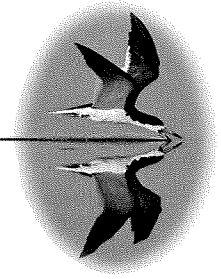


Town of Indian Shores

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TOWN COUNCIL WORKSHOP

MINUTES - MAY 27, 2014

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

Also present: Director of Finance, Lisa Robinson; Director of Administration, Bonnie Dhonau; Town Clerk, Elaine Jackson; Chief Hughes; Art Newsome; and Anne Miller.

1.0 Review of Preliminary Budget considerations for FY 2014/2015.

Mayor Lawrence stated the most important assignment was to approve the Calendar of Budget Hearings, which are set to avoid conflict with other County and School District meetings.

Lisa Robinson, Director of Finance, reviewed her Memo dated May 27, 2014, covering the following items:

- 1. **Salary & Classification Plans:** together with CPI history and reporting the Administrative and Finance Committee recommended a 2% CPI increase. Town is still behind 8.2% of national average. Contract negotiations have begun with the FOP and the present contract expires October 1, 2014.*
- 2. **Insurance:** Current policies need a comprehensive review to determine best deductibles, replacement values, and other techniques to save on premiums. Finance Director will coordinate a review with insurance agency and Councilor Petruccelli, who is proficient in insurance matters.*
- 3. **Annual Maintenance Contracts:** Reflected by departments, with various vendors, anticipating all new quotes.*
- 4. **Employee Benefits:** Council may change holidays if desires.*
- 5. **Budget History:** Reviewed the General Fund history from 1983 and broken down by fund balance from 2005 forward. Unassigned funds are not committed or restricted. However, Town policy dictates that unassigned fund balance must not fall below 30% of general fund operating expenses. At this time, \$671,641 of unassigned fund balance covers the Town policy and represents this 30%. The remainder of unassigned fund balance, \$908,365, is earmarked as funds to continue municipal operations in the event of a catastrophic incident.*
- 6. **Millage Rate History:** It was noted the rate was 1.7129 for 13 years until FY 2006/2007.*

James J. Lawrence
Mayor

Joan G. Herndon-Parrott
Vice Mayor

William F. Smith
Councilor

Patrick C. Soranno
Councilor

Michael "Mike" Petruccelli
Councilor

Bonnie Dhonau
Director of
Administration

Terry E. Hughes
Chief of Police

Lisa G. Robinson
Director of Finance
and Personnel

Elaine N. Jackson, MMC
Town Clerk

Robert J. Metz, Jr.
Town Attorney

Steve Andrews
Building Official

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7. **2014 Budget Calendar:** *Advised Council members to place the special Budget dates and meetings on their calendars.*

*Motion by Councilor Smith – seconded by Councilor Petruccelli, to approve the 2014 Budget Calendar. **Motion carried 5-0.***

8. **Professional Services:** *Covers Auditors, Town Attorney, System Administrator, Brotherton Engineering, Foster and Foster and other Consultants. Auditor's fees will increase by \$500 this year. Attorney fees are ongoing. A Brotherton agreement needs to be updated.*
9. **Capital Improvement Program:** *Some items will be completed this year, others may be moved up. Department Heads and Mr. Brotherton have met to discuss wish-list, such as dune walkovers, 2nd Street improvements, and other items. Police emergency vehicles can only be placed in Capital Improvement, and usually one is replaced each year, every 4-6 years.*
10. **Building Maintenance Reserves:** *Set up to provide anticipated maintenance, such as interior and exterior painting, carpet replacement, HVAC, elevators, parking lot, etc.*
11. **IT Migration – Cloud Storage:** *To provide for continuity of operations in the event of a catastrophic incident resulting in evacuation. Our IT Room is built to withstand a Category 5 hurricane, but computer operations are not accessible remotely. Office 365 would ensure business computing ability with an internet connection.*


Director of Administration, Ms. Dhonau, stated we are required to utilize Microsoft Office 365 for government, to protect our criminal justice information. The Finance Department has a laptop that is updated with payroll information to function offsite. No remote access is available to our server.

Ms. Robinson reported meeting with county, wherein she was advised of an estimated 5% increase in county-wide taxes this year, and beach properties usually run 1%-2% above that.

Ms. Robinson reported Treasure Island anticipates health insurance to increase 20% next year, due to a catastrophic event. A ninety day notice is required for change of carriers. Treasure Island also advised if you drop, you cannot get back in. She also reporting meeting with Florida League of Cities and Juster & Juster for quotes; however, they cannot provide any numbers before July 1, 2014.

Mayor Lawrence asked Council to give serious thought to renaming Estelle Harper Park behind Town Hall in honor of Chief E.D. Williams.

THE INDIAN SHORES TOWN COUNCIL WORKSHOP MEETING adjourned at 3:10 P.M.


ELAINE JACKSON, MMC
Town Clerk