

Town of Indian Shores

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

www.myindianshores.com



ADMINISTRATIVE AND FINANCE COMMITTEE

AGENDA - MARCH 1, 2011

Begins at 2:00 P.M.

- 1.0 **Consideration of approving Committee Agenda for March 1, 2011.**
- 2.0 **Consideration of approving Minutes of Committee meeting held on September 21, 2010. (Ref.: Pgs. 1 – 2)**
- 3.0 **Consideration of considering the CPI figure proposed for Town's Draft Budget for FY 2011/2012. (Ref.: Pgs. 3 – 5)**
- 4.0 **Consideration of approving proposed Police Target Budget for FY 2011/12. (Ref.: Pgs. (6 – 9))**


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

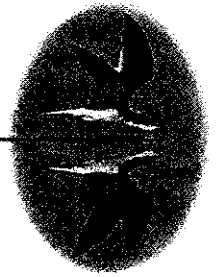
James Yacavone
Town Attorney

Lawrence G. Nayman
Building Code
Administrator

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ADMINISTRATIVE AND FINANCE COMMITTEE

MINUTES - SEPTEMBER 21, 2010

The Administrative and Finance Committee convened at 2:00 P.M. Those present were: Mayor Lawrence, Chairman; Councilor Irelan, Vice Chair; and Steve Uhlhorn, Alternate Citizen Member.

Also Present: Vice Mayor Herndon; Councilor Smith; Councilor Sutch; Elaine Jackson, Deputy Clerk; Mary Karayianes, Director of Finance and Personnel; Chief Williams, Town Administrator.

Absent: Art Newsome, Citizen Member

1.0 Consideration of approving Committee Agenda for September 21, 2010.

Motion by Councilor Irelan, seconded by Mr. Uhlhorn to approve Agenda for September 21, 2010, subject to adding Item # 4.0, Request for Carryover of Annual Leave and Item #5.0 Update on buoy line. Motion carried 3-0.

2.0 Consideration of approving Minutes of Committee meeting held on August 3, 2010.

Motion by Councilor Irelan, seconded by Mr. Uhlhorn, to approve Minutes of meeting held on August 3, 2010. Motion carried 3-0.

3.0 Consideration of approving contract with Office Furniture Center to provide furniture for the Town's new Municipal Center.

Chief Williams briefly reviewed his memo relative to the selection of Office Furniture Center (OFC) as vendor to provide office furniture for the new municipal center. He stated that Bonnie Dhonau had produced a spreadsheet of items needed to ascertain consistency for bidding purposes. All bids came within same price range of \$86,000. Councilor Irelan and staff members visited several vendors and reached a consensus regarding the laminate color, style of desks, guest chairs, task chairs, filing cabinets, benches and chairs for common areas and library shelving offered by OFC.

At the Council meeting on September 22, 2010, the Building Committee will recommend Council approval of OFC as office furniture vendor.

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A representative from OFC is scheduled to meet in the library with each Council and staff member on the afternoon of Wednesday, September 29th to finalize specifics.

Committee discussed the feasibility of selling existing furniture, and using some of the existing equipment that is in good condition.

Councilor Irelan praised Bonnie Dhonau for the enormous amount of work done in providing the spreadsheet for price comparisons.

4.0 Consideration of request for carryover of annual leave into FY 2010/2011.

Chief Williams explained that he and Major Hughes were unable to use vacation hours in excess of 240 hours, and requested they both be allowed to carry the hours over into FY 2010/2011, with the understanding they take the time off before December 31, 2010.


Motion by Councilor Irelan, seconded by Mr. Uhlhorn, to approve extending vacation hours for Chief Williams and Major Hughes into FY 2010/2011, provided the hours are taken before the end of the calendar year 2010. **Motion carried 3-0.**

5.0 Update relative to buoy line.

Chief Williams reported only 2 buoys remained out of 34 buoys originally launched prior to beach re-nourishment, as a water safety issue to keep boats from coming in too close to shore. Problems evolve from the water being too shallow and crabbers cutting the lines, as traps become entangled with the crab traps. The town has spent more than \$46,000 in buoy maintenance since the project's inception, with some expenses being reimbursed by FEMA. Recently a citizen complained that boats were coming in too close to the shore line and were endangering swimmers and reported this to the Fresh Water Game Commission (FWGC).

