

INDIAN SHORES



19305 Gulf Boulevard, Indian Shores, FL 33785

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*** PUBLIC MEETING ***

**TOWN COUNCIL MEETING AGENDA
TUESDAY, JANUARY 13, 2026, BEGINS AT 5:00 P.M.
INDIAN SHORES MUNICIPAL CENTER, 4TH FLOOR**

(PLEASE SILENCE ALL CELL PHONES AND LIMIT PUBLIC COMMENTS TO 3 MINUTES.)

PLEDGE OF ALLEGIANCE TO THE FLAG

ITEM # AGENDA ITEM

- 1.0 Consideration of approving the Town Council Meeting Agenda for January 13, 2026.
- 2.0 Comments from the public on any agenda item.
- 3.0 Consideration of approving the "CONSENT AGENDA" as follows:
 - A. MEETING MINUTES:
 1. December 9, 2025 - Town Council Workshop (Ref. pgs.: 1-2)
 2. December 9, 2025 - Town Council Meeting (Ref. pgs.: 3-10)
 3. December 15, 2025 - Special Town Council Meeting (Ref. pgs.: 11-13)
 4. December 29, 2025 - Special Town Council Meeting (Ref. pgs.: 14-17)
 - B. RECURRING EXPENSES: December 2025 (Ref. pgs.: 18-21)
- 4.0 Report from the Fire Chief.
- 5.0 Correspondence.
 - Article snippets regarding property taxes and bed taxes. (Ref. pgs.: 22-23)
- 6.0 **PUBLIC HEARING: Resolution No. 01-2026** (Ref. pgs.: 24-26)
A RESOLUTION OF THE TOWN OF INDIAN SHORES, FLORIDA, AMENDING THE TOWN'S FY2025-2026 BUDGET.

- 7.0 **PUBLIC HEARING: Resolution No. 02-2026** (Ref. pgs.: 27-28)
A RESOLUTION OF THE TOWN OF INDIAN SHORES, FLORIDA, CANCELING THE REGULARLY SCHEDULED TOWN COUNCIL MEETING FOR MARCH 10th, 2026; SCHEDULING A NEW DATE, TIME, AND PLACE FOR THE TOWN COUNCIL MEETING; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS

**OF RESOLUTIONS INCONSISTENT HEREWITH; PROVIDING FOR
SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

- 8.0 Consideration of Financial Policy Updates. (Ref. pgs.: 29-44)
- 9.0 Report from the Town Attorney.
- 10.0 Report from the Police Chief.
- 11.0 Report from the Building Official for December 2025. (Ref. pg: 45)
- 12.0 Report from the Town Administrator.
 - Review of Plan for Ordinance Review
 - Review of PCI Report (Ref. pgs: 46-63)
- 13.0 Report from the Finance Director:
 - MEMORANDUM: November 2025 Supplemental Financial Information Report and Hurricane Expense Recovery. (Ref. pgs.: 64-67)
 - MEMORANDUM: FY2026 Legislative Promotional Budget (Ref. pg.: 68)
- 14.0 Citizens' comments on any subject.
- 15.0 Council Members' comments on any subject.
- 16.0 NEXT MEETING (*schedule subject to change*):
 - Town Council Meeting – Tuesday, February 10, 2026.
- 17.0 Meeting adjournment.



Freddie Lozano, CMC
Town Clerk

Any person who decides to appeal any decision of the Town Council 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.

Any person with a disability requiring reasonable accommodation to participate in this meeting should contact the Town Clerk's office with your request within 24 hours prior to the start of the meeting. Phone 727.595.4020, Fax 727.596.0050.

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*** PUBLIC MEETING ***

**TOWN COUNCIL WORKSHOP MINUTES
TUESDAY, DECEMBER 9, 2025, BEGAN AT 4:00 P.M.
INDIAN SHORES MUNICIPAL CENTER, 4TH FLOOR**

The Town Council Workshop convened at 4:00 P.M.

Those present: Mayor Diantha Schear, Vice Mayor Ellen Bauer, Councilor Mike Howard, Councilor Nicholas Menchise, Councilor Mark Housman and Town Attorney Daniel Lewis.

Also present: Town Administrator Tina Porter, Finance Director Amy Lockhart, Town Clerk Freddie Lozano, Asst. to Town Clerk Ashley Ierna, Police Chief Lee Ann Holroyd, and Building Official Brian Rusu.

Those absent: None

ITEM # AGENDA ITEM

1.0 Consideration of approval of the Town Council Workshop Agenda for December 9, 2025.

AGENDA AMENDMENTS:

- Assigned Agenda item #3.0 to Ordinance No. 2025-09 for discussion.
- Assigned Agenda item #4.0 to Review of proposed changes to the St. Patrick's Day Festival process.
- Assigned Agenda item #5.0 to workshop adjournment.

Motion by Councilor Howard – seconded by Councilor Menchise to approve the Town Council Workshop Agenda for December 9, 2025, as amended. **All Ayes.**
Motion carried 5-0.

2.0 Comments from the public on any agenda item.

Curtis Westfall, 20116 Gulf Boulevard, owns six vacation rentals purchased from his grandparents in the 1990s. He completes much of the work himself, follows all code requirements, and has had positive experiences working with multiple building inspectors. He expressed appreciation for the \$750 allowance for owner-performed

work and support for the building inspector's decision to adjust the code to a higher threshold.

3.0 Ordinance No. 2025-09 discussion.

The discussion centered on modifying the ordinance to remove the fixed \$750 permit-exemption threshold and instead manage costs through a resolution so fees can be adjusted more easily without requiring a full ordinance amendment process. The Building Official explained that state statute and current building code already exempt ordinary cosmetic repairs from permits, but the Town's ordinance currently creates a binding requirement that conflicts with code flexibility. He clarified that cost alone does not determine permit necessity, and that trades such as electrical, mechanical, plumbing, structural modifications, and any work affecting rated walls or multi-unit dwellings (condos, townhomes, condominiums) would still require permits regardless of price. Staff and Council confirmed that changing the threshold by ordinance requires two public hearings and advertisements, but once moved to the fee schedule by resolution, future adjustments could occur at one hearing following recommendation from the Planning, Zoning and Building (PZB) Committee. The workshop concluded with consensus to proceed using the Town's normal process review and recommendation by the PZB Committee, followed by Town Council approval, including integration of a resolution-based cost threshold.

4.0 Review of proposed changes to the St. Patrick's Day Festival process.

The Council reviewed proposed changes to the St. Patrick's Day Festival, including an updated accounting summary comparing 2025 actuals with the 2026 proposal. Staff explained that rising liability insurance costs primarily related to the Town selling alcohol and food significantly increase expenses, and that shifting alcohol and food service to outside vendors would substantially reduce insurance and overall costs while still allowing the event to continue.

The Council reached a consensus to support moving forward with a revised model using outside vendors for food and alcohol, prioritizing local businesses where possible, reducing Town staff responsibilities, and maintaining community organization participation. Additional proposed updates included an earlier event start time, revised vendor fees, enhanced vendor requirements, off-site parking with shuttle service, and creation of a Town information booth. Legal review of raffle and vendor provisions was requested prior to final implementation.

5.0 Workshop Adjournment. 4:49 P.M.

Ashley Ierna
Admin. Asst. to the Town Clerk

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*** PUBLIC MEETING ***

**TOWN COUNCIL MEETING MINUTES
TUESDAY, DECEMBER 9, 2025, BEGAN AT 5:00 P.M.
INDIAN SHORES MUNICIPAL CENTER, 4TH FLOOR**

Town Council Meeting convened at 5:01 P.M.

Those present: Mayor Diantha Schear, Vice Mayor Ellen Bauer, Councilor Mike Howard, Councilor Nicholas Menchise, Councilor Mark Housman and Town Attorney Daniel Lewis.

Also present: Town Administrator Tina Porter, Finance Director Amy Lockhart, Town Clerk Freddie Lozano, Asst. to Town Clerk Ashley Ierna, Police Chief Lee Ann Holroyd, Building Official Brian Rusu, Pinellas County Suncoast Fire and Rescue District (PSFRD) Fire Chief Ken Grimes.

Those absent: None

PLEDGE OF ALLEGIANCE TO THE FLAG

ITEM # AGENDA ITEM

- 1.0 **Consideration of approving the Town Council Meeting Agenda for December 9, 2025.**

AGENDA AMENDMENT:

Agenda Item #8.0 removed from the agenda.

Motion by **Councilor Menchise** – seconded by **Councilor Howard** to approve the Town Council Agenda for December 9, 2025, as amended. **All Ayes. Motion carried 5-0.**

- 2.0 **Comments from the public on any agenda item.** None

3.0 Donation presentation to Santa's Angels.

The Police Chief reported on the Santa's Angels donation effort, including ornament sales and monetary contributions, with a final push to accept donations through December 18. The Police Department adopted a family and donated toys, clothing, and a toddler bed. Nadine Esposito Exec Asst to Chief of Police was recognized for designing and coordinating ornament sales, which have raised \$2,100 to date. Additional donations of new, unwrapped toys, particularly Legos, basketballs, and footballs as well as non-perishable food items are still needed. Collected gifts will be displayed in the second-floor lobby prior to donation.

4.0 Consideration of approving the "CONSENT AGENDA" as follows:

A. MEETING MINUTES:

1. November 12, 2025 - Town Council Meeting

B. RECURRING EXPENSES: November 2025

C. Pinellas County Supervisor of Elections March 10, 2026, Municipal Election Contract and Election Invoice for the amount of \$3,005.63.

The Town Clerk provided an update, reporting that the Pinellas County Supervisor of Elections confirmed that three candidates - incumbents Councilor Howard and Vice Mayor Bauer, and former Council Member Mike Petruccelli - have met the required amount of petition cards needed to get on the ballot. An election will be held on March 10, 2026.

Motion by **Councilor Howard** – seconded by **Councilor Menchise** to approve the "CONSENT AGENDA". **All Ayes. Motion carried 5-0.**

5.0 Report from the Fire Chief.

Fire Chief Grimes reported that the recent garage fire investigation was completed by the Sheriff's Office after the department's arson investigator experienced a medical issue. The cause was ruled undetermined, though it is believed to have involved a lithium battery, a type of incident that is becoming more common.

For November, Indian Shores recorded 26 total calls, including 14 fire calls and 12 EMS calls, with approximately 70% of overall activity typically EMS-related. Nearly half of all responses were mutual aid calls outside the district, which staff is reviewing, particularly for EMS responses.

The Chief also reported positive progress in discussions with Pinellas County regarding the proposed Tiki Gardens fire station site. County staff cleared the project to move forward to the next phase, with a required engineering study to address stormwater runoff and confirmation that parking revenue would not be negatively impacted.

6.0 Correspondence.

- A Christmas card was received from the Pinellas County Sheriff's Office.

7.0 PUBLIC HEARING: First Reading of Ordinance No. 2025-07

AN ORDINANCE OF THE TOWN OF INDIAN SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 18, BUILDINGS, BY ADDING SECTION 18-128, MILESTONE INSPECTIONS, FOR CONDOMINIUMS AND COOPERATIVE BUILDINGS THREE STORIES OR MORE IN HEIGHT, TO COMPLY WITH THE REQUIREMENTS OF SECTION 553.899, FLORIDA STATUTES, AS AMENDED IN THE 2025 LEGISLATIVE SESSION BY HOUSE BILL 913; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney read the Ordinance by title only.

Mayor Schear opened the hearing for comments from the public and Council deliberation.

Councilor Menchise asked whether the milestone report requirements referenced are the same reports already required for condominiums exceeding three stories.

The Town Attorney responded that the law changed from allowing municipalities the option to adopt milestone inspections by ordinance to now requiring them to do so, bringing the Town into compliance with recent legislative changes.

Motion by **Councilor Vice Mayor Bauer**, – seconded by **Councilor Housman** to approve the First Reading of Ordinance No. 2025-07. **The Council was polled. All Ayes. Motion carried 5-0.**

8.0 PUBLIC HEARING: First Reading of Ordinance No. 2025-09

AN ORDINANCE OF THE TOWN OF INDIAN SHORES, FLORIDA, AMENDING CHAPTER 18 – BUILDINGS, ARTICLE II. – ADMINISTRATION, DIVISION 2. – PERMITS AND CERTIFICATES OF OCCUPANCY, TO SET THE MINOR REPAIR THRESHOLD BY RESOLUTION; INCORPORATING FINDINGS; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Agenda Item #8.0 was removed by amendment to the approved meeting agenda.

