

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 - NOVEMBER 1, 2011

Begins at 3:00 P.M.

- 1.0 Consideration of approving Committee Agenda for November 1, 2011.**
- 2.0 Consideration of approving Minutes of Committee meeting held on August 23, 2011. (Ref.: Pgs. 1 – 3)**
- 3.0 Consideration of approving the hiring of one (1) full-time Police Officer, effective November 5, 2011. (Ref.: Pg. 4 -5)**
- 4.0 Consideration of approving the hiring of one (1) part-time Police Officer, effective November 1, 2011. (Ref.: Pg. 4 – 5)**
- 5.0 Consideration of employee evaluation for Deputy Chief, Terry Hughes. (Ref.: Pg. 6)**
- 6.0 Consideration of employee evaluation for Administrative Assistant, Bonnie Dhonau. (Ref.: Pg. 7)**
- 7.0 Consideration of employee evaluation for Deputy Clerk, Elaine Jackson. (Ref.: Pg. 8)**
- 8.0 Consideration of employee evaluation for Receptionist, Clystene Wilson. (Ref.: Pg. 9)**
- 9.0 Consideration of approving Limited Warranty and Sign Off Agreement with AVI in accordance with Purchase Order Agreement regarding the Town's sound system recently installed in the new Municipal Center. (Ref.: Pgs. 10)**
- 10.0 Consideration of approving Change Order CO1E - \$297.33 and Change Order CO2B - \$958.67 with AVI for additions to the Sound System. (Ref.: Pgs. 11 – 12)**

James J. Lawrence
Mayor

Joan G. Herndon
Vice Mayor

Carole Ireland
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

*Administrative and Finance Committee
Agenda - November 1, 2011
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- 11.0 Consideration of approving annual Maintenance Agreement with AVI covering the Town's new sound system. (Ref.: Pg. 13)*
- 12.0 Consideration of approving Purchase Order #2620 in the amount of \$14,590, plus fuel surcharge to Howard Jimmie for Town Hall demolition. (Ref.: Pg. 14)*
- 13.0 Consideration of approving adding new section 8.J. to the Town's Personnel Manual covering "Leave Pool". (Ref.: Pgs. 15 - 16)*
- 14.0 Consideration of filling the Building Clerk position in the Building Department.*
- 15.0 Consideration of allowing the Municipal Center to be closed on Friday, December 23, 2011, with the Town allowing 4 hours and the employees using 4 hours of their leave time, and approval of "holiday pay" for employees.*


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.

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ADMINISTRATIVE AND FINANCE COMMITTEE

MINUTES - AUGUST 23, 2011

INDIAN SHORES ADMINISTRATIVE AND FINANCE COMMITTEE MEETING
convened at 3:07 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.*

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

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

2.0.1 Police Department Uniforms.

Chief Williams reported any uniform change he brings to Council for approval, and as part of Federal Revenue Sharing funds the Department has been able to secure new streamlined “bullet proof” vests, which is now mandatory wear for the Department.

Detective Jeff Rawson demonstrated the new vests, which can be worn on the outside and has the appearance of a shirt front, with pockets, and is much more comfortable to wear and is more flexible for moving.

Chief Williams reported that October 1, 2011 the funds could be absorbed in the Budget, noting the vests serve a dual purpose, as a morale booster and does not detract from the uniform.

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
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Marcia Grantham
Town Clerk

James Yacavone
Town Attorney

Lawrence G. Nayman
Building Code
Administrator

3.0 Consideration of approving re-organization of Public Works Supervision.

Chief Williams reported he was presenting this matter to both Committees, the Public Services Committee and this Committee to sanction the salary adjustment.

MOTION by Councilor Irelan – seconded by Art Newsome – to approve the proposed Reorganization of Public Services Department as reflected in the Memo from Chief Williams dated 8/22/2011, which includes salary of \$31,200.00, plus benefits for Ken Nayman and salary adjust of \$2,600.00 annually for Bonnie Dhonau, both effective 8/24/2011. Motion carried 3-0.

