

# INDIAN SHORES

Ph 727.595.4020 Fax 727.596.0050  
19305 Gulf Boulevard, Indian Shores, FL 33785  
www.myindianshores.com

## ADMINISTRATIVE AND FINANCE COMMITTEE MEETING AGENDA WEDNESDAY, SEPTEMBER 26, 2018 BEGINS AT 4:30 P.M.



- | ITEM # | AGENDA ITEM   |
|--------|---|
| 1.0    | Consideration of approving the Administrative and Finance Committee Agenda for September 26, 2018.  |
| 2.0    | Comments from the public on any Agenda Item.  |
| 3.0    | Consideration of recommendation to Council a request to authorize the hiring of a full-time employee for Public Services effective October 1, 2018. (Ref.: Pg. 1)               |
| 4.0    | Consideration of recommendation to Council a request to authorize the hiring of a part-time Finance Clerk effective October 1, 2018. (Ref.: Pg. 2)                              |
| 5.0    | Consideration of recommendation to Council for approval of the employee merit increases effective October 1, 2018. (Reference materials will be made available at the meeting.) |
| 6.0    | Mayor Patrick C. Soranno to present Keys to the Town of Indian Shores to Laurel Reichold, P.M. and Erin Duffy, P.E. from the U.S. Army Corps of Engineers.                      |

A handwritten signature in blue ink that reads "Freddie Lozano". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

FREDDIE LOZANO  
*Town Clerk*

Any person who decides to appeal any decision of the Administrative and Finance Committee with respect to any matter considered at any such meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes that testimony and evidence upon which the appeal is to be based.

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

**Patrick C. Soranno**  
Mayor

**Diantha Schear**  
Vice Mayor

**Mike Hackerson**  
Councilor

**Michael (Mike) Petrucci**  
Councilor

**William F. (Bill) Smith**  
Councilor

**Bonnie Dhonau**  
Town Administrator

**Terry E. Hughes**  
Chief of Police

**Susan L. Scrogam**  
Director of Finance  
and Personnel

**Freddie G. Lozano**  
Town Clerk

**Gregory Yantorno**  
Building Official

**Regina Kardash, Esq.**  
Town Attorney

# INDIAN SHORES

Ph 727.595.4020 Fax 727.596.0050  
19305 Gulf Boulevard, Indian Shores, FL 33785  
www.myindianshores.com



To: Honorable Mayor Patrick C. Soranno, Chairman  
Administration & Finance Committee

From: Susan L. Scrogam, CMC, CBTO *ses*  
Director of Finance & Personnel

Date: September 19, 2018

Re: Hiring a Full-time Laborer/Groundskeeper in Public Services

I am requesting your recommendation to Council to hire a full-time laborer/groundskeeper for our Public Services Department.

In 2008 the department had a staff of four full-time employees. We are currently staffed with two full-time employees, one part-time employee (16 hours per week) with an additional part-time employee approved but not yet hired. We have filled in the gaps using day labor which can be hit or miss. With the increased responsibilities and ongoing town projects, the department needs an additional employee.

The position has been budgeted in the upcoming fiscal year 2018-2019 and we would start the recruiting process after October 1, 2018.

**Patrick C. Soranno**  
Mayor

**Diantha Schear**  
Vice Mayor

**Mike Hackerson**  
Councilor

**Michael (Mike) Petrucci**  
Councilor

**William F. (Bill) Smith**  
Councilor

**Bonnie Dhonau**  
Town Administrator

**Terry E. Hughes**  
Chief of Police

**Susan L. Scrogam**  
Director of Finance  
and Personnel

**Freddie G. Lozano**  
Town Clerk

**Gregory Yantorno**  
Building Official

**Regina Kardash, Esq.**  
Town Attorney

# INDIAN SHORES

Ph 727.595.4020 Fax 727.596.0050  
19305 Gulf Boulevard, Indian Shores, FL 33785  
www.myindianshores.com



To: Honorable Mayor Patrick C. Soranno, Chairman  
Administration & Finance Committee

From: Susan L. Scrogam, CMC, CBTO *SS*  
Director of Finance & Personnel

Date: September 19, 2018

Re: Hiring a Part-time Finance Clerk for the Vacant Position

I am requesting your recommendation to Council to rehire a part-time finance clerk who will provide financial, administrative and clerical services to the Finance and Administrative Departments, as well as providing assistance with the front desk when needed.

This position has been vacant for over a year now and remained in the budget for the Finance Department. We would begin recruiting after October 1, 2018.

**Patrick C. Soranno**  
Mayor

**Diantha Schear**  
Vice Mayor

**Mike Hackerson**  
Councilor

**Michael (Mike) Petruccelli**  
Councilor

**William F. (Bill) Smith**  
Councilor

**Bonnie Dhonau**  
Town Administrator

**Terry E. Hughes**  
Chief of Police

**Susan L. Scrogam**  
Director of Finance  
and Personnel

**Freddie G. Lozano**  
Town Clerk

**Gregory Yantorno**  
Building Official

**Regina Kardash, Esq.**  
Town Attorney