9.0 Interlocal Agreement for the Removal Services and Disaster Debris Monitoring & Management Services Within Geographic Pinellas County.

Motion by **Councilor Howard** – seconded by **Councilor Menchise** to approve the Interlocal Agreement for the Removal Services and Disaster Debris Monitoring & Management Services Within Geographic Pinellas County. **All Ayes. Motion carried 5-0.**

10.0 Interlocal Agreement for the Designation of Collection & Removal Responsibilities Within Geographic Pinellas.

Motion by **Councilor Vice Mayor Bauer** – seconded by **Councilor Howard** to approve the Interlocal Agreement for the Designation of Collection & Removal Responsibilities Within Geographic Pinellas. **All Ayes. Motion carried 5-0.**

11.0 Consideration of ratifying a \$56,000 purchase of replacement turtle-safe bollard lights lost during Hurricane Helene.

Vice Mayor asked about the \$56,000 project cost, noting that funds are available upfront with a goal of 75% reimbursement. The Town Administrator reported that FEMA requirements include environmental signage and habitat considerations, which will be addressed with Public Services. The 35 replacement lights will be installed primarily in their original locations, with minor adjustments to improve walkway lighting and

remaining turtle-friendly; losses were spread throughout the town. Staff also confirmed approval to replace electric lights with solar units, including replacing the existing low solar boxes near 197 with bollard-style lights.

Motion by **Councilor Howard** – seconded by **Councilor Menchise** to approve the Consideration of ratifying a \$56,000 purchase of replacement turtle-safe bollard lights lost during Hurricane Helene. **All Ayes. Motion carried 5-0.**

12.0 Consideration of personnel manual update: Section 7 Leave.

Motion by **Councilor Vice Mayor Bauer** – seconded by **Councilor Housman** to approve the Consideration of personnel manual update: Section 7 Leave. **All Ayes. Motion carried 5-0.**

13.0 Consideration of proposed changes to the St. Patrick's Day Festival process.

Motion by **Councilor Howard**, seconded by **Councilor Housman**, to approve the proposed changes to the St. Patrick's Day Festival process, excluding the raffle items, and to include the outsourcing of food and beverage along with the other discussed items. **All Ayes. Motion carried 5-0.**

14.0 Report from the Town Attorney.

The Town Attorney reported that the Town received a demand letter regarding a potential lawsuit over sand dunes and easements with a condominium. The letter has been sent to our insurance company for review. Pinellas County is also involved. An update will be provided to the Council if further action is needed.

15.0 Report from the Police Chief.

Chief Holroyd reported that officers enjoyed participating in recent community events, including the Tree Lighting and Indian Shores Property Owners Association (ISPOA) event, and received positive feedback from residents. Two officers completed free training on speed measurement and interview-interrogation techniques. In January, the department will participate in an e-bike saturation event to educate the public on bicycle laws. These activities help earn FDOT funding, which last year provided

\$13,000 in equipment, including programmable traffic signs, which benefits the Town at minimal cost.

16.0 Report from the Building Official for November 2025.

The Building Official reported that in November, 37 permits were issued and 163 inspections conducted, generating \$21,412.34 in fees, with no waivers applied. He noted that permit activity typically slows during the holiday season and that the department will be ready for increased activity at the start of the new year.

17.0 Report from the Town Administrator.

The Town Administrator reported that site work has begun for the Public Safety Building, with an official groundbreaking planned for the second week of January. Beach access signs have been installed and are removable to protect against storm damage. The retention pond at Town Hall is complete and functioning as intended. Requests regarding beach and parking lot easements are being reviewed. The culvert on 291st damaged during a recent storm has been repaired. Updates on the 195th Avenue property appraisal and legislative matters, including proposed ad valorem tax changes, are ongoing. Finally, the Administrator noted that the ISPOA event was well attended and a great success.

18.0 Report from the Finance Director:

The Financial Director reported that October revenues are largely accrued to fiscal year 2025, with collections and investment contributions expected to increase in November. Holiday pay for FY 2026, \$200 for full-time and \$100 for part-time employees, will be distributed in December as budgeted. For FY 2025, the general fund shows an unaudited gain of \$23,233, with \$71,000 in outstanding purchase orders to be addressed in a January budget amendment. Roads and bridge and Capital Improvement funds also show positive balances, with some adjustments pending. Audit work is scheduled to begin in mid-January, with publication expected in March.

19.0 Citizens' comments on any subject.

Tom King, 19451 Gulf Blvd., shared his concern regarding how close new buildings can be constructed to Gulf Boulevard. He noted that recent developments seem to be impacting the small-town character of the area. He asked whether there is a minimum setback requirement for buildings

along Gulf Boulevard and expressed concern about potential future development at the site of the former Village Shopping Center.

The Building Official replied that the new building in question is setback 18 feet from the edge of Gulf Boulevard, as verified by survey. The building may appear close due to its height, but it meets the required setback.

20.0 **Council Members' comments on any subject.**

Councilor Menchise praised the ISPOA Christmas party as a great success and thanked organizers and attendees. He also provided an update on House Joint Resolution 201, which could affect local property taxes and funding for essential municipal services. He felt that the matter is incumbent upon the citizens to contact the state representatives so that they are aware of the potential impact of the resolution.

Councilor Howard reported on his participation in the Florida League of Cities Tax and Finance Committee, representing all 411 municipalities. The committee developed a policy statement supporting local control over property tax decisions, emphasizing that reducing or eliminating ad valorem revenue without replacement could destabilize city budgets and affect essential services. He noted that the legislature is actively considering changes to property taxes, but no decisions have been made, and a full policy statement will be provided at the next meeting.

Councilor Housman reported that he met with the Town's new IT contractor, who is addressing previous concerns with the Town's IT infrastructure. He emphasized the importance of ensuring the Police Department's IT needs are fully supported. He also thanked staff for their efforts over the past year, wished everyone a happy and healthy New Year, and noted the ISPOA party was a success, encouraging more residents to join the organization.

Vice Mayor Bauer thanked everyone for their efforts and recognized the Town Administrator for her attention to detail. She noted that the ISPOA party was enjoyable and encouraged more town residents to join the organization, as membership is open to all.

Mayor Schear provided an update on the recent legislative session, noting concerns that legislators had largely made up their minds before testimony from municipalities and public safety organizations. She highlighted the lack of an implementation plan or funding details for proposed changes, which could impact municipal budgets, fire, and EMT services. The Mayor emphasized the importance of educating voters, as any changes may appear on the ballot, and thanked staff for their support and background work.

21.0 NEXT MEETINGS (*schedules subject to change*):

- **Special Town Council Meeting – Monday, December 15, 2025 (begins immediately after the 2:00 pm Planning, Zoning and Building Committee Meeting).**
- **Special Town Council meeting – Monday, December 29, 2025, 5:01 p.m.**

22.0 Meeting adjournment. 6:11 p.m.

Ashley Ierna
Admin. Asst. to the Town Clerk

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*** PUBLIC MEETING ***

SPECIAL TOWN COUNCIL MEETING MINUTES

**MONDAY, DECEMBER 15, 2025, BEGAN AT 2:26 P.M., IMMEDIATELY AFTER THE
PLANNING, ZONING & BUILDING COMMITTEE MEETING
INDIAN SHORES MUNICIPAL CENTER, 4TH FLOOR**

The Special Town Council Meeting convened at 2:26 P.M.

Those present: Mayor Diantha Schear, Vice Mayor Ellen Bauer, Councilor Mark Housman, Councilor Mike Howard, Councilor Nicholas Menchise, and Town Attorney Daniel Lewis.

Also present: Town Administrator Tina Porter, Finance and Personnel Director Amy Lockhart, Town Clerk Freddie Lozano, Asst. to Town Clerk Ashley Ierna, and Building Official Brian Rusu.

Those absent: None.

PLEDGE OF ALLEGIANCE TO THE FLAG

ITEM # AGENDA ITEM

1.0 Consideration of approving the Special Town Council Meeting Agenda for December 15, 2025.

Motion by Councilor Howard – seconded by **Councilor Housman** to approve the Special Town Council Meeting Agenda for December 15, 2025, as amended. **All Ayes. Motion carried 5-0.**

2.0 Comments from the public on any agenda item. None.

3.0 Town of Indian Shores' donation presentation to Santa's Angels.

Mike Brown of Santa's Angels, a local charity, thanked the Council for their donation of \$1,000. He added that the charity is helping over 400 children and gifts were delivered to 200 of them in Pinellas County this week. He also thanked the Indian Shores Staff and Police Department for their efforts.

4.0 PUBLIC HEARING: First Reading of Ordinance No. 2025-08

AN ORDINANCE OF THE TOWN OF INDIAN SHORES, FLORIDA, AMENDING CHAPTER 110 – ZONING – AND AMENDING ARTICLE III, CREATING SECTION 110-176, “CERTIFIED RECOVERY RESIDENCE”; CREATING A DEFINITION AND PROVIDING THE STANDARDS FOR CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney read the ordinance by title only. He noted that this ordinance comes to the Council by recommendation from the Planning, Zoning and Building Committee with an amendment to define “recovery residence” as “substance abuse services” as defined in Florida Statutes Section 397.311.

Mayor Schear opened the hearing for public comments and there were none.

The Council asked if a certified recovery residence proposal does not meet Town code, if the applicant can appeal and request a variance or waiver. The Building Official and Town Attorney clarified that compliant applications are approved administratively by the Building Official, but non-compliant or reasonable accommodation requests go to the Planning, Zoning and Building Committee and ultimately to the Town Council within 60 days for a decision. All agreed the process is no different than other variances, and Council retains authority to approve or deny if criteria or zoning codes are not met.

Motion by **Councilor Housman** – seconded by **Councilor Howard** to approve the First Reading of Ordinance No. 2025-08. **The Council was polled. All Ayes. Motion carried 5-0.**

5.0 PUBLIC HEARING: First Reading of Ordinance No. 2025-09

AN ORDINANCE OF THE TOWN OF INDIAN SHORES, FLORIDA, AMENDING CHAPTER 18 – BUILDINGS, ARTICLE II. – ADMINISTRATION, DIVISION 2. – PERMITS AND CERTIFICATES OF OCCUPANCY, TO SET THE MINOR REPAIR THRESHOLD BY RESOLUTION; INCORPORATING FINDINGS; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney read the ordinance by title only.

Mayor Schear opened the hearing for public comments and Council deliberation and there were none.

Motion by **Councilor Menchise** – seconded by **Vice Mayor Bauer** to approve the First Reading of Ordinance No. 2025-09. **The Council was polled. All Ayes.**
Motion carried 5-0.

6.0 PUBLIC HEARING: Resolution No. 23-2025

A RESOLUTION OF THE TOWN OF INDIAN SHORES, FLORIDA, ADOPTING A MINOR SUBDIVIDING AND COMBINING LOT FEE AND A PHYSICAL CURRENCY NICKEL ROUNDING POLICY FOR FEES; ADOPTING FINDINGS WITH RESPECT TO REASONABLENESS; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS OF RESOLUTIONS INCONSISTENT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney read the resolution by title only.

Mayor Schear opened the hearing for public comments and Council deliberation and there were none.

Motion by **Councilor Howard** – seconded by **Councilor Menchise** to approve Resolution No. 23-2025. **The Council was polled. All Ayes.**
Motion carried 5-0.

7.0 NEXT MEETING (schedule subject to change):

- **Special Town Council Meeting – Monday, December 29, 2025, 5:01 p.m.**

8.0 Meeting adjournment.

Motion by **Councilor Housman** – seconded by **Councilor Menchise** to adjourn the meeting at 2:45 p.m. **All Ayes.** **Motion carried 5-0.**

Ashley Ierna,
Admin. Asst. to the Town Clerk

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*** PUBLIC MEETING ***

**SPECIAL TOWN COUNCIL MEETING MINUTES
MONDAY, DECEMBER 29, 2025, BEGAN AT 5:01 P.M.
INDIAN SHORES MUNICIPAL CENTER, 4TH FLOOR**

The Special Town Council Meeting convened at 5:01 P.M.

Those present: Mayor Diantha Schear, Vice Mayor Ellen Bauer, Councilor Mike Howard, Councilor Nicholas Menchise, Councilor Mark Housman and Town Attorney Daniel Lewis.

Also present: Town Administrator Tina Porter, Asst. to Town Clerk Ashley Ierna, Police Chief Lee Ann Holroyd, and Pinellas Suncoast Fire & Rescue District Fire Chief Ken Grimes.