4.0 Consideration of approval to purchase new Police vehicle.

Chief Williams reported that Detective Rawson submitted a picture of the Town's marked police vehicle to Law and Order magazine, and it made the cut of "outstanding" marked cars.

Chief Williams presented a quote from Garber Ford Inc. in the amount of \$26,045.10, plus cost of graphics \$475.00, for a total cost of \$26,520.10 for a new 2011 Ford Crown Victoria police vehicle. He noted the vehicle is on the State contract and funds are budgeted each year in the CIP fund for a new car.

MOTION by Councilor Irelan – seconded by Art Newsome – to recommend Council approve request from Chief Williams to purchase a new police vehicle for the amount of \$26,520.10. Motion carried 3-0.

5.0 Consideration of approval to purchase a Base Station Radio for Dispatch.

Chief Williams addressed his Memo dated 8/22/2011, requesting approval of expenditure from the Police Forfeiture Account in the amount of \$7,501.88, from Suncoast Communications & Electronics, Inc., for purchase of an 800 megahertz radio base station/remotes/controller/antenna in order to broadcast from the new municipal center.

Chief Williams reported the Department had been turned down by the County-wide JAG grant on their request for this radio.

MOTION by Art Newsome – seconded by Councilor Irelan – to recommend Council approve request from Chief Williams to purchase a radio base station from forfeiture funds in the amount of \$7,501.88. Motion carried 3-0.

6.0 Consideration of approving renewal of Employment Agreement with Chief Williams.

Chief Williams advised there were two contracts, one covering the Police Chief position and the other covers the Town Administrator position, with both expiring 9/30/11.

Chief Williams reported both contracts reflect a two (2) year extension, no change in salary, with term expiring 9/30/2013.

***MOTION by Councilor Irelan – seconded by Art Newsome – to recommend Council approve renewal of both Employment Agreements with Chief Williams.
Motion carried 3-0.***

**** *Mayor Lawrence reported that traditionally the PZB Committee meetings had been held at 4:30 P.M., as a result of having a lot of site plan approvals, however Committee members had been contacted and all agreed to move the time of the meetings up to 2 P.M., and see how this time frame works.***

**** *Mayor Lawrence briefly reported on an issue that had arisen yesterday from the County relative to exempting its facilities from regulation by the cities. He advised that Chief Williams had sent an e-mail response to Mr. LaSala, County Administrator, and this item would be discussed at a BIG-C meeting in order to give input.***

***INDIAN SHORES ADMINISTRATIVE AND FINANCE COMMITTEE MEETING
adjourned at 3:45 P.M.***


MARCLA GRANTHAM, CMC
Town Clerk

Memorandum

To: Administrative & Finance Committee

cc: Mary Karayianes, Director of Finance & Personnel

From: E.D. Williams, Chief of Police 

Date: 10/28/2011

Re: Request for Authorization to hire one part time and one full-time Police Officer

Due to the retirement of Sgt. Leo Yates effective November 4, 2011, I am requesting authorization to eliminate one sergeant's position and fill that vacancy with an entry-level full-time officer.

The selection committee consisting of myself, Deputy Chief Hughes and Sgt. Rawson recommend that Christopher S. Tindall be employed as a full-time officer effective November 5, 2011. Attached is a recommendation from Sgt. Rawson.

Reserve officer James Bryan has expressed an interest to work as a part-timer filling in for vacation and other absences. This officer is a retired deputy sheriff from the state of California and has worked two-three days per week over the past several months as an unpaid reserve.