The Chief recommended Council de-activate the buoy permit, since the program is not working, maintaining them is costly, requires placement by professionals who must deploy in compliance with statutes and GPS coordinates, and additional buoys will have to be re-permitted and placed further from shore. He recommended repeal of the Ordinance which established a buoy line and safety zone and sending a letter to FWGC notifying of the repeal. This matter will come before the Council for consideration on October 12, 2010.

The Administrative and Finance Committee meeting adjourned at 2:37 P.M.


ELAINE JACKSON, MMC
Deputy Town Clerk

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Memo

To: Honorable Mayor James Lawrence, Chairman
Administrative & Finance Committee Members

From: Mary E. Karayianes, Director of Finance and Personnel *MEK*
E. D. Williams, Town Administrator/ Police Chief

Date: March 1, 2011

Re: Consideration of the CPI adjustment and Merit Increase for the FY11/12 Budget

Please find attached a copy of the C.P.I. history since 1984. The Town has traditionally utilized the CPI numbers in December as compared to the previous year. The chart shows you the year-end CPI, the recommendation of the Administration and Finance Committee/ Council and the variance from the year-end CPI.

Also attached for your information is a copy of the December 2010 CPI newsletter which shows the CPI 1.7% higher than December 2009.

We are recommending NO INCREASE (0.00%) for the CPI adjustment along with NO MERIT INCREASE for FY11/12 due to the continued shortfall in revenue as a result of the reduction in value of our real property.

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TOWN OF INDIAN SHORES				
C. P. I. - W HISTORY				
YEAR	CPI NATIONAL AVERAGE	CPI COUNCIL APPROVED	DIFFERENCE	
1984	3.80% *	0% - Established Salary Plan	N/A	
1985	1.10%	2.00%	+ 0.9%	
1986	4.40%	4.00%	- 0.4%	
1987	4.30%	2.00%	- 2.3%	
1988	4.60%	3.00%	- 1.6%	
1989	6.10%	4.50%	- 1.6%	
1990	5.00%	5.50%	+ 0.5%	
1991	3.10%	3.10%	0.0%	
1992	3.00%	3.50%	+ 0.5%	
1993	2.70%	3.00%	+ 0.3%	
1994	2.70%	3.00%	+ 0.3%	
1995	2.50%	2.00%	- 0.5%	
1996	3.30%	3.00%	- 0.3%	
1997	1.60%	0% - (2% to retirement)	N/A	
1998	1.90%	Revised Salary Plan	N/A	
1999	2.70%	increase to Retirement	+ 0.3%	
2000	3.40%	3.40%	0.0%	
2001	1.60%	2.00%	+ 0.4%	
2002	2.40%	3.00%	+ 0.6%	
2003	1.90%	3.00%	+ 1.1%	
2004	3.30%	3.00%	- 0.3%	
2005	3.50%	3.50%	0.0%	
2006	3.50%	3.50%	0.0%	
2007	2.40%	2.50%	0.10%	
2008	4.30%	4.30%	0.0%	
2009	-0.50%	0.00%	0.0%	
2010	3.40%	0.00%	0.0%	
2011	1.70%			
** 0.00% Approved on 3/02/10 for recommendation to Town Council				
NOTE: CPI -W RATE AS OF DECEMBER 31 FOR THE UPCOMING FISCALYEAR CPI EFFECTIVE 10/01 OF THE LISTED YEAR				