Those absent: Town Clerk Freddie Lozano

PLEDGE OF ALLEGIANCE TO THE FLAG

ITEM # AGENDA ITEM

1.0 **Consideration of approval of the Special Town Council Meeting Agenda for December 29, 2025.**

AGENDA AMENDMENT:

7.1 **ANNOUNCEMENT:** Groundbreaking Ceremony for the William J. Krajewski Public Safety Storage Building on January 5, 2026, 11:00 a.m.

Motion by Councilor Howard – seconded by Councilor Menchise to approve the Special Town Council Meeting Agenda for December 29, 2025, as amended. **All Ayes. Motion carried 5-0.**

2.0 **Comments from the public on any agenda item.** None.

3.0 **PUBLIC HEARING:** Second Reading of Ordinance No. 2025-07

AN ORDINANCE OF THE TOWN OF INDIAN SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 18, BUILDINGS, BY ADDING SECTION 18-128, MILESTONE INSPECTIONS, FOR CONDOMINIUMS AND COOPERATIVE BUILDINGS THREE STORIES OR MORE IN HEIGHT, TO COMPLY WITH THE REQUIREMENTS OF SECTION 553.899, FLORIDA STATUTES, AS AMENDED IN THE 2025 LEGISLATIVE SESSION BY HOUSE BILL 913; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney read the ordinance by title only.

Mayor Schear opened the hearing for public comments and Council deliberation, and there were none.

Motion by **Councilor Menchise** – seconded by **Councilor Howard** to approve the Second Reading of Ordinance No. 2025-07. **The Council was polled. All Ayes. Motion carried 5-0.**

4.0 **PUBLIC HEARING:** Second Reading of Ordinance No. 2025-08

AN ORDINANCE OF THE TOWN OF INDIAN SHORES, FLORIDA, AMENDING CHAPTER 110 – ZONING – AND AMENDING ARTICLE III. – DISTRICT REGULATIONS, DIVISION 3. – RESIDENTIAL/OFFICE/RETAIL (ROR) DISTRICT, ADDING SECTION 110-176, “CERTIFIED RECOVERY RESIDENCE”; CREATING A DEFINITION AND PROVIDING THE STANDARDS FOR CERTIFIED RECOVERY RESIDENCES; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney read the ordinance by title only.

Mayor Schear opened the hearing for public comments and Council deliberation, and there were none.

Motion by **Councilor Howard** – seconded by **Councilor Menchise** to approve the Second Reading of Ordinance No. 2025-08. **The Council was polled. All Ayes. Motion carried 5-0.**

5.0 **PUBLIC HEARING:** Second Reading of Ordinance No. 2025-09

AN ORDINANCE OF THE TOWN OF INDIAN SHORES, FLORIDA, AMENDING CHAPTER 18 – BUILDINGS, ARTICLE II. – ADMINISTRATION, DIVISION 2. – PERMITS AND CERTIFICATES OF OCCUPANCY, TO SET THE MINOR REPAIR THRESHOLD BY RESOLUTION; INCORPORATING FINDINGS; PROVIDING FOR REPEAL OF ORDINANCES OR PARTS OF ORDINANCES IN

CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney read the ordinance by title only.

Mayor Schear opened the hearing for public comments, and there were none.

Discussion ensued about removing the repair yearly threshold cost from the ordinance and setting it instead by resolution for flexibility. It was clarified that the prior \$10,000 threshold was reduced to \$0, so no active threshold currently exists, and the language would be updated once a fee-schedule resolution is passed.

Motion by **Councilor Howard** – seconded by **Councilor Housman** to approve the Second Reading of Ordinance No. 2025-09. **The Council was polled. All Ayes. Motion carried 5-0.**

6.0 PUBLIC HEARING: Resolution No. 24-2025

A RESOLUTION OF THE TOWN OF INDIAN SHORES, FLORIDA, REQUESTING THAT PINELLAS COUNTY AND THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT COOPERATE TO ALLOCATE THE TIKI GARDENS PROPERTY IN INDIAN SHORES FOR THE CONSTRUCTION OF A FIRE AND EMS STATION; PROVIDING FOR AN EFFECTIVE DATE.

The Town Attorney read the resolution by title only.

Mayor Schear opened the hearing for public comments and Council deliberation.

Fire Chief Grimes commented that the County Administrator and partner cities have demonstrated no objections with the proposed location at Tiki Gardens.

Motion by **Councilor Howard** – seconded by **Vice Mayor Bauer** to approve Resolution No. 24-2025. **The Council was polled. All Ayes. Motion carried 5-0.**

7.0 Consideration of Addendum to Invitation to Bid ITB #2025-04 to extend the construction completion date of the Public Safety Storage Building from February 17, 2026, to March 11, 2026.

The Town Attorney will make a minor amendment to set the addendum's dated month and year from December 2025 to January 2026.

Motion by **Councilor Howard** – seconded by **Councilor Menchise** to approve the Addendum to ITB #2025-04 as amended. **The Council was polled. All Ayes. Motion carried 5-0.**

AGENDA AMENDMENT

- 7.1 ANNOUNCEMENT:** Groundbreaking Ceremony for the William J. Krajewski Public Safety Storage Building on January 5, 2026, 11:00 a.m.

Mayor Schear invited everybody to attend the groundbreaking.

- 8.0 NEXT MEETING (*schedule subject to change*):**

- **Town Council Meeting – Tuesday, January 13, 2026, 5:00 p.m.**

- 9.0 Meeting adjournment.**

A motion was made and duly seconded to adjourn the meeting at 5:17 p.m.

Ashley Ierna,
Admin. Asst. to the Town Clerk



Recurring Expenditures & Aprvd Projects-Res 7-2008

Town of Indian Shores

By Check Number

Date Range: 12/01/2025 - 12/31/2025

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount	Number
					Discount Amount	Payable Amount	
Bank Code: AP BANK-AP BANK							
1325 8330316267	MOTOROLA SOLUTIONS, INC	12/12/2025	12/12/2025	EFT	0.00	2,012.50	708
8330318720	Invoice	12/12/2025	car#49 equip removal and reinstall-airbag ...		0.00	1,437.50	
	Invoice	12/12/2025	car#35 equipment removal		0.00	575.00	
1353 December 2025	PUBLIC RISK MANAGEMENT OF FL	12/12/2025	12/12/2025	EFT	0.00	35,054.23	709
	Invoice	12/12/2025	health, dental, vision, life, AD&D		0.00	35,054.23	
1584 22930163	RISK MANAGEMENT ASSOCIATES INC	12/12/2025	12/12/2025	EFT	0.00	48,973.75	710
	Invoice	12/12/2025	PGIT 2nd installment		0.00	48,973.75	
1756 10791	Tech Guru Consulting, Inc.	12/12/2025	12/12/2025	EFT	0.00	2,100.67	712
	Invoice	12/12/2025	December prorated services		0.00	2,100.67	
1337 990321758	TRANE U.S. INC	12/12/2025	12/12/2025	EFT	0.00	4,658.00	713
	Invoice	12/12/2025	controls setup-new units		0.00	4,658.00	
1404 INV0002262	US BANK ST. LOUIS IT & C LOCKBOX	12/18/2025	12/18/2025	EFT	0.00	2,068.12	714
	Invoice	12/18/2025	CH185 Contributions		0.00	2,068.12	
1831 CW-134456	iVenture Solutions, LLC	12/19/2025	12/19/2025	EFT	0.00	12,506.80	717
	Invoice	12/19/2025	IT Services-December		0.00	12,506.80	
1404 INV0002269	US BANK ST. LOUIS IT & C LOCKBOX	12/19/2025	12/19/2025	EFT	0.00	18,654.88	719
	Invoice	12/19/2025	1st Qtr pymt		0.00	18,654.88	
1355 109063969	WEX BANK	12/19/2025	12/19/2025	EFT	0.00	3,649.27	720
	Invoice	12/19/2025	November fuel purchases		0.00	3,649.27	
1839 PAY APP 1	Ace Construction Services, LLC	12/23/2025	12/23/2025	EFT	0.00	25,578.18	721
	Invoice	12/23/2025	Public Safety Storage Building		0.00	25,578.18	
1404 INV0002281	US BANK ST. LOUIS IT & C LOCKBOX	12/31/2025	12/31/2025	EFT	0.00	2,365.95	723
	Invoice	12/31/2025	CH185 Contributions		0.00	2,365.95	
1589 140543	George F. Young, Inc.	12/31/2025	12/31/2025	EFT	0.00	37,170.00	724
	Invoice	12/31/2025	Street assessment for pavement condition...		0.00	37,170.00	
1837 INV0002222	TV Liquidator	12/01/2025	12/01/2025	Regular	0.00	12,312.00	49724
	Invoice	12/01/2025	Electronic Message Board		0.00	12,312.00	
1404 INV0002232	US BANK ST. LOUIS IT & C LOCKBOX	12/04/2025	12/04/2025	Regular	0.00	2,311.05	49729
	Invoice	12/04/2025	CH185 Contributions		0.00	2,311.05	
1397 INV0002240	DUKE ENERGY	12/04/2025	12/04/2025	Regular	0.00	9,839.42	49730
	Invoice	12/04/2025	electric utility		0.00	9,839.42	
1636 2134	Guttersmith	12/04/2025	12/04/2025	Regular	0.00	1,273.75	49731
	Invoice	12/04/2025	Deposit-gutter replacement on PS Building		0.00	1,273.75	
1412 INV0002249	DIVINE CHARITIES	12/08/2025	12/08/2025	Regular	0.00	2,100.00	49738
	Invoice	12/08/2025	2025 donation		0.00	2,100.00	
1138 25347	PINELLAS COUNTY SUPERVISOR OF ELECTIONS	12/09/2025	12/09/2025	Regular	0.00	3,005.63	49739
	Invoice	12/09/2025	March 2026 Election		0.00	3,005.63	
1412 INV0002251	DIVINE CHARITIES	12/12/2025	12/12/2025	Regular	0.00	1,000.00	49741
	Invoice	12/12/2025	Town Council donation		0.00	1,000.00	
1769	Imperial Air Conditioning & Refrigeration, LLC	12/12/2025	12/12/2025	Regular	0.00	62,042.00	49742

Recurring Expenditures & Aprvd Projects-Res 7-2008

Date Range: 12/01/2025 - 12/31/2025

Vendor Number Payable # 3130	Vendor Name Payable Type Invoice	Post Date 12/12/2025	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
			Payable Description	Discount Amount	Payable Amount		
1356 3642November2...	TRUIST BANK Invoice	12/12/2025	12/12/2025 Regular 10/21/25-11/20/25 purchases	0.00 0.00	6,504.10 6,504.10	49744	
1821 25-1201#1F	G.A. Nichols Company, Inc. Invoice	12/19/2025	12/19/2025 Regular 191st Ave S Storm Pipe Repair	0.00 0.00	3,400.00 3,400.00	49752	
1833 1573	James Millspaugh & Associates, Inc. Invoice	12/19/2025	12/19/2025 Regular Appraisal Services	0.00 0.00	3,000.00 3,000.00	49753	
1799 328779	Lighting and Signs by Gary Invoice	12/19/2025	12/19/2025 Regular Misc. jobs utilizing boom lift	0.00 0.00	1,950.00 1,950.00	49754	
1350 INV0002270	PC UTILITIES-WATER Invoice	12/19/2025	12/19/2025 Regular water utility	0.00 0.00	2,974.13 2,974.13	49755	
1375 67975 67985	TAMPA BAY TIMES Invoice Invoice	12/19/2025 12/19/2025	12/19/2025 Regular ordinance 2025-08 2nd reading ord 2025-07,08,09	0.00 0.00 0.00	1,134.20 992.80 141.40	49758	
1342 466062880	TERMINIX PROCESSING CENTER Invoice	12/23/2025	12/23/2025 Regular annual extermination services	0.00 0.00	1,247.28 1,247.28	49760	
1391 6130604202	VERIZON WIRELESS Invoice	12/31/2025	12/31/2025 Regular device & cellular	0.00 0.00	2,444.12 2,444.12	49768	
1391 6130882937	VERIZON WIRELESS Invoice	12/31/2025	12/31/2025 Regular mobile broadband	0.00 0.00	1,129.73 1,129.73	49769	
1405 INV0002228	MISSION SQUARE RC-EZ LINK Town Invoice	12/04/2025	12/04/2025 Bank Draft 401A W/H	0.00 0.00	9,524.11 9,524.11	DFT0000975	
1403 INV0002234	EFTPS ONLINE Invoice	12/04/2025	12/04/2025 Bank Draft Fed tax W/H	0.00 0.00	12,525.55 12,525.55	DFT0000979	
1403 INV0002235	EFTPS ONLINE Invoice	12/04/2025	12/04/2025 Bank Draft Social Security W/H	0.00 0.00	12,355.10 12,355.10	DFT0000980	
1403 INV0002236	EFTPS ONLINE Invoice	12/04/2025	12/04/2025 Bank Draft Medicare W/H	0.00 0.00	2,889.48 2,889.48	DFT0000981	
1405 INV0002260	MISSION SQUARE RC-EZ LINK Town Invoice	12/18/2025	12/18/2025 Bank Draft 401A W/H	0.00 0.00	10,124.11 10,124.11	DFT0000984	
1403 INV0002264	EFTPS ONLINE Invoice	12/18/2025	12/18/2025 Bank Draft Fed tax W/H	0.00 0.00	11,574.42 11,574.42	DFT0000986	
1403 INV0002265	EFTPS ONLINE Invoice	12/18/2025	12/18/2025 Bank Draft Social Security W/H	0.00 0.00	11,743.48 11,743.48	DFT0000987	
1403 INV0002266	EFTPS ONLINE Invoice	12/18/2025	12/18/2025 Bank Draft Medicare W/H	0.00 0.00	2,746.46 2,746.46	DFT0000988	
1405 INV0002279	MISSION SQUARE RC-EZ LINK Town Invoice	12/31/2025	12/31/2025 Bank Draft 401A W/H	0.00 0.00	9,524.11 9,524.11	DFT0000991	
1403 INV0002283	EFTPS ONLINE Invoice	12/31/2025	12/31/2025 Bank Draft Fed tax W/H	0.00 0.00	11,788.14 11,788.14	DFT0000993	
1403 INV0002284	EFTPS ONLINE Invoice	12/31/2025	12/31/2025 Bank Draft Social Security W/H	0.00 0.00	11,909.50 11,909.50	DFT0000994	
1403	EFTPS ONLINE		12/31/2025 Bank Draft	0.00	2,785.28	DFT0000995	

