

Town of Indian Shores

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TOWN COUNCIL WORKSHOP

MINUTES - JANUARY 21, 2014

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

Also Present: Chief Williams; Marcia Grantham, Town Clerk; Lisa Robinson, Director of Finance; Major Hughes; Bonnie Dhonau; Anne Miller; Diantha Schear; Pat Plumlee.

1.0 Discussion of recommendation from Chief Williams for Reorganizing, Filling Positions and Establishing Salary for Department Heads.

Recommendation #1:

Chief Williams addressed his Memo dated January 15, 2014, regarding his recommendation for Reorganizing, Filling Positions and Establishing Salary for Department Heads.

Chief Williams stated he had talked about some of this at a prior meeting when he advised of his retirement effective 3/24/2014, regarding his recommendation to promote Major Hughes to Police Chief.

Chief Williams advised his pay increase would be 8% over grade, with room for growth. He reported Major Hughes' promotion, and the promotion of Detective Sgt. Rawson to Captain would not impact the present budget, and there would be a residual of approximately \$12,000.00 to \$15,000.00. He noted Workers Comp and pensions are two unknowns. He advised the Police Budget should be the same, with maybe some residuals on smaller accounts.

Chief Williams stated if there is a consensus today, then Terry Hughes could bring forth a Contract effective 4/1/2014. He advised the Contract he has operated under for 24 years has not been problematic, however that would be up to him regarding any changes.

There was a consensus of the Council members to promote Terry Hughes to Police Chief, effective 4/1/2014.

James J. Lawrence
Mayor

William F. Smith
Vice Mayor

Carole Irelan
Councilor

Steve Sutch
Councilor

Joan G. Herndon-Parrott
Councilor

E.D. Williams
Chief of Police/
Administration

Lisa G. Robinson
Director of Finance
and Personnel

Marcia Grantham
Town Clerk

Robert J. Metz, Jr.
Town Attorney

Steve Andrews
Building Official

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Chief Williams stated due to the fact that the Town will experience four newly appointed Department Heads to include the Director of Finance Personnel, these promotions would be "provisional" for a period of six (6) months. However, he further stated the "provisional" six (6) months probation does not apply to Terry Hughes.

Chief Williams reported that Captain Rawson's promotion is also 8% above grade at \$55,602.00, and Officer J.D. Tindall to Detective with an increase of 5% over current salary, with promotion of Officer John Wiseman to Master Patrol Officer equates to a 3% increase over grade.

Recommendation #2:

Chief Williams reported he re-classified his position to address his current duties as Town Administrator, and would be a new position to replace the current position of Town Administrator. The new position title would be Director of Community Services and Town Administration.

Chief Williams stated he was recommending Bonnie Dhonau for promotion to this position effective 4/1/2014, with an entry salary of \$60,577.00. He stated her current position as Administrative Assistant would be abolished. He noted this new position is a stand-alone position without clerical support, and the duties would embrace those set forth as his expanded duties in Resolution 2-2012, to include direct oversight of Public Services Department.

Chief Williams advised the savings from his salary would be approximately \$19,000.00, noting he is still working on the numbers with the Finance Director, noting revised Resolution 2-2012 would exclude the Police Chief and Town Attorney from staff authority oversight.

Mayor Lawrence asked what "provisional" exactly means.

Chief Williams stated it would allow the Council a "second look" and is "tentative" pending review and final action in six (6) months.

Council discussion followed with *Chief Williams* responding to miscellaneous questions.

Councilor Sutch stated he felt it was good if you could promote from within.

Mayor Lawrence stated he felt "provisional" was good as it gives Council the opportunity to evaluate an employee to see if they really like the performance, rather like a test period, and if it is not working out then you can go back to the organizational table.

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Councilor Irelan stated she felt more than just one person needs to know about the operation of the new building.

Vice Mayor Smith asked if there was a plan for training someone else to learn the operations of the building.

Chief Williams stated he was planning on recommending a Public Works Supervisor, and he would be learning the operations of the building.

Vice Mayor Smith stated he feels the recommendation is a logical move, and that "provisional" is good.

Vice Mayor Smith asked about the Building Department.

Chief Williams stated the Building Department falls under the Resolution, noting he would like to discuss getting back on track in that Department, but from a management side it is not difficult, advising building administration matters go to the Building Official.

There was a consensus of the Council members to promote Bonnie Dhonau to Director of Community Services and Town Administration, effective 4/1/2014.

Recommendation #3:

Chief Williams recommended Elaine Jackson for promotion to Town Clerk at a salary of \$56,392.00, effective 4/1/2014.

Mayor Lawrence stated that 6 – 8 months ago this would have been a concern to him, but in the past several months he has seen much improvement in her attitude and in dealing with the public.

Chief Williams advised he would be bringing some job descriptions to the Administrative and Finance Committee, relative to moving some duties.

There was a consensus of the Council members to promote Elaine Jackson to Town Clerk, effective 4/1/2014.