December 2010

All items less food and energy

The index for all items less food and energy rose 0.1 percent in December, the same increase as last month. The index for shelter rose 0.1 percent for the third month in a row. The rent index rose 0.2 percent while the index for owners' equivalent rent increased 0.1 percent. The index for lodging away from home turned up in December, rising 1.3 percent after falling 1.2 percent in November. The index for airline fares continued to rise in December, increasing 3.3 percent after a 3.0 percent advance in November. The index for medical care rose 0.2 percent in December. The index for medical care commodities rose 0.1 percent while the index for medical care services increased 0.3 percent with the hospital services index rising 0.8 percent. The index for apparel rose 0.1 percent in December, and the tobacco index increased 0.8 percent after declining in each of the two previous months. The index for new vehicles was unchanged in December after declining in November while the used cars and trucks index fell 0.1 percent, its fourth consecutive decline. Also falling in December were the indexes for recreation (down 0.2 percent), communication (down 0.6 percent), and household furnishings and operations (down 0.1 percent).

Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 1.5 percent over the last 12 months to an index level of 219.179 (1982-84=100). For the month, the index increased 0.2 percent prior to seasonal adjustment.


The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 1.7 percent over the last 12 months to an index level of 215.262 (1982-84=100). For the month, the index rose 0.2 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 1.4 percent over the last 12 months. For the month, the index increased 0.2 percent on a not seasonally adjusted basis. Please note that the indexes for the post-2008 period are subject to revision.

The Consumer Price Index for January 2011 is scheduled to be released on Thursday, February 17, 2011, at 8:30 a.m. (EST).

DATE: FEBRUARY 24, 2011

TO: HONORABLE JAMES LAWRENCE, MAYOR/COUNCIL MEMBERS

FROM: E. D. WILLIAMS, CHIEF OF POLICE 

SUBJECT: FY 2011/2012 BUDGET DISCUSSION

Sir:

The FY 2011/12 Department Target Budget Discussion is presented in four Categories and compared to the FY 10/11 proposed budget.

The purpose of this Target Budget Discussion is to establish a "Not to Exceed Fee for Service" for Redington Shores per Section 8 of our Contract with them.

The four categories are: Administrative Costs, Personnel Services, Capital Equipment and Operating Expenses.

A brief statement will follow each category addressing percentage/dollar increase and what it relates to.

ADMINISTRATIVE COSTS					
	FY08/09	FY09/10	FY10/11	FY11/12	VARIANCE
A D & D	1,100	1,100	1,265	1,454	189
POLICE BOND	140	140	150	150	0
MOBILE PROPERTY INS.	-	-	-	-	-
PRO-RATED AUDIT FEES	7,700	9,100	9,350	9,350	0
LABOR ATTORNEY FEES	2,000	0	0	0	0
POLICE PROF. LIABILITY INS.	17,278	16,730	17,382	18,141	759
PRO-RATED GEN. LIABILITY INS.	10,720	11,625	11,904	12,321	417
VEHICLE PROP. DAMAGE INS.	6,165	6,665	6,824	7,063	239
TOTAL	45,103	45,360	46,875	48,479	1,604

The dollar increases in this category amount to \$1,604 or 3.4%. This results from insurance premium increases, primarily relating to Prorated General Liability coverage, Police Professional Liability coverage and Vehicle property insurance.

PERSONNEL SERVICES					
	FY08/09	FY09/10	FY10/11	FY11/12	VARIANCE
SALARIES	643,342	676,339	692,918	681,259	(-11,659)
OVERTIME	30,000	30,000	30,000	30,000	0
HOLIDAY PAY	24,169	25,178	25,992	25,558	(-434)
INCENTIVE PAY	6,060	5,940	7,100	7,100	0
FICA	53,823	56,415	58,052	57,216	(-836)
RETIREMENT	86,536	91,216	123,967	122,075	(-1,892)
HEALTH/DISABILITY INS./LIFE INS.	90,280	102,148	82,665	91,614	8,949
DENTAL INS.	4,056	4,056	4,459	5,127	668
WORKERS' COMP.	31,688	26,661	26,416	25,318	(-1,098)
EMPLOYEE ASSISTANCE INS.	559	559	615	707	92
CLOTHING ALLOWANCE			4,000	4,000	0
TOTAL	970,513	1,018,512	1,056,184	1,049,974	(-6,210)

Personnel Services has an overall \$6,210 or 1% decrease over the 10/11 budget proposal. This is primarily due to limited contract driven salary increases and many of those employees' salaries are stepped-out.

