

# Town of Indian Shores

19305 Gulf Boulevard, Indian Shores, FL 33785  
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[www.myindianshores.com](http://www.myindianshores.com)



## ADMINISTRATIVE AND FINANCE COMMITTEE

### AGENDA - MARCH 29, 2011

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

- 1.0 Consideration of approving Committee Agenda for March 29, 2011.
- 2.0 Consideration of approving Minutes of Committee meeting held on March 2, 2011.  
(Ref.: Pgs. 1 - 2)
- 3.0 Consideration of approving the hiring of two (3) full-time Police Officers and one (1) part-time Police Officer. (Ref.: Pgs. 3 - 4)
- 4.0 Consideration of annual evaluation of Bill Blaine, Dispatcher. (Ref.: Pg. 5)
- 5.0 Presentation of approving purchase of Proximity/ID Cards and associated software and printer. (Ref.: Pg. 6)
- 6.0 Presentation of newly acquired Conductive Energy Devices (Tasers), and use of less lethal force Department Policy.
- 7.0 Discussion on upcoming Town events, particularly the annual Memorial Day picnic and annual Hurricane Awareness party.

  
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 - MARCH 1, 2011

**INDIAN SHORES ADMINISTRATIVE AND FINANCE COMMITTEE MEETING**  
*convened at 2:00 P.M. Those present were Mayor Lawrence, Chairman; 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; Lawrence Nayman, Building Official; Anne Miller.*

**1.0 Consideration of approving Committee Agenda for March 1, 2011.**

*MOTION by Councilor Irelan – seconded by Art Newsome – to approve Committee Agenda for March 1, 2011, as published. Motion carried 3-0.*

**2.0 Consideration of approving Minutes of Committee meeting held on September 21, 2010.**

*MOTION by Art Newsome – seconded by Councilor Irelan – to approve Minutes of Committee meeting held on September 21, 2010, as published. Motion carried 3-0.*

**3.0 Consideration of determining the CPI figure proposed for Town's Draft Budget for FY 2011/2012.**

*Mayor Lawrence stated this is step one in the process and confirmed that all Council members had read the Memo from the Director of Finance and the Town Administrator.*

*Mayor Lawrence advised the Memo reflects the CPI is 1.7% higher than December 2009, and their recommendation was for no increase for the CPI adjustment along with no merit increase for FY 2011/12, due to continued shortfall in revenue as a result of the reduction in value of real property.*

*Mary Karayianes, Director of Finance, reported they were working with an electronic version of the TRIM process this year.*

James J. Lawrence  
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Vice Mayor

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Lawrence G. Nayman  
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**MOTION** by Councilor Irelan – seconded by Art Newsome – to approve the recommendation of the Director of Finance and Town Administrator and to authorize the Director of Finance to prepare the draft budget to reflect no CPI increase and no merit increases. Motion carried 3-0.

**4.0 Consideration of approving proposed Police Target Budget for FY 2011/12.**

Chief Williams reported this is a collective bargaining year with the contract expiring on September 30, 2011, noting he is into the cycle with Redington Shores regarding the Law Enforcement Contract and will insert a disclaimer recommending a figure, advising it could be more or less based on bargaining, as you cannot go into bargaining with a fixed position.

Mayor Lawrence noted the Police received their raises and merit increases over the last three years due to the contract, and that would weigh heavy on his mind as the Town goes through the negotiation process.

Chief Williams reported that all but three were stepped out in the salary plan, noting the five (5) year contract with Redington Shores also expires on September 30, 2011. He advised it would basically be the same as last year, noting it will be less than the Sheriff charges. Chief Williams reviewed his proposed target budget as follows:

**Administrative Costs** – reflecting a 3.4% increase; **Personnel Services** – reflecting a 1% decrease, noting he capitalized on two (2) vacant employee positions; **Operating Expenses** – reflecting a 1.06% increase, and a zero overall increase in the proposed budget.