Vendor Number Payable # <u>INV0002285</u>	Vendor Name Payable Type Invoice	Post Date 12/31/2025	Payment Date Payable Description Medicare W/H	Payment Type	Discount Amount 0.00	Payment Amount 2,785.28	Number
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Bank Code AP BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	18	17	0.00	117,667.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	109,489.74
EFT's	13	12	0.00	194,792.35
	43	41	0.00	421,949.50

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	18	17	0.00	117,667.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	12	12	0.00	109,489.74
EFT's	13	12	0.00	194,792.35
	43	41	0.00	421,949.50

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	12/2025	421,949.50

here is NO cure for ...
You Just Can't Fix Stupid

Democracy
is NOT a
Spectator Sport
PARTICIPATE

METROPLEX MI 480

15 DEC 2025 PM 14 L



**Indian Shoes City Hall
ALL elected /& Board/Committee
Members
19305 Gulf Blvd
Indian Shores, FL 33785**

33785-225799

Beach town leaders fight plan to cut property taxes they call 'catastrophic' The governor's proposal could cripple local control and eliminate services, they said.

December 15, 2025



Belleair Bluffs Mayor Chris Arribalza, Commissioner Gary Eaton and City Administrator Odette Sullivan attend a Dec. 3 Harbor Island Government Council meeting at Indian Grove City Hall to speak about the dangers of the proposal to eliminate state property taxes in 2026. (AP Photo/ROB BURKE-ROBB / Times (St. Pete))

Beach town leaders fight plan to cut property taxes they call 'catastrophic'

The governor's proposal could cripple local control and eliminate services, they said.

BY JOY ROSENSTEIN
Times Staff Writer

Leaders of Pinellas County's barrier island communities joined a growing chorus of opposition to a state proposal to eliminate property taxes in 2026, calling the plan catastrophic for local government. At the Dec. 3 Harbor Island Government Council meeting, Edi-

Beach Mayor Dave Gatz said. Pre-emption occurs when a higher authority of law displaces the law of a lower authority during a conflict, according to the Legal Information Institute.

Gatz said the move to eliminate property taxes — which would appear on the 2026 ballot — represents "another step to take us all to be one generic community, and I am 100% against it."

He said residents were 340 TAXES, 2A
via NO Tax. © Times Publishing Co.

har Beach Mayor Chris Arribalza, Commissioner Gary Eaton and City Administrator Odette Sullivan urged fellow municipal leaders to educate residents about the proposal's ramifications. Their message received universal support.

"This is the biggest assault of pre-emption anyone has ever seen in the state of Florida," Bellair

Pinellas County Taxpayers Alliance feedback on this news,
Oh my! What surprise reading by the tax & spend' politicians

Beach town leaders fight plan to cut property taxes they call 'catastrophic'

Talk about stupid

Where in the hell where they when the Pinellas County (5 of the 7) commissioners approved the countywide bed taxes for \$312M+

Rays stadium deal could cost public nearly twice what officials say

As these 3 non-conservative RINO's



And with inept Flowers-D and Latvala-R

who give away our public taxes, aka bed taxes are public taxes) **and done w/o allowing us code to vote** on the damn Pro Sports Pork giveaway for a bunch of very rich GD MLB owners. Oh, and tens of other tax millions over the years for the other MLB teams with billionaire owners / Phillies and Blue Jays.

This shows there is NO cure for being **irresponsible fiduciaries**, stupid, no pill, or mental treatment.

INDIAN SHORES



19305 Gulf Boulevard, Indian Shores, FL 33785

www.myindianshores.com | Ph: 727.595.4020 | Fax: 727.596.0050

MEMORANDUM

To: Honorable Mayor Diantha Schear and Members of the Council

From: Christina R. Porter, Town Administrator
Amy Lockhart, Director of Finance & Personnel

Date: January 13, 2026

Re: Budget Amendment – Resolution 1-2026

Resolution 1-2026 seeks authority to amend the FY2026 budget for current fiscal year expenditures and for open purchase orders as of September 30, 2025.

Attachment A:

At the end of FY2025 the Town had open purchase orders in the General, Road & Streets, and Capital Improvement funds. The balance on these open purchase orders was moved to Assigned or Restricted Fund Balances (depending on the fund) as of September 30, 2025. This request is to roll forward budget to cover these costs.

In both the General and Capital Improvement Funds, budget is amended to tie to actual expenditures. This includes the alignment of expenditures with the new accounting codes.

Staff recommends a Budget Amendment as depicted on Attachment A.

Staff recommend approval of Budget Amendment 1-2026.

Thank you for your consideration.

RESOLUTION NO. 01-2026

A RESOLUTION OF THE TOWN OF INDIAN SHORES, FLORIDA, AMENDING THE TOWN'S FY2025-2026 BUDGET.

WHEREAS, the FY2025-2026 budget of the Town of Indian Shores was adopted on September 22, 2025; and

WHEREAS, it is the desire of the Town Council to amend the budget for FY2025-2026 to provide sufficient funding for expenditures and revenues; and

WHEREAS, this budget amendment represents the request to record both revenue and expenditure adjustments to the General, Road and Street, Restricted Gift & Donations, and the Capital Improvement Funds as shown in Attachment A;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Indian Shores, Florida:

1. That the FY2025-2026 budget be amended as displayed on Attachment A.

The above and foregoing Resolution, upon Motion by _____ and seconded by _____ was duly approved and adopted at a Regular Town Council Meeting held on the 13th day of January 2026.

Voting in favor of the Resolution:

Voting in opposition to the Resolution:

Absent:

Abstaining:

ATTEST:

Diantha Schear, Mayor

Freddie Lozano, CMC, Town Clerk



		Original Total Budget	Current Total Budget	Encumbrance Adjustment	Adjustment	Fiscal Activity	Variance Favorable (Unfavorable)
Fund: 001 - GENERAL FUND							
Revenue							
<u>001.000.381.012</u>	GENERAL FUND - FUND BALANCE			(71,349.49)			
Expense							
<u>001.011.549.000</u>	OTHER CHARGES & OBLIGATIONS	4,250.00	4,250.00	(2,664.00)		-	1,586.00
<u>001.011.554.100</u>	PUBLICATIONS, MEMBERSHIPS, LICE	-	-	2,664.00		2,664.00	-
<u>001.022.511.000</u>	EXEC SALARIES	-	-	151,021.00		35,034.85	115,986.15
<u>001.022.512.000</u>	SALARIES	265,705.00	265,705.00	(151,021.00)		13,355.99	101,328.01
<u>001.033.552.110</u>	OTHER FURNITURE AND EQUIPMENT	8,000.00	8,000.00	(2,332.51)		1,245.99	4,421.50
<u>001.033.554.150</u>	SOFTWARE SUBSCRIPTIONS	18,153.00	18,153.00		2,332.51	20,485.51	-
<u>001.038.531.510</u>	PROFESSIONAL SERVICES	-	-	2,850.00		2,850.00	-
<u>001.038.534.000</u>	OTHER SERVICES	-	-	26,005.52		-	26,005.52
<u>001.038.552.100</u>	OPERATING SUPPLIES	-	-	4,006.00		4,006.00	-
<u>001.055.546.700</u>	MAINTENANCE - EQUIP	2,500.00	2,500.00		(324.21)	-	2,175.79
<u>001.055.552.400</u>	UNIFORMS	10,800.00	10,800.00		324.21	11,124.21	-
<u>001.088.546.100</u>	PLANTINGS / BEAUTIFICATION	-	-	11,539.70			11,539.70
<u>001.088.546.200</u>	MAINTENANCE - VEHICLE	-	-	2,023.27			2,023.27
<u>001.088.546.300</u>	MAINTENANCE - BLDG	50,000.00	50,000.00		(18,068.81)	5,151.16	26,780.03
<u>001.088.546.800</u>	MAINTENANCE - GROUNDS	2,000.00	2,000.00		24,925.00	11,934.63	25,474.33
<u>001.088.549.001</u>	DISASTER OBLIGATIONS	250,000.00	250,000.00			3,400.00	246,600.00
<u>001.088.552.110</u>	OTHER FURNITURE AND EQUIPMENT	2,000.00	2,000.00		6,134.18	8,134.18	-
Fund Total:				-	-		
Fund: 011 - ROAD AND STREETS							
Revenue							
<u>011.000.381.001</u>	RD & STREETS FUND BALANCE			(55,670.00)			
Expense							
<u>011.088.531.510</u>	PROFESSIONAL SERVICES	-	-	55,670.00			
Fund Total:		-	-	-			
Fund: 300 - CAPITAL IMPROVEMENT FUND							
Revenue							
<u>300.000.381.009</u>	CIP FUND BALANCE			(123,915.80)			
Expense							
<u>300.055.521.643</u>	OTHER EQUIPMENT	15,000.00	15,000.00		(4,909.34)	-	10,090.66
<u>300.055.564.020</u>	VEHICLES	-	-		4,909.34	4,909.34	-
<u>300.088.519.702</u>	BUILDING IMPROVEMENTS	85,560.00	85,560.00		123,915.80	124,213.75	85,262.05
<u>300.088.519.895</u>	SEAWALL REPAIR - MUNI CTR	55,000.00	55,000.00		(16,743.00)	-	38,257.00
<u>300.088.563.000</u>	INFRASTRUCTURE	-	-		16,743.00	1,674.27	15,068.73
Fund Total:				-	-		

RESOLUTION NO. 02-2026

A RESOLUTION OF THE TOWN OF INDIAN SHORES, FLORIDA, CANCELING THE REGULARLY SCHEDULED TOWN COUNCIL MEETING FOR MARCH 10th, 2026; SCHEDULING A NEW DATE, TIME, AND PLACE FOR THE TOWN COUNCIL MEETING; PROVIDING FOR REPEAL OF RESOLUTIONS OR PARTS OF RESOLUTIONS INCONSISTENT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Whereas, the Town of Indian Shores, Florida (the “Town”), is a municipal corporation governed by a Town Council and vested with Home Rule authority to act for a public purpose; and

Whereas, Section 3.091 of the Town of Indian Shores Charter requires the Town Council to meet at least once a month to at a time and place as the Town Council may prescribe by resolution; and

Whereas, the March regularly scheduled Town Council meeting is set for March 10th, 2026 at 5:00 pm; and

Whereas, the Pinellas County Municipal Elections fall on the same date as the March regularly scheduled Town Council meeting; and

Whereas, the Town Council finds that it is in the best interest of the Town to cancel and reschedule its March regularly scheduled Council meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF INDIAN SHORES, FLORIDA, AS FOLLOWS:

Section 1. That the Town Council hereby finds the above statements to be true and correct, and incorporated as part of this Resolution.