INDIAN SHORES POLICE DEPARTMENT

INTER-OFFICE MEMORANDUM

To: E.D. Williams, Chief of Police
From: Sgt. J.K. Rawson, Operations Division
Subject: Officer Christopher S. Tindall
Date: October 27, 2011
Copies: ~~Maj. T.E. Hughes~~

Christopher "Shane" Tindall has been employed by the police department as a part time police officer since his graduation from the Hillsborough Community College Police Academy in December of 2010. Since his employment, Officer Tindall has been performing in a training capacity under the direction of Officer John Wiseman. I have continuously kept in contact with Officer Wiseman and have received periodic updates with regard to Officer Tindall's field training and related progress, as well as his strengths and weaknesses. Officer Tindall has progressed satisfactorily, and by all accounts is prepared for a solo patrol assignment effective November 5th, 2011.

I CONCUR AS OFFICER C. TINDALL IS A GOOD OFFICER AND WILL BE A FINE ADDITION TO THE DEPARTMENT.

WELCOME ABOARD SHANE!

Maj. T.E. Hughes



Audio Visual Innovations - A wholly owned subsidiary of AVI-SPL

LIMITED WARRANTY & SIGN OFF AGREEMENT

This document provides for acceptance of a installation and sign off/final acceptance milestone in accordance with the Purchase Order agreement. The customer agrees that the work they have contracted AVI-SPL to perform has been completed to their satisfaction.

The installation is warranted for the period specified below. The warranty begins upon the first beneficial use of the system, or upon project completion, which ever occurs first. The warranty protects against installation defects and faulty workmanship, and does not cover problems caused by associated equipment that has been provided and/or connected by others, or damage caused by accident, misuse, improper power source, fire, flood, lightning, repair, or alteration by other than AVI-SPL. This warranty is independent of all manufacturers' warranties.



PROJECT INFORMATION



AVI-SPL Job No.: 010I-10-50025

Client: Town of Indian Shores

Purchase Order No.: 2567

Location: 19305 Gulf Blvd
Indian Shores, FL 33785

Description: Council Chambers

Customer Support Level: 90 Parts & Labor Warranty



SIGNOFF



Milestone Description: Completion

Signature: _____ Print Name: _____

Title: _____ Date of Acceptance: _____



Conditional Sign Off - This sign off is provided with the understanding the following items will be repaired/corrected:

Item Number

Description Of Work To Be Completed

Conditional Sign Off Items Completion/Original Job Scope Completion

I agree that all items specified in the original Job Scope and the items listed above, based upon the original Job Scope, have been completed.

Signature: _____ Print Name: _____

Title: _____ Date of Acceptance: _____



6301 Benjamin Road, Suite 101, Tampa, FL 33634

(813) 884-7168 Fax (813) 882-9508

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www.avispl.com

CHANGE REQUEST

No.: C01E

TO: Marsha Grantham
 Town of Indian Shores
 19305 Gulf Blvd
 Indian Shores, FL 33785

Date: October 20, 2011
 Job Number: 0101-10-50025
 Job Name: Council Chambers
 Job Location: 19305 Gulf Blvd
 Original Contract or PO Number: 2567
 Date of Original Contract: 2/11/11
 Prepared By: Rebecca Criswell

Item	Qty	Manufacturer	Model	Description	Unit Price	Extended Price
1	1			Labor Labor includes cost for AVI-SPL to drill seven holes into the Diaz for six microphones (3 hours).	\$ -	\$ -
2	1			Materials Two Drill bits for microphones to be drilled into dais G & A expenses: vehicle mileage	\$ 50.00	\$ 50.00

CUSTOMER SUPPORT LEVEL

90 Day Warranty

Equipment Subtotal	\$	50.00
Labor Subtotal	\$	234.00
Direct Costs	\$	-
General & Administrative	\$	13.33
Tax	\$	-
	\$	297.33

CLIENT ACCEPTANCE

ACCEPTED - The above prices and specifications of this Change Order are Satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Authorized Signature _____

Printed _____

Date Of Acceptance _____



6301 Benjamin Road, Suite 101, Tampa, FL 33634

(813) 884-7168 Fax (813) 882-9508

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CHANGE REQUEST

No.: C02B

TO: Marsha Grantham
 Town of Indian Shores
 19305 Gulf Blvd
 Indian Shores, FL 33785