Chief Williams stated the only unknown is regarding collective bargaining, and feels they will be looking at a one (1) year contract, noting it will be a tight tough bargaining year.

**MOTION** by Councilor Irelan – seconded by Art Newsome – to recommend Council approve the proposed Police Target Budget for FY 2011/12, as presented. Motion carried 3-0.

Chief Williams reported that Bob Pierce, Dispatcher, has submitted his resignation, and will work on an "as needed" basis over the next two months, noting he is looking at a couple of things and will bring something back to the Committee.


**ADMINISTRATIVE AND FINANCE COMMITTEE MEETING adjourned at 2:30 P.M.**

  
MARCIA GRANTHAM, CMC  
Town Clerk

# Memorandum

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

cc: Mary Karayianes, Director of Finance & Personnel

From: E.D. Williams, Chief of Police 

Date: 11/05/2009

Re: Approval Request – Police Officer New Hires

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As you may be aware, the Department lost two senior employees over the past several months.

I have purposely held these positions vacant pending the field training of two qualified applicants as follows:

Officer Christopher Jones, Jr. began his field training on 04/06/2009 and completed the program successfully on 10/18/2010. He has been working part-time between 10/18/2010 and 03/23/2011 75 hours bi-weekly. His evaluation reflects satisfactory plus, 84 of 100 points.

Officer John D. Tindall began his field training on 09/03/2009 and completed the program successfully on 10/18/2010. He also has been working part-time between 10/18/2010 and 03/23/2011 75 hours bi-weekly. His evaluation reflects satisfactory plus, 84 of 100 points.

Both of these officers are currently working independently on the night watch. My headquarters staff and the Field Training Officer recommend they be employed as permanent full-time officers based upon demonstrated fine performance.

As reported to Council, the part-time dispatcher has noticed intent to retire, pending a replacement being selected. That selection has been accelerated due to a scheduled medical absence of a primary dispatcher.

Officer Christopher S. Tindall was appointed as a part-time police officer on 01/02/2011. He has worked non-paid since that date 23 hours weekly in the Field Training Program, four hours weekly training with Dispatcher Bill Blaine and the remaining 19 hours with Officer John Wiseman. I and my staff recommend he be employed as a paid part-time dispatcher and police officer as needs arise in both areas.

Members of immediate family working in the same Department is commonplace in all Police Departments; due to it being family traditional and marriage between male and female officers. It only becomes problematic where direct supervision is involved. In the case of both Tindalls, there will be two layers of supervision beneath my level. Additionally, I specifically delegate supervisory and disciplinary responsibility and authority to Major Hughes and remove myself from the process. This measure complies with eliminating restrictions set forth in the Town's Personnel Manual regarding nepotism.

I am requesting to make these changes in my department effective Tuesday, March 29, 2011 subject to your approval.



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 23, 2011

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

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

SUBJECT: Annual Performance Evaluation/Bill Blaine

A handwritten signature in black ink, appearing to be "FM", is located to the right of the "FROM:" line.

Bill Blaine has completed his fourth 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, attendance, and dependability.

Bill is always punctual and reports to work prior to his scheduled time.

Bill requires minimum supervision and is always willing to learn.

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


EDW/fm

Cc: Bill Blaine  
Personnel File

# Memorandum

To: Honorable Mayor James Lawrence and Members of Council

cc: Mary Karayianes, Director of Finance & Personnel

From: E.D. Williams, Chief of Police 

Date: 03/24/2011

Re: Request for Authorization – Purchase of ID Badge & Security Access Cards

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Request is made to purchase a system to print ID badges on the proximity access cards that will be used for entry to and throughout the new municipal center. The purchase price of \$1,616.95 includes software, printer, key cards, etc. to create identification badges for employees and council members and control access to the new municipal center.

Funds for this expense are available in the Police Department Forfeiture Funds account and this is an approved use of these restricted funds to ensure increased security in our new building.