Section 2. The March 10th, 2026 regularly scheduled Town Council meeting is hereby cancelled.

Section 3. The March 10th, 2026 regularly scheduled Town Council meeting shall be rescheduled to March 11th, 2026 at 5:00 pm at the Indian Shores Municipal Center, 4th floor at 19305 Gulf Blvd, Indian Shores, FL 33785.

Section 4. That all Resolutions or portions of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. If any provision of this Resolution, or the legality of any decision ratified by the Resolution, is ever found to be invalid or unenforceable as a matter of law by a court of competent jurisdiction, the offending provision shall be stricken and the remainder shall continue in full force and effect.

Section 6. That this Resolution shall become effective immediately upon passage and adoption in the manner provided by law.

The above and foregoing Resolution, upon Motion by _____ and seconded by _____ was duly approved and adopted at a regularly scheduled Town Council meeting held on the _____ day of January, 2026.

Voting in favor of the Resolution:

Voting in opposition to the Resolution:

Absent:

Abstaining:

ATTEST:

Diantha Schear, Mayor

Freddie Lozano, Town Clerk

INDIAN SHORES



19305 Gulf Boulevard, Indian Shores, FL 33785

■ www.myindianshores.com | ☎ Ph: 727.595.4020 | ☎ Fax: 727.596.0050

MEMORANDUM

To: Honorable Mayor Diantha Schear and Members of the Council

From: Christina R. Porter, Town Administrator
Amy Lockhart, Director of Finance & Personnel

Date: January 13, 2026

Re: Financial Policy Update

The attached updates to the Town's Financial Policy are being presented for your consideration and approval. The Financial Policy was originally presented and approved by the Town Council in June 2025.

This policy serves as a central reference point for Council, advisory boards, and all staff in relation to the financial management of the Town, saving time and energy when discussing financial matters. This policy will provide the basic financial foundation and framework for decisions facing the Town.

Updates to this policy include the following:

- Adds language necessary to comply with Florida Department of Emergency Management (FDEM) regulations, including: a reference to the Town's geographic boundary, language that all personnel involved in the procurement of goods and services are also responsible for assets on behalf of the Town, and a statement that a review will be made to ensure no duplicative reimbursements occur.
- States that the Financial Policy will be reviewed annually.
- Lists that grant revenue is deemed available if collected within the 180 days following the fiscal year.
- Incorporates a new section for accounting and control of capital assets.

Thank you for your review and consideration.

TOWN OF INDIAN SHORES, FLORIDA

FINANCIAL MANAGEMENT POLICIES

The purpose of this document is to serve as a written policy for the Town of Indian Shores' Finance Department staff, all personnel involved in the procurement of goods, services and commodities, and all personnel responsible for assets on behalf of the Town. The Town Council (Council) will use these policies as a guideline. The Council may determine that a situation necessitates the need to vary from these policies. If this situation occurs, they will direct the Town Administrator on an alternative course of action. The Town's corporate limits are the geographical boundary as described in Part I, Article III, Section 3.01 of the Town Charter.

The financial integrity of the Town of Indian Shores's government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. The Town of Indian Shores (Town) has evolved with a variety of financial policies that can be found in many different sources, including: Town Resolutions and Ordinances, Budget documents, Capital Improvement Programs, and other reports. The set of policies within this document serve as a central reference point for the most important of those policies, which are critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the Town Council, Boards, Committees and staff in the financial management of the Town, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. -This policy shall be reviewed every fiscal year during the budget planning process or whenever Town conditions indicate that an update is necessary. While ~~t~~ These policies will be amended periodically, they will provide the foundation and framework for many of the issues and decisions facing the Town. They will promote sound financial management and assist in the Town's stability, efficiency, and effectiveness.

FINANCIAL GOALS

The Town of Indian Shores's financial goals seek to:

1. Ensure the financial integrity of the Town.
2. Manage the financial assets in a sound and prudent manner.
3. Improve financial information for decision-makers at all levels:
 - a. Policy-makers, as they contemplate decisions that affect the Town on a long-

- term basis.
- b. Managers, as they implement policy on a day-to-day basis.
 4. Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the residents.
 5. Maintain a spirit of openness and transparency while being fully accountable to the public for the Town's fiscal activities.

GENERAL

Strategic Financial Management Plan

1. Develop a Strategic Financial Management Plan, which shall be the foundation for budget development.
2. The Strategic Financial Management Plan shall consider five (5) year projections for the Town's financial activity.
3. The Town Council will review the Strategic Financial Management Plan and this policy annually.

BUDGET

Annual Operating Budget

1. The residents' public service delivery needs shall balance with the Town's financial ability. The operating budget shall serve as the annual financial plan for the Town. It will also serve as the policy document of the Council for implementing Council goals and objectives. The budget will provide the staff and the resources necessary to accomplish Council determined service levels.
2. The Town Council shall adopt annually a budget that is balanced.
3. The Council must adopt by resolution a final balanced budget no later than September 30th of each year.
4. The Town will strive to adopt a budget where current annual operating revenues will be equal to or greater than current operating expenditures.
5. Balanced revenue and expenditure forecasts will be prepared in order to examine the Town's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass five (5) years and will be updated annually.
6. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. If a budget shortfall is expected to continue beyond one year, the

- planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
7. The Town should avoid budgetary procedures that balance current expenditures at the expense of future years, such as postponing repair and replacement expenditures, underestimating expenditures, overestimating revenues, or utilizing short-term borrowing to balance the budget.
 8. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or one-time-only General Fund expenditures.
 9. New expenditure programs (or projects) will be introduced during the annual budget process. New program services or facilities shall be based on need, general citizen demand, or legislated mandate.
 10. The format should allow correlation with the revenues and costs reported in the Town's Annual Comprehensive Financial Report.
 11. All funds expended shall be in accordance with the adopted annual budget.

Capital Improvement Program (CIP - Fund 300)

Review and monitor the state of the Town's infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

1. The CIP, consistent with State requirements, will schedule the funding and construction of capital projects for a five (5) year period (which includes the current year's Capital Budget).
2. The CIP will provide details on each capital project plan including estimated costs, sources of financing, and a full description of the project.
3. The CIP will incorporate in its projections of expenses and funding sources any amounts relating to the previous year's appropriation, but which have yet to be expended.
4. The CIP will include all projects to maintain public capital facilities required to maintain service levels at standards established by the Council. Also, it may include for consideration other projects as requested by the Town Administrator or Council.
5. The Town will finance only those capital improvements that are consistent with the adopted CIP and Town priorities. All future capital improvement operating and maintenance costs will be included in the operating budget forecasts.
6. The first year of the 5-year Capital Improvement Program (CIP) will be included in the Annual Operating Budget.
7. A status review of the CIP will be conducted annually, and a report will be presented by the Town Administrator, or their designee, to the Council.

Equipment Replacement Program (ERP)

1. The Town will maintain its capital assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
2. The ERP will schedule the funding and replacement of assets (cost greater than \$5,000) for a 6-year period (which includes the current year's Equipment Budget).
3. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year. All capital assets shall have a Town of Indian Shores property tag affixed (when feasible) when placed into service.
4. Minor equipment that falls below the \$5,000 threshold, but is subject to shrinkage or is of sensitive nature (generally Police equipment), shall have a Town of Indian Shores property tag affixed (when feasible) when placed into service and will be accounted for on the *Attractive* inventory list.
5. The Town will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement should be accomplished by setting aside an amortized amount over the useful life of the asset. These amounts will be revised annually to ensure that charges to operating and capital department budgets are sufficient for the replacement of vehicles and equipment.
6. The ERP will incorporate in its projections of expenses and funding sources any amounts relating to the previous year's appropriation, but which have yet to be expended.
7. ~~There will be an annual physical count/inspection of all capital assets~~
8. ~~Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.~~

REVENUE

Design, maintain, and administer a revenue system that will ensure a reliable, equitable, and sufficient revenue stream to support desired Town services.

General Revenue

1. Current expenditures will be funded by current revenues. The Town will strive to maintain a stable revenue stream to protect programs from short-term fluctuations in any single source.

2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the State, other governmental agencies, or reliable economic forecasters when available.
3. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities, or services unless otherwise authorized by the Council, required by law, or required by generally accepted accounting principles (GAAP). All nonrestricted revenues will be deposited into the General Fund and appropriated by the budget process.
4. If revenues from one-time or limited duration sources are used to balance the Town's operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the Town's goal to not rely on these types of revenues to balance the operating budget.
5. The Town will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised, and expenses will be reduced to conform to the revised long-term revenue forecast, or the Town may need to consider increasing fees and millage rates.
6. The Town will follow an aggressive and professional policy of collecting revenues. When necessary, collection methods such as imposition of penalties and late fees, discontinuing service, participation in small claims court, collection agencies, foreclosure, and liens will be used.

Building Department Revenue, Other Fees, and Charges

1. Building Department operations will be self-supporting.
2. The Town will maximize the use of service/user charges in lieu of ad valorem (property) taxes and subsidies from other Town funds for services that can be identified and where costs are directly related to the level of service provided.
 - a. Charges for providing services shall be sufficient to finance all operating and capital outlay, including operating contingency, planned capital equipment replacement and improvements, and reserve requirements.
 - b. User charges shall be based on the direct costs of development review, land use, and building activities. User charges include, but are not limited to, land use, variance requests, engineering inspection, building permit, and building inspection fees.
 - c. Other reimbursable work performed by the Town (labor, meals,

contracted services, equipment, and other indirect expenses) shall be billed at actual or estimated actual cost.

- d. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The Town shall develop a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees and charges will be reviewed every two years at a minimum.
- e. The Town will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
- f. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

Grants and Donations

- 1. Grant funding which address the Town's current priorities and policy objectives should be considered to leverage Town funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
- 2. Before accepting any grant, the Town shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
- 3. All grants and other federal, state, and local funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and shall be managed and expended upon approval of the Town Administrator, unless the grant requires Town Council approval.
- 4. When requesting federal financial assistance, a review must be conducted to ensure there is no duplication of benefits, such as assistance from other grants, insurance, charities, or crowd funding for the specific item or services requested through a grant.
- 4.5. When available, staff will ensure that any administrative/overhead cost recovery is pursued and filed.
- 5.6. Based upon the value of the donation offered, the appropriate Town Staff or Town Council will review every donation and determine if the benefits warrant acceptance of the donation.
 - a. Donations of cash, real property, or personal property valued below \$1,000

- may be viewed and accepted by the Manager of the benefited service area.
- b. Donations of cash, real property, or personal property valued above \$1,000 and up to \$30,000 will be reviewed and accepted by the Town Administrator.
 - c. Town Council will review and accept donations of cash, real property, or personal property valued above \$30,000.
 - d. The Town Administrator reserves the right to refer any donation to the Town Council for acceptance.

EXPENDITURES

Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

- 1. The Town will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
- 2. Department Managers are responsible for managing their budgets within the total appropriations for their department.
- 3. The Town will take immediate corrective actions if at any time during the fiscal year updated expenditure and revenue estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The Council may approve a short-term interfund loan or use one-time revenue sources to address temporary gaps in cash flow, although this should be avoided if possible.
- 4. Long-term debt or bond financing shall not be used to finance current operating expenditures.

Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The Town will invest in technology and other efficiency tools to maximize productivity. The Town will hire additional staff only after the need for such positions has been demonstrated and documented.

Financial sustainability is an important factor in conducting Town compensation practices. This is reflected in the Town's financial forecasts and revenue

projections, competing service priorities, fund reserve levels, and other needs. It is the intent of the Town to continue to evaluate the financial sustainability of compensation practices on a regular basis. The Town endeavors to evaluate compensation practices regularly. All compensation planning and collective bargaining will focus on the Total Cost of Compensation (TCC) which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the Town. The rate of increase of TCC of negotiated labor contracts will be the same or less than the growth rate in revenues projected in the five-year (5) forecast so as not to add to the structural gap. Labor contracts presented for approval by the Town Administrator that do not meet these requirements will have specific operational, legal, or other compulsory items identified and discussed before ratification by the Council will be considered.

5. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
6. The Town will make every effort to maximize any discounts offered by creditors/vendors. Staff will also use competitive bidding per the Purchasing Policy to attain the best possible price on goods and services, and utilize existing State of Florida, Pinellas, and other neighboring Counties and Municipality contracts that include piggyback clauses allowing other governmental entities to purchase goods or services at prices offered to larger agencies.

