

# Town of Indian Shores

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## TOWN COUNCIL WORKSHOP

MINUTES - AUGUST 9, 2012

**INDIAN SHORES TOWN COUNCIL WORKSHOP meeting convened at 2:00 P.M. Those present were Mayor Lawrence, Vice Mayor Herndon, Councilor Smith, Councilor Sutch and Councilor Irelan.**

**Also Present: Chief Williams; Marcia Grantham, Town Clerk; Mary Karayianes, Director of Finance; Sharon Cornetet, Building Clerk; Mayor Adams; Steve Andrews; Anne Miller; John McBaine; Fred Strahlendorf; Pat Soranno.**

### 1.0 Discussion of the status of the Building Department.

**Chief Williams reviewed his Memo dated August 1, 2012, addressing "Building Department Solution Research and Recommendation", as follows:**

**Purpose: To explore options to ensure continuity within the Town's Building Department with the most reasonable quality and related fees.**

#### **Options and associated Costs:**

#### 1) **Agreement with Town of Redington Shores dated June 12, 2012.**

**Expand present Agreement for building inspection services to include cost sharing salary/benefits cost of the Redington Shores Building Official and allow him to service both towns.**

#### 2) **Pinellas County Building & Development Review Services:**

**Agreement of January 2003 and most current fee schedule attached for review, noting the Town is responsible for "enforcement of all land use, zoning and flood regulations, amendments, variances and complaints".**

**Also noted, that fees for inspections/plan reviews have increased over the 2003 Agreement. Those fees are trade specific and may exceed our rate schedule, which would necessitate an increase in our permit fees schedule.**

James J. Lawrence  
Mayor

Joan G. Herndon  
Vice Mayor

Carole Irelan  
Councilor

Steve Sutch  
Councilor

William F. Smith  
Councilor

E.D. Williams  
Town Administrator  
Chief of Police

Mary Karayianes  
Director of Finance  
and Personnel

Marcia Grantham  
Town Clerk

James Yacavone  
Town Attorney

Lawrence G. Nayman  
Building Code  
Administrator

**3) Privatized Services:**

*Discussed proposal from Quorum Services of their estimate of 4 hours daily (Monday, Wednesday and Friday) at \$840.00 weekly (annually \$43,680.00).*

*Proposal included Building Official duties, permitting and plans review. It does not include fire reviews and inspections for site plan reviews, the latter at my request based on proposal from Brotherton Engineering.*

**4) Brotherton Engineering:**

*Understanding Committee/Council wants to maintain control of site-plan review, expansion of current services by our contract civil engineer seems appropriate.*

*Proposal reflects a minimum of \$500 per month or \$70 per hour. This should be further reviewed based on average anticipated review upcoming annually in FY 12/13. Annual cost would be \$6,000.00.*

*This proposal would merit more discussion with Brotherton Engineering based upon a five year average of \$3,929.00 town revenue for site-plan review.*

*Chief Williams advised of his recommendation as follows:*

- *Contract with Town of Redington Shores for construction plan reviews, approval of permits issued, Building Official responsibility and inspections.*
- *Contract with Brotherton Engineering for site-plan reviews.*
- *Contract with Quorum Services for emergency relief when required.*

**Subject to following Proviso:** *Because the Town is in the process of meetings on the potential resale and development of the former Atlantis West property and anticipated complexities associated, I suggest involving Quorum Services for construction plan review and inspections on that project. This would be handled outside any arrangement with the Town of Redington Shores.*

*Mayor Adams advised that Mr. Andrews' present salary with benefits was about \$101,000.00.*

*Chief Williams stated that with the \$43,000.00 plus the \$14,700.00 presently being paid for inspection services, you are right around the 50% mark.*

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**Chief Williams** pointed out that all three (3) options do not include "site plan" review, however Brotherton Engineering could handle this aspect.

**Mayor Lawrence** noted revenue from new projects would off-set the fees from Brotherton Engineering to review "site plans".

**Chief Williams** reported that he did contact City of Madeira Beach as they had previously expressed an interest in some type of partnership, however things have changed and that city is not interested in this venture.

**Councilor Smith** recapped his understanding of the proposed recommendation from the Chief that Bob Brotherton would do "site plan" reviews, Quorum Services would be for emergency fill-in, and all other tasks being done by Steve Andrews, Building Official with Redington Shores.

**Councilor Smith** questioned how Code Enforcement issues and FEMA issues would be handled.

**Chief Williams** stated the Building Clerk was familiar with FEMA issues, even though it ultimately has to flow through the Building Official, as well as letters for Code Enforcement issues, which could be handled through direct citations by the Police Department.

**Mayor Adams** stated he was in basic agreement with the proposal and felt it is a good move for both towns in this economic climate.

**Councilor Irelan** stated she did not like the idea of just certain specific days for someone to be here, and feels Steve would be here more days, and does not believe the residents would be happy with the County.

**Steve Andrews** stated he felt like it would work.

**Anne Miller** stated she thought he would be a real asset to the Town, as she had heard good things about him.

**Mayor Lawrence** stated the Council had wanted the PZB Committee members present and asked if they had any comments.

**Pat Soranno, PZB member**, stated the proposal seemed like a good thing, pointing out it appears the Building Department is in the red. **Mayor Lawrence** responded stating the Building Department has been in the red the past few years due to the economic drop, but before that was in the green for many years.

**Chief Williams** stated the Town Council has already set the millage to absorb the \$120,000.00 budget shortfall, noting all this does is reduce that by about half.

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**Mayor Lawrence** pointed out that an Interlocal Agreement can be cancelled by either party with a 30 day notice, and should there be a big growth in development the workload may become too much and a Building Official could be hired.

**Pat Soranno, PZB member,** suggested the parties track the time for accountability purposes.

**Chief Williams** responded stating he felt that record keeping would become an issue and that he would prefer to remain with the percentage method.

**Mayor Adams** stated he believes it is about 50/50 now noting tracking hours would be more work, and this could be re-evaluated later.

**Mayor Lawrence** pointed out that even though the Department has been operating in the red the last few years, the Department has been maintained to assist the residents.

**Mayor Lawrence** asked Council members if there was a consensus on proceeding with the Interlocal Agreement with Town of Redington Shores, and all concurred that this was the next logical step to take.

**Mayor Lawrence** stated the legal aspect would need to be confirmed, and Mayor Adams would present this to his Commission, and if all agree both attorneys can work out an Agreement to be approved in the near future.

**Councilor Smith** thanked all the PZB members for their interest and their time in attending this meeting.

**Mayor Lawrence** reported receiving a call from Dr. Kamajian's wife requesting to use the Town's facility on November 17, 2012 from 4 PM to 9 PM, for a charity fund raiser for "Brown Bag Lunches of Pinellas".

Discussion followed concerning insurance requirements and parking issues as the date is a Saturday evening. **Vice Mayor Herndon** volunteered to look into obtaining more information on the charity and will bring the information back to Council.

**Chief Williams** reported that Construction Moisture Consultants (CMC) were on site today and will be inspecting the building and conducting water intrusion tests, to ensure water is not getting into the building after the recent repairs.

**INDIAN SHORES WORKSHOP MEETING adjourned at 3:05 P.M.**

  
**MARCIA GRANTHAM, Town Clerk**