

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

MINUTES - NOVEMBER 1, 2011

INDIAN SHORES ADMINISTRATIVE AND FINANCE COMMITTEE MEETING
convened at 3:05 P.M. Those Present were Mayor Lawrence, Councilor Irelan and Art Newsome.

Also Present: Vice Mayor Herndon; Councilor Smith; Councilor Sutch; Anne Miller; Steve Uhlhorn.

1.0 Consideration of approving Committee Agenda for November 1, 2011.

MOTION by Art Newsome – seconded by Councilor Irelan – to approve Committee Agenda for November 1, 2011 as published, subject to adding Item 4.1 to discuss dispatch hours for the Police Department. Motion carried 3-0.

2.0 Consideration of approving Minutes of Committee meeting held on August 23, 2011.

MOTION by Councilor Irelan – seconded by Art Newsome – to approve Minutes of Committee meeting held on August 23, 2011, as published. Motion carried 3-0.

3.0 Consideration of approving the hiring of one (1) full-time Police Officer, effective November 5, 2011.

Chief Williams reported that Sergeant Leo Yates will be retiring as of November 4, 2011, which leaves an open position.

Chief Williams addressed his Memo dated 10/28/2011, wherein he requests authorization to deactivate one (1) Sergeant's position and fill that vacancy with an entry level full-time officer. He stated the selection committee is recommending Christopher S. Tindall be employed as a full-time officer, effective November 5, 2011. Chief Williams referred to the Inter-Office Memo from Sgt. Rawson and Deputy Chief Hughes reflecting their comments.

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

Chief Williams further reported he is working on things for next year, advising if he deletes the one (1) Sergeant's position there will be a set off as there is sufficient money between this position and the entry level salary to give a couple extra bucks after the buyout of sick and vacation time in connection with Sgt. Yate's retirement, as these are not budgeted funds.

Chief Williams also reported that when he made Officer Rawson a Sergeant he placed the patrol division under him for continuity, noting there was a number of things he was doing to tweak the department.

Mayor Lawrence noted that Officer Christopher Tindall would be under the supervision of the Deputy Chief, which would resolve any issue with nepotism. Chief Williams stated that was correct.

Note: Action on this item was taken under Agenda Item 4.0.

4.0 Consideration of approving the hiring of one (1) part-time Police Officer, effective November 1, 2011.

Chief Williams addressed his Memo dated 10/28/2011, wherein Reserve Officer James Bryan has expressed an interest to work as a part-timer filling in for vacation and other absences, noting he has worked two-three days per week over the past several months as an unpaid reserve.

***MOTION** by Councilor Irelan – seconded by Art Newsome – to approve the request from Chief Williams to hire Christopher S. Tindall as a full-time officer effective November 5, 2011, and hire reserve officer James Bryan as a part-time officer to fill in for vacation and other absences. Motion carried 3-0.*

4.1 Police Department Dispatch Hours.

Chief Williams reported that Dispatcher Bob Pierce had recently retired, and there was only one other part-time Dispatcher, Alan Hughes, who had other job responsibilities, and this created a need to restructure.

Chief Williams further reported that Deputy Chief Hughes and Sgt. Rawson had talked with Fran Meegan, Administrative Assistant, and Bill Blaine, Dispatcher, and at one time Fran had asked to work a four (4) day work week.

Chief Williams advised that Fran Meegan would start working from 8 AM to 6 PM four days a week, and Bill Blaine would work 8 AM to 8 PM on Friday, Saturday and Sunday, and with this adjustment it represents and annual savings of about \$15,000.00.

MOTION by Art Newsome – seconded by Councilor Irelan – to approve the adjustment Chief Williams is recommending in Dispatch hours for the Police Department. Motion carried 3-0.

5.0 Consideration of employee evaluation for Deputy Chief, Terry Hughes.

Chief Williams reviewed the employee evaluation report for Deputy Chief, Terry Hughes.

MOTION by Councilor Irelan – seconded by Art Newsome – to accept the evaluation report for Deputy Chief, Terry Hughes, as presented. Motion carried 3-0.

6.0 Consideration of employee evaluation for Administrative Assistant, Bonnie Dhonau.

Chief Williams reviewed the employee evaluation report for Administrative Assistant, Bonnie Dhonau.

MOTION by Art Newsome – seconded by Councilor Irelan – to accept the evaluation report for Administrative Assistant, Bonnie Dhonau, as presented. Motion carried 3-0.

7.0 Consideration of employee evaluation for Deputy Clerk, Elaine Jackson.

Marcia Grantham, Town Clerk, reviewed the employee evaluation report for Deputy Clerk, Elaine Jackson.

Mayor Lawrence stated that he had been advised by a handful of residents and property owners that on occasion they felt that Elaine could have been more cordial when assisting them.

MOTION by Councilor Irelan – seconded by Art Newsome – to accept the evaluation report for Deputy Clerk, Elaine Jackson, as presented. Motion carried 3-0.

