

# 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 AND FINANCE COMMITTEE**

**AGENDA - SEPTEMBER 21, 2010**

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

- 1.0 ***Consideration of approving Committee Agenda for September 21, 2010.***
- 2.0 ***Consideration of approving Minutes of Committee meeting held on August 3, 2010.***
- 3.0 ***Consideration of approving contract with Office Furniture Center to provide furniture for the Town's new Municipal Center.***

*Marcia Grantham*  
**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

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

www.myindianshores.com



## ADMINISTRATIVE & FINANCE COMMITTEE

MINUTES - AUGUST 3, 2010

**INDIAN SHORES 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 Sutch; Councilor Smith; Marcia Grantham, Town Clerk; Mary Karayianes, Director of Finance; Chief Williams, Town Administrator; Lawrence Nayman, Building Official; Dave Berger, Public Works Supervisor; Larry Schear; Janet McKee; Steve Uhlhorn.*

### 1.0 Consideration of approving Committee Agenda for August 3, 2010.

*Mayor Lawrence reported that consideration of renewal of dental and long-term disability rates were just received and needed to be added to Agenda, and stated he wanted to briefly address the liquor law change approved by the County and address campaign signs.*

*MOTION by Councilor Irelan – seconded by Art Newsome – to approve Committee Agenda for August 3, 2010 as published, subject to adding consideration of renewal of dental and long-term disability rates, and brief report on liquor law change and campaign signs. Motion carried 3-0.*

### 2.0 Consideration of approving Minutes of Committee meeting held on March 2, 2010.

*MOTION by Art Newsome – seconded by Councilor Irelan – to approve Minutes of Committee meeting held on March 2, 2010, as published. Motion carried 3-0.*

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

**3.0 Consideration of approving renewal of health insurance benefit for 2010/11.**

*Mary Karayianes, Director of Finance, reported the renewal of the health benefit with Blue Cross, which the Town piggy backs on with City of Treasure Island, reflects an increase of 11.2% over the present rate, which is still very good.*

*She further reported the health plan has two options, together with Plan 5, which is more expensive, noting the Town currently pays the base rate for the employee only and if Plan 5 is selected the employee pays the difference. She advised the upcoming FY 2010/11 Budget was prepared to cover the increase.*

*The Director of Finance reviewed the dental renewal which reflects an increase of 6.9%, and the long-term disability insurance reflects an increase of 9.27%. She noted the Department Heads were dropped from the long-term disability plan and their life insurance benefit was increased last year. She advise all funds were budgeted.*

*Art Newsome stated that benefits versus salary at 36% seemed high, however Chief Williams advised the norm is about 37%.*

*MOTION by Councilor Irelan – seconded by Art Newsome – to recommend that Council approve the proposed increases for the Town’s health, dental and long-terms disability benefits, and renew effective October 1, 2010. Motion carried 3-0.*

**4.0 Consideration of approving revised “Evaluation Form” for Department Heads.**

*Mary Karayianes, Director of Finance, reported the length of the “long” evaluation form had been previously discussed and she advised she had prepared a “shorter” version, with the categories remaining the same, noting the point system is still intact.*

*Councilor Smith stated that every year the situation occurs wherein someone believes they have not “observed” enough of the employee’s performance to be able to adequately evaluate the employee.*

*Discussion followed regarding the pros and cons of the proposed “shorter” version of the evaluation form.*

*Mayor Lawrence stated he feels if a person thinks he has not observed the employee’s performance enough that they should not mark the category.*

*It was a consensus of the Council members to place this item on the upcoming Workshop meeting tentatively scheduled for August 17, 2010.*

**5.0 Consideration of approving employee evaluation for Bill Blaine, Dispatcher.**

*Chief Williams reviewed the employee evaluation for Bill Blaine, Dispatcher.*

*MOTION by Councilor Irelan – seconded by Art Newsome – to approve the employee evaluation for Bill Blaine, Dispatcher, as presented. Motion carried 3-0.*

**6.0 Liquor Law extended by Pinellas County Board of County Commissioners.**

*Mayor Lawrence stated he had forwarded Council members the e-mail from the Board of County Commissioners, wherein they approved extending the liquors hours from 2 AM to 3 AM.*

*Mayor Lawrence further stated he had discussed this with Chief Williams and reviewed the Town's Ordinance which is 2 AM, and decided it is not in the best interest of all and he passed this on to Commissioner Seel, noting he felt the Board was under pressure from businesses.*

*Mayor Lawrence advised this item would be discussed at the upcoming Workshop meeting.*

**7.0 Campaign Signs.**

*Mayor Lawrence reported he has seen a low of campaign signs in the right-of-way and on empty lots, noting they should not be there unless the owner has given approval to be placed on private property.*

*After discussion it was a consensus for the Police Department to follow-up and remove signs in the right-of-way and the Building Official could try and contact private property owners with the empty lots.*

**INDIAN SHORES ADMINISTRATIVE AND FINANCE COMMITTEE MEETING  
adjourned at 2:55 P.M.**

*Marcia Grantham*  
**MARCIA GRANTHAM, CMC**  
Town Clerk

# Memorandum

Date: September 20, 2010

To: Admin & Finance Committee

From: E.D. Williams, Town Administrator



Subject: Office Furniture for New Municipal Center

---

Three vendors submitted proposals for furniture based on a proposed "inventory" listing that was provided to them by Bonnie. All three vendors provided State of Florida government pricing and the results were:

Storr Office Environments (Belleair Beach)	\$86,396.34
Corporate Interiors	\$86,422.97
OFC - Office Furniture Center	\$83,419.35

Carole Irelan, Mary Karayianes, Marcia Grantham, Elaine Jackson and Bonnie Dhonau compared the actual furniture at the vendor locations in addition to Belleair Beach City Hall and Seminole City Hall.

The consensus of the group was that they liked OFC - Office Furniture Center the best and recommends that we enter into a contract with them to provide furniture to the New Municipal Center. The members of the Building Committee concurs with the group's recommendation.

Final product selections and refinement of configurations will need to be completed, yet it is evident that all three vendors are extremely close in their pricing (which is inclusive of installation) as a result of this exercise.