ACCOUNTING POLICIES

Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Florida State statutes and with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA) where applicable.

1. The Town will maintain expenditure categories according to State statutes and

administrative rules. The Town will use the Uniform Accounting System Manual (UAS) prescribed by the Department of Financial Services for its revenue and expenditure classification.

2. A minimum of biannual budget reports showing the status of revenues and expenditures will be prepared and distributed to the appropriate Council, staff, and management personnel in a timely manner, and made available for public inspection.
3. Financial updates will be presented to the Council at least quarterly.
4. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
5. The Town's budget should satisfy criteria as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources. It should be a goal of the Finance Department to submit the budget document to the Florida Government Finance Officers Association (FGFOA) or Government Finance Officers Association (GFOA) Distinguished Budget Presentation program.

DEBT POLICIES

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

1. For financial management policy purposes, long-term borrowing includes bonds, notes, and leases.
2. Long-term borrowing will not be used to finance current operations or normal maintenance.
3. All long-term borrowing will be repaid within a period not to exceed the expected useful lives of the capital programs financed by the debt.
4. For any fund that is supported by long-term borrowing, an annual revenue analysis shall be performed to ensure that the fees or rates are sufficient to meet the debt requirements (debt service, covenants, etc.).
5. Three general principals should guide the Town when selecting a funding source for its capital improvement (capital asset acquisition) and repair and replacement programs: equitableness, effectiveness, and efficiency.

- a. Equitableness is when resident beneficiaries of a capital program pay for that program.
 - b. Effectiveness is when a funding (financing) source provides enough funding when the funding is needed.
 - c. Efficiency is when one financing method is selected over another based on the relative costs.
6. Revenue Bonds – The Town shall use Revenue Bonds as permitted under State law for the purpose of financing construction or improvements to facilities operated by the Town in accordance with the Capital Improvement Plan.
 7. Short Term Debt – The Town shall use short term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipality, including the immediate financing needs of a project for which long-term funding has been secured but not yet received. The Town may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund's current operations. All inter-fund loans will be subject to Council approval and will bear interest at prevailing rates.
 8. Leases – The Town is authorized to enter capital leases under State law. A lease versus purchase analysis must be presented to the Council for approval.

ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)

1. An independent certified public accounting firm will perform an annual audit of the financial statements of the Town, and will publicly issue an opinion thereon. The ACFR will include that opinion (Florida Statutes, 11.45(3)(a)4).
2. The accounting records shall be maintained in accordance with generally accepted accounting principles (GAAP), applied to governmental units as promulgated by the Governmental Accounting Standards Board (GASB). (Codification of Governmental Accounting and Financial Reporting Standards, Section 1200)
3. The ACFR will be prepared by the Finance Department and shall be presented to the Town Council within nine (9) months following the end of the Town's fiscal year.

FUND BALANCE/RESERVES

Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the Town's credit, and to protect the Town's financial position from emergencies.

1. Nonspendable: Balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact.
2. Spendable:
 - a. Restricted: The portion of fund balance on which constraints have been placed by creditors, grantors, contributors, laws or regulations, or other governments, constitutional provisions, or enabling legislation.
 - b. Committed: The portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision-making authority (i.e., resolution that is approved by a majority vote of the Town Council).
 - c. Assigned: The portion of fund balance that is intended to be used for specific purposes but is neither restricted nor committed. Assigned amounts include those that have been set aside for a specific purpose by an authorized government body or official, but the constraint imposed does not satisfy the criteria classifying it as restricted or committed.
 - d. Unassigned: The portion of fund balance that is the residual classification for the General Fund. This balance represents amounts that have not been assigned to other funds and that have not been restricted, committed, or assigned for specific purposes.
3. If, after the annual audit, the actual general fund unassigned fund balance is greater than 20 percent of operating expenditures, the excess may be used in one or a combination of the following ways:
 - a. Left in the General Fund to be invested and rolled forward into the subsequent year's beginning fund balance;
 - b. Appropriated by Resolution of Council for a one-time expenditure or

- opportunity that does not increase recurring operating costs;
- c. Committed to establish or increase a formal stabilization arrangement or reserve (including but not limited to economic stabilization, contingency reserves or disaster reserves); or
 - d. Appropriated for start-up expenditures of new programs, undertaken at mid-year, provided that such action is considered in the Council-approved multi-year projections of revenues and expenditures.
4. The General Fund will maintain a separate, designated fund balance reserve sufficient to fully fund the following fiscal year's accrued compensated absences liability applicable to governmental funds.

Building Department

1. All Building Department permit operations shall be self-supporting.
2. As described in Florida Statutes 553.80, Building Construction Standards, Enforcement, the Town's estimated annual revenue derived from fees, and the fines and investments earnings related to the fees, may not exceed the total estimated annual costs of allowable activities. Any unexpended balances must be carried forward to future years for allowable activities or must be refunded at the discretion of the Town. The Town may not carry forward an amount exceeding the average of its operating budget for enforcing the Florida Building Code for the four previous fiscal years.

INVESTMENT AND CASH MANAGEMENT

Manage the investment of the Town's operating cash to ensure the investment's legality and safety, to provide for necessary liquidity, avoid imprudent risk, and optimize yield.

1. Cash and Investment programs will be maintained in accordance with Town regulations and will ensure that proper controls and safeguards are maintained. Town funds will be managed in a prudent and diligent manner with an emphasis on safety of the principal, liquidity, and financial return on principal, in that order.
2. The Finance Department will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.

CAPITAL ASSETS ACCOUNTING AND CONTROL

Establish standards and procedures for ensuring that the Town's process for accounting, reporting, and depreciating capital assets are in compliance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and Florida Statutes. This policy applies to all personnel involved in procuring, tracking, accounting for, and in possession of such assets.

1. Capital assets are specific items of property that have an initial useful life in excess of one year and have a value of \$5,000 or more. The significant-value test is important because the Town has many assets that are long-lived, but whose value is so small that the time and expense to maintain detailed accounting and inventory records for them is not justified and no longer required by Florida Statute.
2. Capital assets are recorded at historical cost. Historical costs include the cost of the item and any ancillary charges necessary to place the asset into its intended location and condition for use.
3. Capital Asset Classifications
 - a. Land – all parcels of land acquired for buildings and other facilities, recreational and park sites, unspecified future use, and rights of way.
 - b. Buildings – all structures and facilities, including permanently-attached fixtures installed during construction.
 - c. Equipment and Furniture – all equipment, furniture, and motorized vehicles.
 - d. Infrastructure – long-lived assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, drainage systems, walkways, and lighting systems.
 - e. Construction in Progress (CIP) – construction projects in process.
4. Donated assets are capitalized at their fair market value at the time received.
5. Assets are depreciated on a straight-line basis over the estimated useful lives, using the monthly convention.

6. Asset Records – the Town maintains a capital-asset system which contains detailed records for each asset. These records contain the following information:

- a. General ledger account number
- b. Description of asset
- c. Physical location
- d. Asset class
- e. Asset function
- f. Department
- g. Date acquired
- h. Historical cost
- i. Manufacturer
- j. Year/model/vehicle #
- k. Serial number
- l. Depreciable life

7. Maintenance of Capital Assets – costs incurred to keep an asset in its normal operating condition that does not extend the original useful life of the asset or increase the asset's future service potential are not capitalized. These costs are expensed as repairs and maintenance.

8. Reconciliations – detailed property records are periodically reconciled with general ledger control accounts. Procedures exist to identify operating budget expenditures to be capitalized as capital assets, and to distinguish between capital and operating leases. The accounting records are adjusted when assets are retired (disposed of), sold, or transferred.

9. There will be an annual physical count/inspection of all capital assets (including leased equipment) and minor equipment that falls below the \$5,000 threshold but is subject to shrinkage or is of sensitive nature.

10. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.

11. Asset Disposal – pursuant to Subpart A, Chapter 2, Article I, Division I, Section 2.2 of the Town Charter, the Town Administrator, as authorized by the Town Council, serves as the Town's property manager. This provides for the discretion to classify as surplus any Town property that is obsolete or the continued use of which is uneconomical, unsafe, inefficient, or which no longer serves a useful function.

If an asset was purchased with funds through a grant, there are most likely restrictions on selling that asset. The custodian must check with the grantor or reference the grant documents before proceeding with disposal.

The following procedures are performed annually, or more often as needed, with respect to surplus property:

- a. Each department identifies and requests to dispose of surplus or obsolete equipment.
- b. Bids are obtained from interested parties for equipment that will not be used on a trade-in. The highest qualified bid is selected.
- c. Assets may be donated to other organizations. A fair value must be determined for donated assets.
- d. Where there is little or no resale value, assets are typically discarded by scrapping or dumping.
- e. When assets are damaged, they must be reported to the Finance Director to initiate an insurance claim.
- f. When assets are stolen, they must be reported to both the Finance Director and to the Police Department.
- g. Annually a list of items disposed of during the fiscal year will be presented to the Town Council. Recording the disposal of property will be noted in the minutes of regularly scheduled meetings of the Town Council.

INDIAN SHORES



19305 Gulf Boulevard, Indian Shores, FL 33785

www.myindianshores.com | Ph: 727.595.4020 | Fax: 727.596.0050

Memorandum

To: Members of Town Council
From: Brian Rusu, CBO CFM
Date: January 6, 2026
RE: Building Official's Report for the Month of December 2025

Building Department Statistics

MONTH	PERMITS	INSP.	FEES COLLECTED	FEES WAIVED	TOTAL FEES
December 2025	28	201	\$39,720.50	\$0	\$39,720.50
November 2025	37	165	\$21,412.34	\$0	\$21,412.34
October 2025	45	135	\$26,967.90	\$463.17	\$27,431.07
September 2025	58	121	\$41,368.09	\$2,549.49	\$43,917.58
August 2025	61	137	\$96,480.66	\$18,037.48	\$114,518.14
July 2025	59	195	\$15,940.56	\$5,995.27	\$21,935.83
June 2025	78	129	\$57,377.07	\$32,523.91	\$89,900.98
May 2025	46	207	\$17,568.72	\$24,747.35	\$42,316.07
April 2025	59	374	\$15,640	\$11,307.10	\$26,947.10
March 2025	85	198	\$34,161.57	\$23,266.35	\$57,427.92
February 2025	173	144	\$16,615.19	\$110,199.43	\$126,814.62
January 2025	109	214	\$49,688.08	\$33,820.25	\$83,508.33
December 2024	110	126	\$6,532.14	\$36,555.29	\$43,087.41
TOTALS:					
FISCAL YEAR 25/26	110	501	\$88,100.74	\$463.17	\$88,563.91
FISCAL YEAR 24/25*	990	1,967	\$376,129.07	\$325,837.78	\$701,966.83

*Amount reflects entire FY25 activity

Brian Rusu
Certified Building Official, CFM

As part of the Capital Improvement Plan, George F Young Engineering (GFY) was engaged to prepare a Pavement Condition Index Report. This report covers the pavement distress types, severity levels, and pavement conditions index (PCI) scores for each segment of Indian Shores roadways.

PCI scores are calculated via a process that takes into account the quantity and severity of distress found along a sample unit of pavement section and provides an output score between 0+100.

GFY used survey data and Trimble software to process the data. In addition, there was an engineering field review that allowed for visual confirmation of the survey results and further inspection to provide accurate recommendations for each roadway segment, including a condition rating that ranged from failed to good. The results are summarized below by location and include excerpts from the GFY PCI Report.

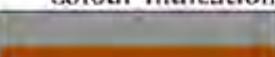
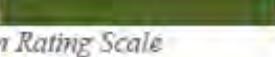
Score	Remarks	Colour Indication
0-10	Failed	
11-25	Serious	
26-40	Very Poor	
41-55	Poor	
56-70	Fair	
71-85	Satisfactory	
86-100	Good	

Figure 1: PCI Condition Rating Scale

2.1 - 2nd Street – Fair

- Recommend milling and resurfacing
- Propose curb reconstruction at intersection at 192nd Ave
- Swale at NE corner needs to be mowed and maintained more frequently
- This road project will be delayed until all construction is complete on parcels along 2nd Ave.

