to put in extra effort and to anticipate work or problems that might arise.  |                |          |           |             |               |         |
| <b>JUDGMENT</b> - soundness of employee decisions and recommendations.  |                |          |           |             |               |         |
| <b>DEPENDABILITY</b> - Use of leave, availability for work when needed, completing assignments in a timely manner.                    |                |          |           |             |               |         |
|   | 0              | 0        | 0         | 0           | 0             | 0       |

NOTE: If rating is Unsatisfactory or Marginal a remark is required.

**COUNCILOR COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_

**TOWN ADMINISTRATOR COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_

Committee Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_ Mayor's Signature \_\_\_\_\_

Note: Employee's signature does not necessarily imply agreement with the evaluation, but acknowledges that he/she has read it, received a copy and may submit a written reaction.

**DEPARTMENT HEAD COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_

IF ADDITIONAL COMMENT SPACE IS REQUIRED PLEASE ATTACH A SEPARATE SHEET



INDIAN SHORES POLICE DEPARTMENT

SERVING  
INDIAN SHORES & REDINGTON SHORES

E.D. WILLIAMS  
CHIEF OF POLICE

19305 Gulf Boulevard  
Indian Shores, Florida 33785  
Tel: (727) 595-5414 • 596-8775  
FAX (727) 595-4785

DATE: March 25, 2010

TO: Honorable Jim Lawrence/Committee Members/  
Administrative and Finance Committee

FROM: Fran Meegan, Dispatch Supervisor / E. D. Williams, Chief of Police *EW*

SUBJECT: Annual Performance Evaluation/Bill Blaine

Bill Blaine has completed his third year with the Police Department and is a full time employee on the night watch. He also serves as relief to his Supervisor and has the knowledge and skills to process Departmental paperwork.

Bill's Supervisor, Fran Meegan, has rated his performance as average and above average marks in the areas of, accuracy, alertness and dependability.

Bill is always punctual, assists with clerical duties and is willing to learn.

As Supervisor, I am pleased with this employee's performance and creativity.

EDW/fm

Cc: Bill Blaine  
Personnel File