8.0 Consideration of employee evaluation for Receptionist, Clystene Wilson.

Marcia Grantham, Town Clerk, reviewed the employee evaluation report for Receptionist, Clystene Wilson.

MOTION by **Art Newsome** – seconded by **Councilor Irelan** – to accept the evaluation report for Receptionist, **Clystene Wilson**, as presented. **Motion carried 3-0.**

- 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.**

Marcia Grantham, Town Clerk, this document which AVI is requesting be signed off on represents that the sound system purchased has been installed per the Town's purchase order.

MOTION by **Councilor Irelan** – seconded by **Art Newsome** – to approve the Town Clerk signing off on the Limited Warranty and Sign Off Agreement with AVI regarding the sound system being installed in the new Municipal Center. **Motion carried 3-0.**

- 10.0** **Consideration of approving Change Order CO1E - \$297.33 and Change Order CO2B - \$958.67 with AVI for additions to the Sound System.**

Marcia Grantham, Town Clerk, reviewed Change Order CO1E covering the drilling of seven (7) holes in dias for microphones, and labor amounting to \$297.33, and CO2B covering vented door for rack holding audio system, one (1) six inch gooseneck microphone and labor amounting to \$958.67.

Councilor Smith reported he had been involved in this process to complete the system originally purchased, and concurred with the costs submitted.

MOTION by **Art Newsome** – seconded by **Councilor Irelan** – to approve Change Order CO1E in the amount of \$297.33 and Change Order CO2B in the amount of \$958.67, for a total cost of \$1,256.00, covering additions for the Town's new sound system. **Motion carried 3-0.**

- 11.0** **Consideration of approving annual Maintenance Agreement with AVI covering the Town's new sound system.**

Marcia Grantham, Town Clerk, reported the Customer Care Program covering the annual maintenance cost is \$1,920.00 annually.

There was a question as to when the annual maintenance agreement started, which was felt after the 90 day warranty period, however this date will be verified with AVI.

MOTION by Councilor Irelan – seconded by Art Newsome – to approve the annual maintenance agreement covering a one (1) year period on the newly installed sound system by AVI in the amount of \$1,920.00. Motion carried 3-0.

12.0 Consideration of approving Purchase Order #2620 in the amount of \$14,590.00 plus fuel surcharge to Howard Jimmie for Town Hall demolition.

Mayor Lawrence asked if the Town was aware the fuel surcharge would be that high.

Chief Williams stated he knew it would probably increase as the initial bid was almost three years old, and the Building Official reported there were many trips to Dade City to unload abated material from the old building.

MOTION by Art Newsome—seconded by Councilor Irelan – to approve payment of Purchase Order #2620 in the amount of \$14,590.00, plus fuel surcharge of \$2,800.00, for a total of \$17,390.00. Motion carried 3-0.

13.0 Consideration of approving adding new section 8.J. to the Town's Personnel Manual covering "Leave Pool".

Chief Williams reported this change came about to satisfy an agreement during Union negotiations, and will extend to all other full-time Town employees.

Chief Williams advised 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. It was noted the Administrative and Finance Committee shall determine use of the leave pool days, subject to this purpose and certain limitations.

MOTION by Councilor Irelan – seconded by Art Newsome – to recommend Council approve the proposed addition of Section 8.J to the Town's Personnel Manual covering "Leave Pool". Motion carried 3-0.

14.0 Consideration of filling the Building Clerk position in the Building Department.

It is noted that this item was discussed at length at the Workshop meeting held prior to the Administrative and Finance Committee meeting.

MOTION by Councilor Irelan – seconded by Art Newsome – to approve hiring applicant Sharon Cornetet as a full-time Building Clerk at a salary of \$32,531.20. Motion carried 3-0.

It was noted this applicant would be giving a two week notice to the present employer, so start time will be sometime in late November.

- 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, Town Clerk, stated that Christmas Day would fall on a Sunday this year, and felt employees would be grateful to have an extra day of time prior to the holiday, and asked Council if they would approve closing on Friday, December 23, 2011, with the Town allowing 4 hours and the employees using 4 hours of their leave time.

MOTION by Councilor Irelan – seconded by Art Newsome – to approve the Municipal Center closing on Friday, December 23, 2011, with the Town allowing 4 hours and the employees using 4 hours of their leave time, together with approving the "holiday pay" for employees. Motion carried 3-0.

- **** *Mayor Lawrence advised all have seen the bulldozer in the front working on the parking lot, noting it is anticipated to be completed by November 17, 2011.*

Mayor Lawrence also advised he is working on scheduling a holiday boat parade party for Town residents only, noting ID will be checked.

Mayor Lawrence reported that Sgt. Leo Yates would be recognized at next Tuesday's Council meeting on November 8, 2011.

ADMINISTRATIVE AND FINANCE COMMITTEE MEETING adjourned at 4:10 P.M.


MARCIA GRANTHAM, CMC
Town Clerk