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Recommendation #4:

Chief Williams stated the above approvals would create vacancies for positions, as follows, with ads needing to be prepared.

Public Works Supervisor, at annual salary of \$36,255.00, who would take responsibility for some of the complex issues with the equipment in the building.

Public Works Skilled Worker, at annual salary of \$28,238.00, advising that Willis Knight, has expressed an interest, and would like to see him offered this position.

Public Works Groundskeeper, at annual salary of \$22,829.00. He stated he would like to leave this position open and allow for management to decide, and they could make a recommendation to Council.

Deputy Clerk, at annual salary of \$35,342.00.

Chief Williams stated he would work on these job descriptions, if Council is alright with the proposals.

Mayor Lawrence expressed some concern as to whether the Town's tax revenue might drop.

Chief Williams stated he felt the Town could take a hit of \$20,000.00 on each side, and he felt the revenue will be about neutral.

Mayor Lawrence suggested maybe the Town stall on a couple of positions and have temps until the tax revenue is determined and what direction it will go.

It was a consensus of the Council members to accept the recommendations relative to the above position for Town Clerk, Public Works Skilled position, and to move forward with the ads.

Chief Williams advised he thought he could proceed with hiring Willis Knight earlier than the 4/1/2014 date, and indicated he would put that item on the Council Agenda for the February 11, 2014 Council meeting. Council members concurred with the suggestion.

2.0 Discussion for establishing a more defined policy for use of the Town Municipal Center facilities.

Mayor Lawrence reported he prefaced this item at the last Council meeting, as there was a request to use the outside grounds of the Municipal building.

Mayor Lawrence further reported the Town does not rent the Community room for parties or events, noting use is only allowed by Council approval for events which are deemed a benefit to the community, i.e., Life Scan Wellness, CPR Classes, etc.

Mayor Lawrence stated the Town will now have the new Pavilion, which people will see and want to use for events, together with a request from Diantha Schear's sister to use the parking area for a charity event. He stated then soon others will be asking and you then get involved with insurance and liability issues.

Mayor Lawrence reported that Pat Plumlee, Realtor, had called and asked about using the Community Room once a week for "pitching" properties for sale in the beach areas. He invited Pat Plumlee to address Council with her request and then Council can decide.

Pat Plumlee, stated she was asked by Kerry Beggs, Public Relations, Coastline Title, if she would contact the Town because she lives here, as to whether the organization could use the room, as it was in a very good location. She asked Kerry to address Council regarding the request.

Kerry Beggs, Coastline Title, stated they had been meeting in St. Peter Beach, however a lot of members wanted a closer location, noting they also discuss educational topics such as flood insurance, property values with the Tax Collector as a speaker. She further stated they were looking at Tuesdays or Wednesdays in the AM about 9:45 for an hour or so.

Chief Williams stated the event schedule was full.

Mayor Lawrence stated if it was a "one-time" event, might try and work it out, but not for every Tuesday. Mayor Lawrence further stated the Council had re-scheduled the events which were formerly held on Tuesdays in order to free-up the room, whereby maintenance items could be taken care of during the day and be free for afternoon meetings, and Council meetings in the evenings on Tuesday.

Pat Plumlee and Kerry Beggs thanked Council members for their time, and stated they understood the Council's position.

Mayor Lawrence advised Council members that he felt like to approve their request would have been violating the "spirit" of using the facility, and the Council members concurred with the Mayor.

Councilor Irelan stated she feels the Town should consider allowing Indian Shores' residents only to rent the Pavilion. She stated that chairs and tables would not be available and they would have to rent them if needed.

Discussion followed on the pros and cons of renting the Pavilion, relative to insurance, alcohol, kitchen and bathroom areas, etc. Mayor Lawrence stated he would review the policy and come back with some more information.

3.0 Discussion of \$1,200.00 remaining balance of funds collected for a memorial for Larry Nayman, former Town Building Official.

Mayor Lawrence reported Art Newsome, President of ISPOA, expressed some concern to him regarding remaining funds they have in the amount of \$1,200.00, which was collected from contractors to go towards a memorial for Larry Nayman, former Building Official

Discussion followed among the Council members for ideas such as putting benches in the new Playground area with plates dedicating them to the Playground, and possibly some fans for the new Pavilion, and if any funds are left over could go toward some pavers in his memory.

It was a consensus of the Council members to proceed along the lines mentioned for dedicating some form of memorial to Larry Nayman, former Building Official.

****** *Chief Williams advised Council that he had spoken with the builder and there is an allowance of \$750.00 for something in the middle of the paver area of the park in back, and a water fountain had been ruled out, and a flagpole had been talked about.*

Mayor Lawrence suggested running a water line in case a future fountain might be considered, and Chief Williams stated they would also run and stub out for electric.

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Council members concurred with this recommendation for the decorative paver area in the back of the Municipal Center.

INDIAN SHORES TOWN COUNCIL WORKSHOP MEETING adjourned at 3:45 P.M.

Marcia Grantham
MARCIA GRANTHAM, CMC
Town Clerk