Date: October 24, 2011
 Job Number: 010I-10-50025
 Job Name: Council Chambers
 Job Location: 19305 Gulf Blvd
 Original Contract or PO Number: 2567
 Date of Original Contract: 2/11/11
 Prepared By: Rebecca Criswell

Item	Qty	Manufacturer	Model	Description	Unit Price	Extended Price
1	1	Middle Atlantic	VFD-21	Vented Front Door for Existing Rack	\$ 176.00	\$ 176.00
2	1	AKG	2765H00450	GN 15 ESP - Rugged 6inch (15cm) gooseneck module with programmable mute switch (on/off, push-to-talk, push-to-mute), high RFI immunity, LED ring, XLR connector Labor includes the cost for AVI-SPL to install vented door on existing rack and install the new microphone on the Diaz. This includes drive time, installation, testing and balancing the new microphone with the existing system. G & A Includes: clerical, vehicle mileage, shipping & insurance	\$ 249.00	\$ 249.00

CUSTOMER SUPPORT LEVEL

90 Day Warranty

Equipment Subtotal	\$	425.00
Labor Subtotal	\$	459.00
Direct Costs	\$	-
General & Administrative	\$	74.67
Tax	\$	-
	\$	958.67

CLIENT ACCEPTANCE

ACCEPTED - The above prices and specifications of this Change Order are Satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Authorized Signature _____

Printed _____

Date Of Acceptance _____



CUSTOMER CARE PROGRAM

Prepared For
Town of Indian Shores
 19305 Gulf Blvd
 Indian Shores, FL 33785

Prepared By: Rebecca Criswell
Date Prepared: February 3, 2011
Proposal Number: RJC148010-B
Project Name: Council Chambers
Valid Until: April 5, 2011

1ST YEAR CUSTOMER CARE PROGRAM

\$1,920.00

Plus Tax

YES - I would like the first year Customer Care Program _____ Client Initials

NO - I do not want the first year Customer Care Program _____ Client Initials

2ND YEAR CUSTOMER CARE PROGRAM

\$2,400.00

Plus Tax

YES - I would like the 2nd year Customer Care Program _____ Client Initials

NO - I do not want the 2nd year Customer Care Program _____ Client Initials

PROGRAM BENEFITS

OUTSTANDING CUSTOMER SUPPORT

❖ 24/7 Technical Help Desk - Staffed By AVI-SPL Engineers

- ❖ Trouble ticket generation & tracking
- ❖ Dedicated toll free number for access to the help desk
- ❖ CISCO certified experts on staff
- ❖ Certified Videoconferencing Engineers (CVE) on staff
- ❖ Cisco Certified Network Associate and Professional (CCNA & CCNP) on staff
- ❖ Cisco Certified Design Associate and Professional (CCDA & CCDP) on staff
- ❖ Certified Technology Specialist (CTS) on staff

SEMI ANNUAL PREVENTATIVE MAINTENANCE

- ❖ Inspect all surfaces, electrical and signal connections, clean as needed
- ❖ Inspect all VCR's, DVD & CD players, clean and lubricate as needed
- ❖ Inspect all displays, clean and adjust as need for optimal image quality
- ❖ Complete system functionality test to ensure 100% functionality
- ❖ Perform walk through with client to demonstrate 100% functionality
- ❖ Provide report of findings and recommendations

WARRANTY REPAIR BY CERTIFIED TECHNICIANS

- ❖ AVI-SPL will provide all labor and parts to effectively perform repairs
- ❖ Unlimited service calls with priority response
- ❖ Overnight shipping on replacement parts
- ❖ Provide loaner table top projector (if applicable and necessary)

Note: Owner provided equipment is not covered under the Customer Care Program

HOWARD JIMMIE, INC.
DEMOLITION CONTRACTOR

607 Nicholson St
Clearwater, Florida 33755
(727) 443-1448 Fax (727) 461-4756 P.C.L.B. # C6976

Invoice

October 27th, 2011
City of Indian Shores
Attn: Chief Earl Williams and Lawrence G. Nayman
19305 Gulf Blvd.
Indian Shores, FL 33785
Ph 517-3970 / Fax 595-2352
Property location: City Hall and Police Department., Indian Shores, FL

Please be advised the demolition of the City Hall and Police Department structure, at the above listed location, has been completed. All demolition debris has been taken to the landfill. The concrete debris has been taken to the recycling facility. The site has been rough graded. The parking lot has been swept clean.