2.1. 2nd Street

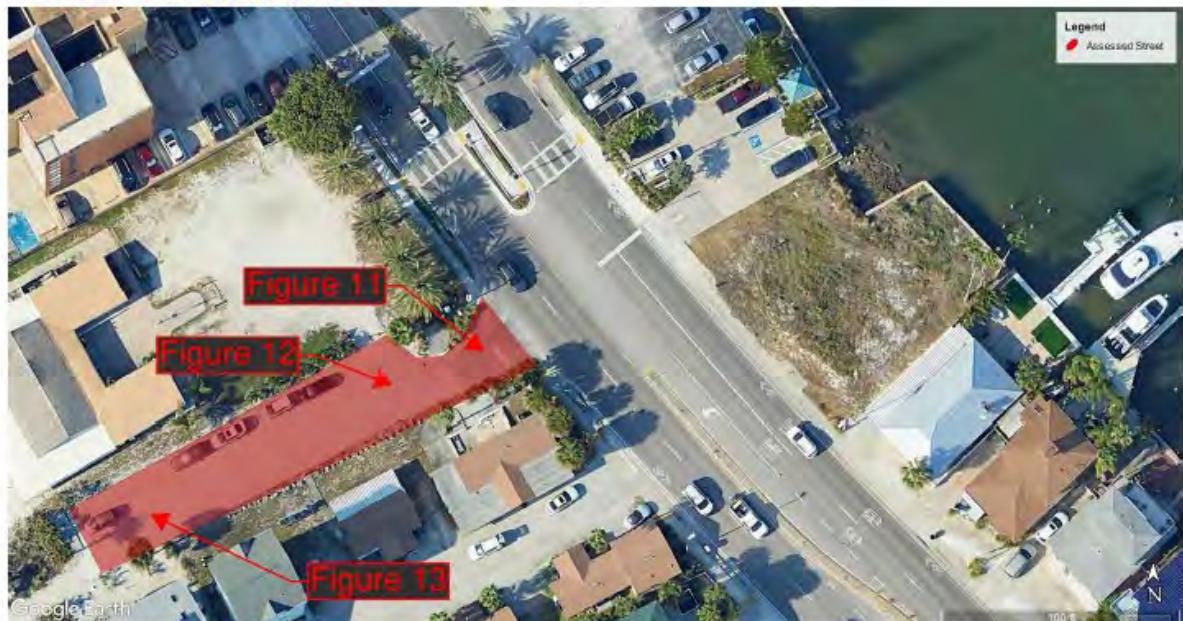


2nd Street Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	2505	72.98	<i>Satisfactory</i>
2	1818	54.72	<i>Poor</i>
Total	4323	65.30	<i>Fair</i>

2.2 - 186th Ave - Poor

- Recommend milling and resurfacing
- A more robust pavement design may be warranted due to lift station and large utility Vault at entry way.
- The apron is in especially poor condition and justifies a high level of priority when considering roadways to service.
- This road project will be delayed until all construction is complete on parcels south and adjacent to 185th Ave.
- Pinellas County lift station and large utility vault are just past the apron, a more robust pavement design, potentially concrete, should be considered due to trucks used for demolition and construction of residences.

2.2. 186th Avenue



2.3 - 190th Ave – Very Poor

- Recommend milling and resurfacing and be prioritized due to handicap parking stalls being in very poor condition.
- Conduct boundary survey to determine Town maintained asphalt pavement
- Curbing repairs needed in SE corner in sample 1
- This road project will be delayed until all construction is complete on parcel south and adjacent to 190th Ave. due to heavy trucks used for construction of proposed condominium.
- In the interim, some patch work will be contracted for to address the handicap parking spaces (see figure 15).

2.3. 190th Avenue



190th Street Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	2603	27.78	Very Poor
2	362	73.16	Satisfactory
Total	2965	33.32	Very Poor

2.4 - 191 St Ave - Very Poor

- Recommend milling and resurfacing
- There is significant runoff along this street and appears there has not been consistent maintenance.
- This road project will be delayed until all construction is complete on parcels along 191st Ave as well as 2nd Ave due to heavy trucks used for demolition and construction of residences.

2.4. 191st Avenue



191st Avenue Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	2584	26.49	Very Poor
2	2594	36.18	Very Poor
3	660	49.08	Poor
Total	5838	33.35	Very Poor

2.5 - 192nd Ave - Very Poor

- Recommend milling and resurfacing
- This street has significant amount of traffic as compared to other Town owned streets.
- Need to confirm that damage and patching is most likely due to utility repair work, if not the subsurface soil investigation should be completed to determine cause of excessive deterioration.
- This road project will be delayed until all construction is complete on parcels along Whispering Pines Drive as well as 2nd Ave due to heavy trucks used for demolitions and construction of residences.

2.5. 192nd Avenue



Figure 23: 192nd Avenue Sample Unit Layout

192nd Avenue Pavement Condition

Sample unit	Area (ft ²)	PCI	Condition rating:
1	2517	27.17	Very Poor
2	2546	25.84	Very Poor
3	448	9.25	Failed
Total	5511	25.10	Very Poor

2.6 - 193RD Ave - Poor

- Recommend milling and resurfacing
- Propose engagement with property owner at 19239 Gulf Blvd regarding allowing easement to widen the apron turning onto Whispering Pines from 193rd Ave.
- This road project will be delayed until all construction is complete on parcels along Whispering Pines Drive due to heavy trucks used for demolition and construction of residences.
- West side of 193rd Ave - Very Poor
- Recommend milling and resurfacing
- A hole was identified in the utility vault cover and will be addressed by contacting the appropriate utility provider.

2.6. 193rd Avenue



193d Avenue Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	2362	37.19	Very Poor
2	2610	58.83	Fair
3	2517	45.04	Poor
4	2111	39.54	Very Poor
Total	9600	45.65	Poor

2.7 - 196th Ave - Serious

- Unpaved roadway
- May need to perform soil stabilization installation prior to paving roadway.
- The future paving of this roadway will be part of discussions with PSFRD since they are planning to construct a fire station across the street from this roadway and will use it to quickly access the beach for responding to calls
- This roadway will be added to Capital Improvement Plan.
- Discussion was initiated with PSFRD regarding partnering in this pavement project should the Fire Station be approved to be built at the Tiki Garden Parking Lot location.

2.7. 196th Avenue



196th Avenue Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	1744	22.88	Serious
Total	1744	22.88	Serious

2.8 - 197th Ave - Fair

- West side of 193rd Ave – Poor
- Recommend milling and resurfacing
- Parking configurations have been changed over time and require repainting to appropriately identify parking spaces.
- West side of 193rd Ave – Fair
- Recommend milling and resurfacing
- A boundary survey is recommended to determine the exact limits of the pavement the Town is responsible for maintaining.
- Ponding was identified but most likely due to repaving operations from adjacent parking lot and 197th Ave.

2.8. 197th Avenue



197th Avenue Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	2549	45.35	Poor
2	572	24.96	Serious
3	2567	81.88	Satisfactory
4	2588	64.72	Fair
5	2554	81.52	Satisfactory
6	1146	29.18	Very Poor
Total	11976	62.56	Fair

2.9 - 198th Ave – Poor

- Recommend milling and resurfacing
- Concrete apron may need to be addressed due to cracking but may be within slope tolerances.

2.9. 198th Avenue



Figure 49: 198th Avenue Sample Unit Layout

198th Avenue Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	2533	49.43	Poor
2	693	20.82	Severe
Total	3226	43.28	Poor

2.10 - 199th Ave - Poor

- Recommend milling and resurfacing but not prioritized over other roadways with severe needs.

2.10. 199th Avenue



Figure 53: 199th Avenue Sample Unit Layout

199th Avenue Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	2146	45.58	Poor
Total	2146	45.58	Poor

2.11 - 200th Ave – Very Poor

- Recommend a more robust concrete mix and potentially deeper slabs (at the apron) be evaluated.
- Coordination will be required with Beach House owners as this roadway is the only egress location.

2.11. 200th Avenue



Figure 56: 200th Avenue Sample Unit Layout

200th Avenue Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	1010	27.36	Very Poor
Total	1010	27.36	Very Poor

2.12 - Bay Place - Fair

- Roadway appears in fair condition overall.
- Recommend crack sealing where needed.

2.12. Bay Place



Figure 59: Bay Place Sample Unit Layout

Bay Place Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	2310	62.81	<i>Fair</i>
Total	2310	62.81	<i>Fair</i>

2.13 - Dock Way - Fair

- Roadway is not paved but is comprised of geogrid overlain with gravel to allow access to a pump station.
- Recommend laying more gravel over the worn areas as the geogrid appears to be functioning as intended.

2.13. Dock Way



Dock Way Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	594	20.21	Severe
Total	594	20.21	Severe

2.14 - Whispering Pines Drive - Poor

- Recommend milling and resurfacing of the corridor
- Recommend intersection reconstruction at 191st, 192nd and 193rd Aves
- Subsurface utility engineering is recommended at intersections to identify and document underground utility work.

2.14. Whispering Pines Drive

Whispering Pines Pavement Condition			
Sample unit	Area (ft ²)	PCI	Condition rating:
1	2528	55.41	Fair
2	2525	53.27	Poor
3	2500	39.69	Very Poor
4	2526	52.96	Poor
5	160	45.37	Poor
Total	10239	50.28	Poor

3. SUMMARY OF RESULTS AND RECOMMENDATIONS

See Table 3 for a summary of pavement conditions and a construction cost estimate for each roadway segment. The construction cost estimates were put together using FDOT's "Cost Per Mile Models Reports" for milling and resurfacing of a two-lane rural road (186th avenue was calculated as a three-lane rural road instead).

The "prioritization ranking" column is a subjective ranking of the severity of damage on each roadway segment. This ranking can be used to make decisions on which segments should be treated first. For these segments, 190th Avenue, 192nd Avenue, 193rd Avenue, 200th Avenue, and Whispering Pines Drive are in the worst conditions and should be prioritized the most, with the streets denoted "medium" being the next most severe and those denoted "low" being the least severe.

Table 3: Summary Table

Summary of Roadway Segments					
Roadway Segment	Overall PCI	Condition Rating	PCI Ranking	Prioritization Ranking	Construction Cost Estimate
2nd Street	65.30	Fair	1	High	\$ 78,288.78
186th Avenue	59.24	N/A	N/A	High	\$ 41,367.47
190th Avenue	33.32	Very Poor	8	High	\$ 17,891.42
191st Avenue	33.35	Very Poor	2	High	\$ 37,824.59
192nd Avenue	25.10	Very Poor	13	High	\$ 55,734.18
193rd Avenue	45.65	Poor	6	High	\$ 65,280.00
196th Avenue	22.88		10	N/A	\$ 22,318.49
197th Avenue	62.56	Fair	9	High	\$ 97,736.11
198th Avenue	43.28	Poor	4	Low	\$ 26,146.21
199th Avenue	45.58	Poor	3	Medium	\$ 20,358.47
200th Avenue	27.36	Very Poor	11	High	\$ 7,917.27
Bay Place	62.81	Fair	5	Low	\$ 18,755.65
Dock Way	20.21		7	Low	\$ 8,693.71
Whispering Pines Drive	50.28	Poor	12	High	\$ 166,061.33
Total Construction Cost Estimate:					\$ 664,373.67

INDIAN SHORES



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MEMORANDUM

To: Honorable Mayor Diantha Schear and Members of the Council

Through: Christina R. Porter, Town Administrator

From: Amy Lockhart, Director of Finance & Personnel

Date: January 13, 2026

Re: Supplemental Financial Information for the Month of November 2025 and Hurricane Expense Recovery

Balances as of November 30, 2025

Cash Accounts:

• General Operating	\$232,616
• Parking Revenue	\$14,776

Investment Accounts:

• FL Municipal Investment Trust (FMIVT)	\$1,866,716
• FL Cooperative Liquid Assets (FLCLASS)	\$3,041,880
• State Board of Administration (FL Prime)	\$20,482

