

Town of Indian Shores



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

www.myindianshores.com

PUBLIC SERVICES COMMITTEE

MINUTES - AUGUST 23, 2011

INDIAN SHORES PUBLIC SERVICES COMMITTEE MEETING convened at 2:00 P.M. Those present were Vice Mayor Herndon, Chairman; Councilor Irelan and Janet McKee, Citizen Member.

Also Present: Mayor Lawrence; Councilor Smith; Councilor Sutch; Bonnie Dhonau, Administrative Assistant; Bob Brotherton, Engineer; Ken Nayman; Anne Miller; Art Newsome; Neil Rhode; Steve Uhlhorn.

1.0 Consideration of approving Committee Agenda for August 23, 2011.

MOTION by Councilor Irelan – seconded by Janet McKee – to approve Committee Agenda for August 23, 2011, as published. Motion carried 3-0.

2.0 Consideration of approving Minutes of Committee meeting held on April 26, 2011.

MOTION by Councilor Irelan – seconded by Janet McKee – to approve Minutes of Committee meeting held on April 26, 2011, as published. Motion carried 3-0.

3.0 Consideration of approving the hiring of Ken Nayman, for the position of “skilled laborer” in the Public Services Department.

Chief Williams advised this Agenda item also covers Agenda item 4.0, and addressed his Memo dated 8/22/201, regarding reorganization of the Public Services Department.

Chief Williams briefly reported on the background history of how the Public Services Department had been structured over the years.

Chief Williams noted that by re-arranging costs, they can be zeroed out, and there will be no additional costs to re-configure, advising this can be accomplished within the proposed FY 11/12 Budget. Chief Williams stated the new building would require more maintenance 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

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Chief Williams advised Committee members he was requesting approval for re-organization, as follows:

- Deactivate the Public Services budget slot for Public Works Supervisor.
- Reactivate the Skilled Laborer budget slot and employ Kenneth Nayman at an annual salary of \$31,200.00 plus benefits effective August 24, 2011.
- Reassign the supervisory component of the Public Services Department to the Office of the Town Administrator.
- Assign the Administrative Assistant/PIO to the Town Administrator, Bonnie Dhonau, as Supervisor for the Public Services Department with a salary adjustment of \$2,600.00 annually or 6.75% premium over current grade effective August 24, 2011.
- Authorize contracting out mowing, edging, annual palm trimming and median landscape maintenance at an estimated annual cost of \$15,500.00.

MOTION by **Councilor Irelan** – seconded by **Janet McKee** – to approve Agenda Items 3.0 and 4.0 relative to the proposed Reorganization Plan for the Public Services Department, as set forth in the Memo from Chief Williams dated 8/22/2011, effective August 24, 2011. **Motion carried 3-0.**

4.0 Consideration of approving re-organization of Public Works supervision.

Action taken in Item 3.0, above.

5.0 Discussion of on-going plans for the Town's Community Garden.

Chief Williams reported he and Bonnie Dhonau has met with Bob Brotherton, who would be devoting his time pro bono, as he had an interest from the beginning in the Community Garden project.

Chief Williams further reported they met with the Building Official last Thursday and Bob Brotherton had prepared a preliminary site plan, as there is a need for setbacks, drainage, etc. He advised he had a rendering to present which looks really good.

Bob Brotherton, Engineer, reviewed the rendering for the Community Garden, pointing out the vegetable and landscape gardens, landscaping around entire site, sidewalk to connect the two cupolas, together with drainage requirements and a swale system. He reported there would be a parking area with gate to control access, and would be ADA accessible, with crushed concrete under the earth boxes and raised planter beds, with two irrigation systems and timers.

Bob Brotherton briefly discussed the growing seasons, noting the fall season is now until the first week of September, and if anyone is using earth boxes they need to buy the seedlings and start immediately. He recommended the Town begin with the early spring growing season.

Bob Brotherton reported he anticipated mid-October for a completion date, noting the site plan has to go to the PZB Committee and Council for prior approval.

6.0 Discussion of Recreation Programs.

Vice Mayor Herndon reported she would be having a meeting to discuss additional programs for the new building, advising she already had an oil painting class lined up and was considering a drawing class.

Councilor Sutch suggested they consider holding a "movie night" once the new building is occupied.

INDIAN SHORES PUBLIC SERVICES COMMITTEE MEETING adjourned at 3:03 P.M.


MARCLIA GRANTHAM, CMC
Town Clerk