** Note: our original quote for the demolition of the structure was agreed to in December of 2009. Due to the increased cost of off-road and on-road diesel fuel we are submitting a fuel surcharge which is ONLY designed to cover the additional cost of truck and equipment fuel. (20 % of the total cost) We hope you understand the need for this cost. If you have any questions, please call me.

Demolition Police Station	\$6,382.00
Demolition City Hall	\$8,208.00
Fuel surcharge	\$2,800.00
Total charges	\$17,390.00

Payment due, as per our prior agreement, upon completion.

Thank You for your continued business,

Howard R Jimmie

Section 8 J. Leave Pool

A joint leave pool will be established for members of the bargaining unit and all other full-time Town employees subject to the following provisions:

A. The purpose of the leave pool is to provide leave to employees who face significant time off without pay due to a serious illness or injury, whether job-connected or non-job-connected, or serious illness or injury to a family member covered under the sick leave policy. The leave pool may not be used for short time periods where an employee may be without pay. Short time shall be defined as less than thirty (30) calendar days.

B. The Administrative and Finance Committee shall determine use of the leave pool days, subject to the above purpose and limitations.

1. The committee shall consist of two (2) Council members and one (1) appointed citizen from the town.
2. The committee shall review employee needs and circumstances consistent with the provisions of the leave pool and shall determine eligibility for and the amount of pool leave time that may be provided to employees. The committee may establish procedures, forms, and other rules necessary for its effective operation, provided they are consistent with the provisions of this section.
3. The committee's decisions are final and are not grievable. An employee may ask for reconsideration by the committee in accordance with rules established by the committee.

C. Town employees may donate days at 100% value from their vacation or sick leave to the leave pool one time per year effective April 1 of each calendar year.

1. No employee shall be permitted to donate more than 40 hours of leave per year to the pool. In the event that the number of days in the leave pool becomes less than fifty leave days, the committee may open up the opportunity for additional donations to be made during the calendar year. The 40 hour donation limit shall not be modified.
2. All donations of pool leave time must be in full-day increments based on the employee's full-time, regularly scheduled day (i.e., and eight-hour or ten-hour day is a full day).
3. Donations of pool leave time are irrevocable.
4. No dollar value shall be placed on leave donations. All donations and all authorized usage shall be computed as day for day.

D. In order to be eligible to receive leave time from the joint leave pool, employees must have donated a minimum of one (1) day to the joint leave pool within the past twelve months prior to making application for leave from the pool. Newly hired employees shall be exempted from the requirement to donate a minimum of one day to the leave pool prior to requesting time from the leave pool for a period of one (1) year from the date of their employment with the Town.

E. When pool leave time is authorized by the committee for use by an employee, it shall be on a day-for-day basis, irrespective of whether the employee works an eight-hour or ten-hour shift. Any employee using leave pool time shall receive regular base pay and his/her regular shift pay; however other pays shall not be provided with the leave pool days (e.g., lead pay, acting pay, special assignment pay, etc.). Pool leave time granted shall be limited to 60 days in any 12 month period for each pool leave time recipient, except that requests for time in excess of the 60 days to be granted from the leave pool to a recipient may be approved at the sole discretion of the Administrative & Finance Committee.

F. Pool leave time not used in a given year by the employee receiving the donated pool leave time shall be returned to the leave pool and carried over to the next year. No donated pool leave time will be refunded to the donor.