OPERATING EXPENSES					
	FY08/09	FY09/10	FY10/11	FY11/12	VARIANCE
PROFESSIONAL SERVICES					
(PHYSICIAN, PSYCHOLOGICAL SERVICES)	1,500	1,500	1,500	1,500	0
TRAVEL/PER DIEM	750	750	750	750	0
COMMUNICATION (Phone, Dispatch, MDT)	11,160	29,832	31,025	31,025	0
TRANSPORTATION SERVICES	300	300	300	300	0
RENTAL/VEHICLES/PAGERS	150	150	150	150	0
MAINTENANCE (Vehicles, Computers, Equip)	14,000	14,000	14,000	14,000	0
SUPPLIES (Office, Gas, Uniforms, Etc.)	35,000	25,000	25,000	29,606	4,606
PUBLICATIONS/MEMBERSHIP	350	350	350	350	0
POLICE TRAINING*					
TOTAL	63,210	71,882	73,075	77,681	4606

The overall increase in operating expense is \$4,606 or 1.06%.

*Police training funds are held in a trust account dedicated to that purpose and are not a part of annual Police Budget appropriation. They are administered separately and amount to a trust balance of \$3,034 as of 12/31/10.

CAPITAL EQUIPMENT				
	FY 08/09	FY 09/10	FY 10/11	VARIANCE
ONE MARKED				
VEHICLE &				
EMERGENCY				
EQUIPMENT				
TOTALS	0	0	0	0

Police vehicles are programmed to rotate one (1) each FY by new replacement. The cost is absorbed through CIP (Penny for Pinellas) funds and appears as expenditure outside the annual Police Budget appropriation.

SUMMARY					
	FY 08/09	FY 09/10	FY 10/11	FY11/12	VARIANCE
ADMINISTRATIVE COSTS	45,103	45,360	46,875	48,479	1,604
PERSONNEL SERVICES	970,513	1,018,512	1,056,184	1,049,974	(-6,210)
CAPITAL EQUIPMENT	0	0	0		
OPERATING EXPENSES	63,210	71,882	73,075	77,681	4,606
TOTALS	1,078,826	1,135,754	1,176,134	1,176,134	0

FY 11/12 PROPOSED POLICE BUDGET

ASSETS/REVENUE SOURCE		
342.100	POLICE SERVICE CONTRACT	\$411,647
351.100	COURT FINES	12,000
361.100	COURT FINES INTEREST	75
362.200	CROWN CASTLE TOWER CONTRACT	26,700
381.000	CONTRIBUTION FROM GEN. FUND	725,712
	TOTAL	\$1,176,134
EXPENDITURES		
521.100	PERSONNEL SERVICES	\$1,019,974
521.140	OVERTIME	30,000
521.310	PROFESSIONAL SERVICES	1,500
521.311	POLICE ATTORNEY	0
521.320	POLICE AUDIT FEES	9,350
521.340	CONTRACTUAL SERVICES	7,176
521.400	TRAVEL/PER DIEM	750
521.410	COMMUNICATION SERVICE	23,849
521.520	TRANSPORTATION FEES	300
521.440	RENTALS AND LEASES	150
521.450	POLICE INSURANCE	39,129
521.460	MAINTENANCE	14,000
521.470	PRINTING/BINDING	-
521.490	OTHER OBLIGATIONS	-
521.510	EQUIPMENT BELOW \$100	-
521.520	SUPPLIES GAS, ETC.	29,606
521.540	PUBLICATION/MEMBERSHIP	350
521.640	CAPITAL EQUIPMENT	-
	TOTAL	\$1,176,134

*Clerk of Courts now retains all criminal traffic (DUI, etc.) fines, thereby reducing projected revenue and it appears the courts are substituting community service to a greater degree in lieu of fines.

There is an zero overall Budget increase of the FY 10/11 proposed Budget.

The Redington Shores Fee for Service contract is calculated as \$1,176,134 x .35 = \$411,647.