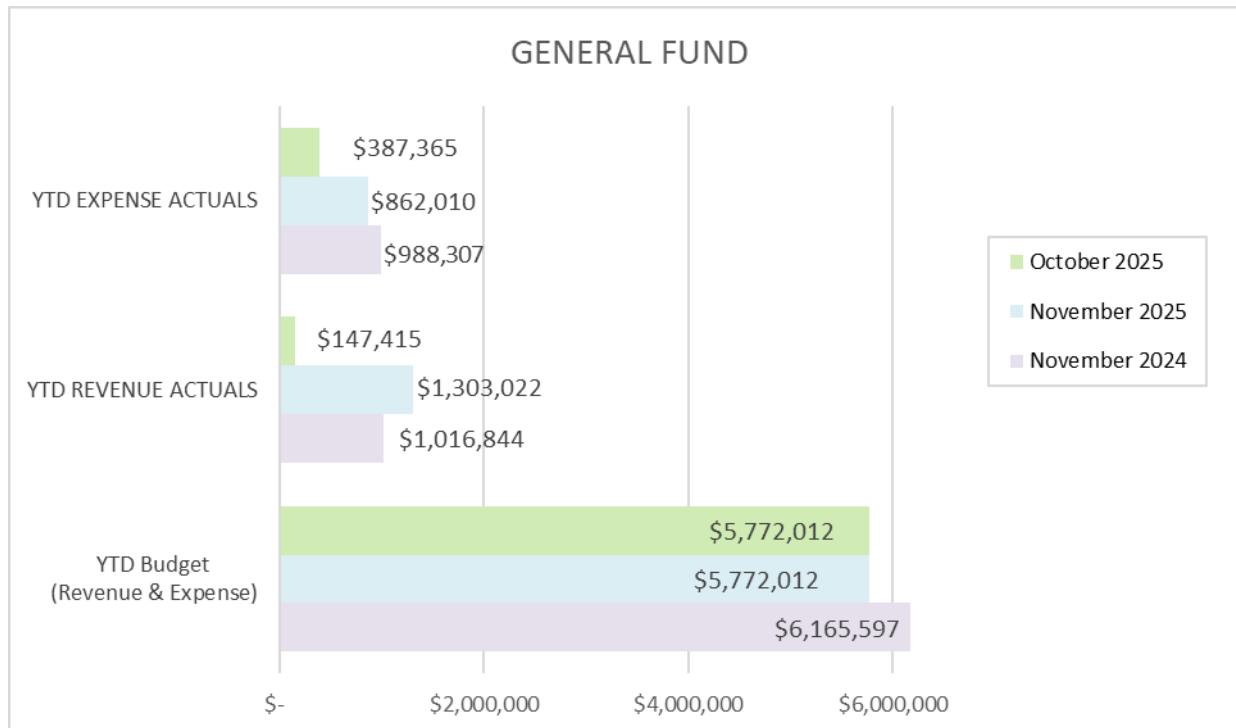
Total Cash and Investment accounts balance: \$5,176,470

UNAUDITED		TOWN OF INDIAN SHORES FINANCIAL SUMMARY November 30, 2025							
FUND	FY25/26 BUDGET	YTD BUDGET	% YTD	ACTUAL YTD REVENUE	% ACTUAL	ACTUAL YTD EXPENSE	% ACTUAL	YTD CHANGE IN FUND BALANCE	
GENERAL	\$ 5,772,012	\$ 962,002	16.7%	\$ 1,303,022	22.6%	\$ 862,010	14.9%	\$ 441,012	
ROAD & STREETS	\$ 129,670	\$ 21,612	16.7%	\$ 1,069	0.8%	\$ 30,846	23.8%	\$ (29,777)	
CAPITAL IMPROVMT	\$ 200,560	\$ 33,427	16.7%	\$ -	0.0%	\$ 66,822	33.3%	\$ (66,822)	

Summaries by Fund

General Operating Fund

Revenues: Total General Fund revenues received are 22.6% of the FY2025 budget. The revenue received in November was primarily attributable to Ad Valorem collections of \$978,301 (or 31.7% of the budget-line item), Police Service Contract (\$54,085); Building Permits (\$21,810); and the collection of Duke franchise fees and utility tax (\$63,171).



Expenses: At 16.7% through our budget year, we have spent 14.9% of our General Fund budget. Expenses for November are primarily due to monthly salary and related benefits (\$216,639); other items that added to expenses include the first risk insurance payment (\$97,948); and Grounds Maintenance for retention pond cleaning (\$24,925).

Compared to November 2024, expenditures were down by approximately \$126,300 due to 2024 hurricane emergency response.

Road & Streets Fund

Beginning in November, State Revenue Sharing dollars began to post. Expenditures included professional services fees for the road assessment at \$18,500 and two utility payments made in November, \$12,346.

Capital Improvement Fund

There was no revenue in November due to Pinellas County's Infrastructure tax collection and remittance timing. November expenses included the deposit to repair the damaged seawalls, \$1,674.

Restricted Donation for Public Safety Building

The Town received \$125,000 to build a Public Safety building adjacent to the existing Public Services building. In November 2025 the fund earned \$272 in interest. There were no expenditures incurred in November.

Investments

State Board of Administration (FL Prime)

The State Board Administration, also known as FL Prime, investment grew through interest earnings in the month of November.

SBA - FL Prime						
FY2026 Investment Schedule						
Date	Beginning Balance	Deposits	Withdrawals	Average Interest Rate	Interest	Ending Balance
October '25	-	20,338.12	-	4.2900%	74.07	20,412.19
November '25	20,412.19	-	-	4.1500%	69.57	20,481.76
Total FY2026 Interest Earned					143.64	

Florida Municipal Investment Trust (FMIVT)

This account continues to grow due to investment earnings. The earnings for November were \$7,160.

FMIVT				
FY2026 Investment Schedule				
Date	Beginning Balance	Interest Rate*	Interest	Ending Balance
October 16, 2025	1,854,954.72	4.2872%	3,486.05	1,858,440.77
October 31, 2025	1,858,440.77	1.4595%	1,114.68	1,859,555.45
November 17, 2025	1,859,555.45	4.7030%	3,594.02	1,863,149.47
November 30, 2025	1,863,149.47	4.6575%	3,566.11	1,866,715.58
Total FY2026 Interest Earned				11,760.86

* Average interest rate calculated here, not available from FMIVT.

FLCLASS

The FLCLASS investment account balance increased overall by \$847,817 in November. The increase was due to the \$870,000 deposit of Ad Valorem revenue and earned interest of \$7,817. These increases were offset by \$30,000 withdrawals to fund operations.

FLCLASS						
FY2026 Investment Schedule						
Date	Beginning Balance	Deposits	Withdrawals	Average Interest Rate	Interest	Ending Balance
October '25	1,886,511.90	400,000.00	100,000.00	4.2333%	7,550.74	2,194,062.64
November '25	2,194,062.64	870,000.00	30,000.00	4.0389%	7,817.08	3,041,879.72
Total FY2026 Interest Earned					15,367.82	

Total investment earnings for November 2025 were \$27,272.

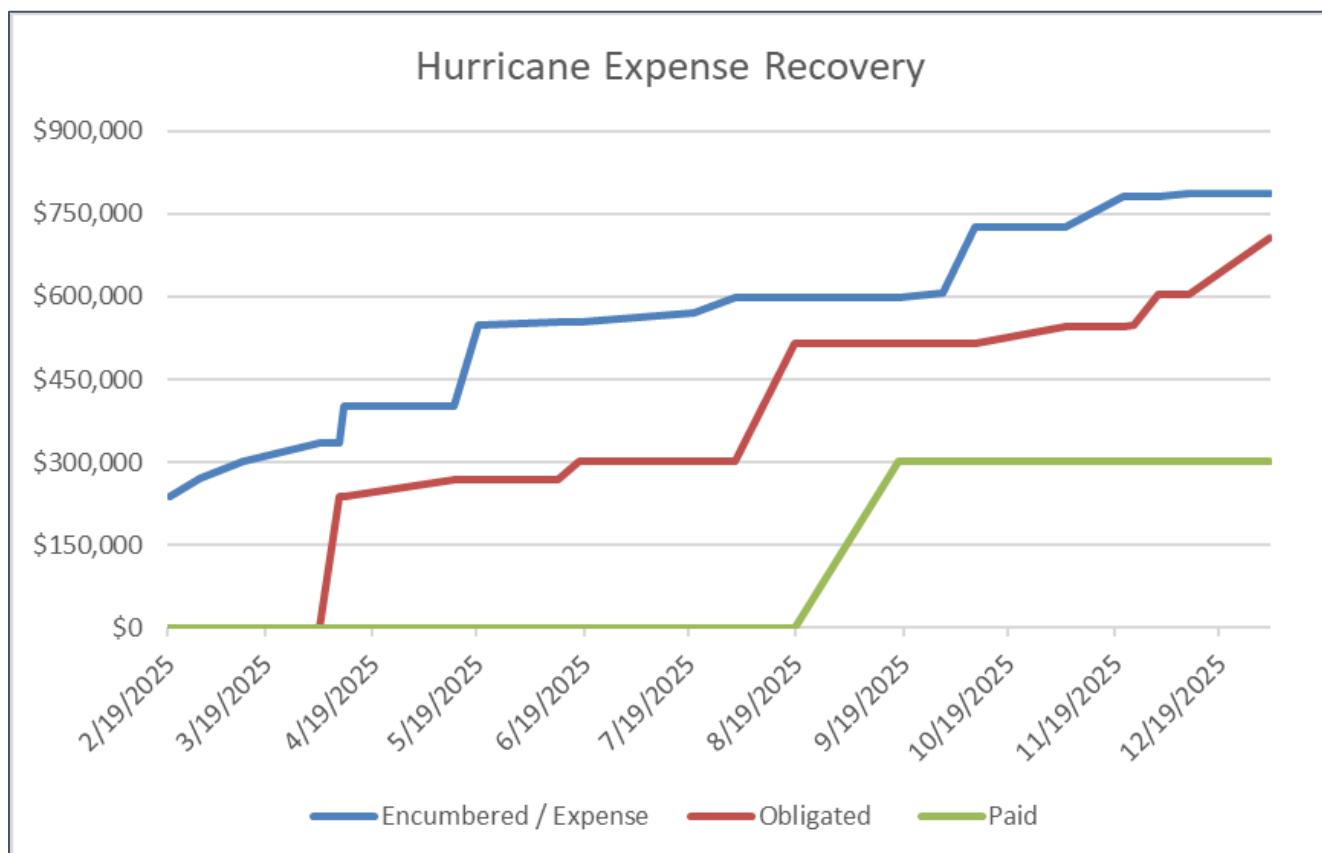
Hurricane Expense Recovery

This month we present an update on the cost recovery status for hurricanes Helene and Milton. Thus far the Town has spent or encumbered \$786,928 on repairs to restore the Town to pre-hurricane conditions, staff and police emergency response time, and debris removal.

It takes, on average, approximately four months for a project to process through FEMA and become obligated. Once obligated it is then transferred to the Florida Department of Emergency Management (FDEM), where it is reviewed and audited by the state. Total obligated to date is \$707,832. To date the Town has been paid \$301,551.

The delay in reimbursement payments and the magnitude of the funds spent on these hurricanes stress the need to ensure the Town has adequate fund balance reserves in place to be able to promptly respond to our citizens and complete restoration by repairing or replacing damaged equipment and infrastructure. Allocation for anticipated hurricane events must be reviewed and included as part of the budget process.

Please see the graph below that depicts the timeline of expenses, obligations, and payments.



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MEMORANDUM

To: Honorable Mayor Diantha Schear and Members of the Council

Through: Christina R. Porter, Town Administrator

From: Amy Lockhart, Director of Finance & Personnel

Date: January 13, 2026

Re: FY2026 Legislative Promotional Budget

As previously discussed at the October 14th workshop, for your consideration below is the amended expense allocation and Legislative promotional budget.

Expense allocation: The staff appreciation funding has been removed due to administrative leave provided by the Town Administrator. This reduced the proposed budget from \$12,000 to \$10,985.

Budget amendment: Based on actual expenses to date, anticipated surplus of \$385, and removal of the staff appreciation funding, the Library transfer was reduced from \$1,000 to \$600. Further, the Police and Administration transfers of \$500 each were eliminated.

Thank you for your consideration.

Legislative Promotional Expenditures:		Budget Amendment & Expense Allocation				
Legislative Dept.	Description	Current	Proposed		Actuals	Surplus
		Budget	Budget	FY25/26		
	Big Cbreakfast	\$ 975	\$ 927	\$ 48		
	Christmas tree lighting	600	263	337	Refreshments Only	
	Santa's Angels donation	1,000	1,000		-	
	Library volunteer luncheon	1,000				
	Memorial Day picnic	3,300				
	Beach cleanups	275				
	Volunteer party- Spring 2026	1,285				
	Police appreciation	1,600				
	Retirement awards	250				
	Groundbreaking	200				
	Neighborly services	500	500		-	
		\$ 10,000	\$ 10,985	\$ 2,690	\$ 385	
	Transfer from Library	600				
	Budget line item surplus	385				
		\$ 10,985				

Budget Transfers to Legislative

From Library \$600
January 13, 2026 - Town Council Meeting Agenda Packet

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