

Town of Indian Shores

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TOWN COUNCIL WORKSHOP

MINUTES - NOVEMBER 1, 2011

INDIAN SHORES TOWN COUNCIL WORKSHOP MEETING convened at 2:05 P.M.
Those present were Chief Williams, Town Administrator; Marcia Grantham, Town Clerk;
Mary Karayianes, Director of Finance; Lawrence Nayman, Building Official; Elaine Jackson,
Deputy Clerk.

Also Present: Anne Miller, Art Newsome, Steve Uhlhorn.

1.0 Discussion of filling the Building Clerk position in the Building Department.

Chief Williams stated the matter was straightforward as reflected in his Memo dated November 1, 2011, advising the concern problem is best set forth in the last paragraph.

Chief Williams stated the concern was in moving forward with hiring a full-time employee, wherein the current budget has been cut to bare bones in operating expenses, and have looked at out sourcing in the Public Services Department and non-filling of the supervisor position. He reported on things he is proposing for the Police Department in anticipation of next year's budget for a 5% to 7% decrease in property values, advising he feels the Town will be back to the same place looking at the same things.

Chief Williams explained the concern was with making an offer for a full-time position to someone, and the next fiscal year the Town would be back addressing a budget with a decrease in revenue again, however he stated this is a policy decision of the Council, and wanted to ensure the Council was aware of everything and wanted Council input on the matter.

Lawrence Nayman, Building Official, stated he was surprised on Monday when he came in, as the week before on his last day in the office there had been a consensus on one applicant to hire.

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

The Building Official stated he anticipated working in this position for two more years.

The Building Official stated if it was slow and no revenue coming in the Town would be better to have him work part-time and he could still administer the Department. He stated if the County is brought in they do not understand the Town's ordinances. He stated the inspections could be done on a shorter day, however he felt the Building Clerk position was more important on a full-time basis.

Mayor Lawrence pointed out the Town has been living with the position being vacant for over two months and asked if the Building Clerk responsibilities could be handled by a part-time position.

Chief Williams stated he had spoken to all fill in personnel individually and the Town Clerk had requested Elaine Jackson to attend to respond as she has been processing permits, noting Mary Karayianes has done some reports. He advised there is not a lot of information regarding compilation of data and retrieval of same.

Elaine Jackson, Deputy Clerk, stated she has basically been processing permits and setting up inspections, advising the Building Official is correct in that there are a lot of phone calls and the person needs to be totally organized. **The Deputy Clerk** further stated there was a problem with the CRS report being sent in as she had absolutely no knowledge as to where to collect the needed data. **The Deputy Clerk** advised she has been stressed out over the additional workload.

Mayor Lawrence asked the Deputy Clerk about how much of her 40 hour work week is committed to Building Department work, and she stated about one half.

The Town Clerk reported that she had prepared the necessary paperwork for a PZB meeting, prepared the Minutes and worked with the Building Official on sending out a couple of violation notices, which are behind.

Councilor Smith stated it makes sense the entire job is not being done and everyone is working on a reactive basis.

Councilor Sutch asked if it would help to change the hours when contractors could pick up permits.

Councilor Smith stated possibly, however it is a dilemma with the bad economy, noting what the Chief says about next year's budget is correct, but he would not like to see the Town give up its Building Department.

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Mayor Lawrence stated that it is the contractors that come in for permits, not homeowners, so it is not really a question of taking something away from our constituents.

Councilor Irelan stated the County is easy, and our Town has more strict requirements.

Mayor Lawrence stated the Town would lose the "watchdog" capacity on non-permitted work that it now has with a building department.

Councilor Irelan asked if the Building Official and the Building Clerk could reverse their hours.

The Town Clerk stated they should both work at the same time as there are too many situations whereby it is necessary to confer with the Building Official on issues.

Chief Williams stated this is not about managing Larry's office, as he quite capable, it is about the full Council being on board with hiring a full-time person.

Mayor Lawrence stated until the economy status is so bad the Town cannot provide the service, he wants to provide that service for the Town and hopes Larry will be here for a long time and need to find some help. He further stated that perhaps that might not be the case in a year or two and will bring us back to decisions discussed today.....one, the County, or possibly shared services with other municipalities will need to be considered in the future.

Councilor Smith stated the chosen applicant is coming from another city and should be aware of the economy of the cities, and that nothing is for sure.

Councilor Sutch stated there is money in the budget and this position will be coming in at a lower salary.

Mary Karayianes, Director of Finance, reported that it was explained to all the applicants that the Town was looking for stability, and she is hearing the Town wants to maintain and keep going as we have been. She advised there are a lot of other things besides permitting and Staff wanted support for a full-time position.

Councilor Irelan stated if the Building Official feels he needs full-time help, then he needs it.

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Chief Williams stated he would like a consensus to take hiring this applicant as a full-time position before the Administrative and Finance Committee.

There was a consensus of the Council as Vice Mayor Herndon, Councilor Smith, Councilor Sutch and Councilor Irelan were all in agreement to hire a full-time Building Clerk for the Building Department.

Mayor Lawrence stated he did not wish to influence the Council's decision, but his preference would be to hire a part-time person for economic reasons, as he was worried, as always, about next year's budget.

Chief Williams thanked Council members for their input into this decision, as it is appreciated.

Councilor Smith thanked all of the Staff for their extra hard work in assisting the Building Department.

Mayor Lawrence stated there were a lot of issues in the new building and advised they are working on identifying the areas and asked everyone to show patience during this process.

INDIAN SHORES TOWN COUNCIL WORKSHOP MEETING adjourned at 2:55 P.M.


MARCIA GRANTHAM, CMC
Town Clerk