

INDIAN SHORES

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

ADMINISTRATIVE AND FINANCE COMMITTEE

AGENDA - JANUARY 10, 2017

ITEM # AGENDA ITEM

Begins at 4:30 P.M.

- 1.0 Consideration of approving Committee Agenda for January 10, 2017.
- 2.0 Comments from the public on any Agenda item.
- 3.0 Consideration approving the hiring of Emily Smoak as a permanent, full-time employee, with a raise in rank to "Major" and the title of "Deputy Chief." (Ref.: Pg. 1)
- 4.0 Consideration of approving change of working hours for Fran Meegan, Administrative Assistant to the Police Department. (Ref.: Pg. 2)
- 5.0 Consideration of recommending approving the purchase of three refurbished vehicles for the police department. (Ref.: Pgs. 3-5)



ELAINE JACKSON, MMC
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.

James J. Lawrence
Mayor

Patrick C. Soranno
Vice Mayor

Michael (Mike) Petruccelli
Councilor

Diantha Schear
Councilor

William F. (Bill) Smith
Councilor

Bonnie Dhonau
Town Administrator

Terry E. Hughes
Chief of Police

Susan L. Scrogam
Director of Finance
and Personnel

Elaine N. Jackson, MMC
Town Clerk

Gregory Yantorno
Building Official

Regina Kardash, Esq.
Town Attorney



INDIAN SHORES POLICE DEPARTMENT
SERVING INDIAN SHORES & REDINGTON SHORES
19305 GULF BOULEVARD, INDIAN SHORES, FL, 33785
Tele: 727-595-5414 or 727-596-8775 Fax: 727-595-4785

TERRY E. HUGHES, CHIEF OF POLICE

MEMORANDUM

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

From: Terry E. Hughes, Chief of Police

Date: 04 January, 2017

Re: Captain Emily M. Smoak

It is with great pleasure to announce Captain Emily Smoak has accepted a position with the Indian Shores Police Department as a "permanent, full-time employee."

If you recall, she came to work for us on a temporary basis for a minimum of six months. However, with encouragement from Police personnel, Town staff, and Elected Officials, she now wants to stay.

I cannot say enough about how knowledgeable she is, how she has taken over the day-to-day operations, her excellent interpersonal skills, and the work-load she has taken off my office.

It is for the above skill-set and more, that I want to raise her rank to "Major" with the title of "Deputy Chief."

As before, Major Smoak has declined any health insurance, pension, or leave compensation, and will be paid an hourly rate of \$31.93 per hour, which reflects a 3% increase. However, I am going to insist she accept the disability and life insurance, which the Town pays for. This will be re-evaluated in six months and again once her year probation has been completed.

This will not negatively impact the FY16/17 budget as the recent hiring of Officers at a lower pay-rate as compared to the higher pay-rate Officers they replaced.



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TERRY E. HUGHES, CHIEF OF POLICE

MEMORANDUM

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

From: Terry E. Hughes, Chief of Police

Date: 04 January, 2017

Re: Administrative Assistant Fran Meegan, Change of Working Hours

Administrative Assistant Fran Meegan has worked for the Police Department as a civilian employee for 11+ years. Her current working hours are Monday thru Thursday, 8:00am to 6:00pm. She has approached me and wants to change her working hours to 8:00am to 4:00pm. This would have her working 8 hours per day instead of 10 hours per day or 32 hours per week.

The Town of Indian Shores Personnel Manual states she can get full benefits of health insurance and pension, even with the reduction in working hours. However, her accrued hours of sick and annual leave will be lowered to 56 hours accrued yearly.

This memorandum, if approved, will serve as notice of the business hours for administration at the Police Department Monday thru Thursday.

Records & Information Specialists William Blaine's hours would be the same as he works 8:00am to 8:00pm on Friday, Saturday and Sunday.

This change would not negatively impact the FY16/17 budget as it would result in a savings in salary.



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MEMORANDUM

To: Honorable Mayor Patrick Soranno, Chairman
Administrative & Finance Committee

From: Terry E. Hughes, Chief of Police

Date: 28 December, 2016

Re: Purchase of 2006 Ford F150 Pick-Up Truck
Purchase of 2010 Ford Police Interceptor
Purchase of 2011 Ford Police Interceptor

Police vehicles are programmed to rotate one (1) each FY by new replacement. The cost is absorbed through the CIP funds and appears as expenditure outside the annual Police Budget appropriations.

The purchase of a Police vehicle has been delayed due to evaluating other options than purchasing one new vehicle that would deplete the entire CIP fund.

The CIP fund has appropriated \$37, 132.00 for one new Police vehicle.

However, in an effort to save money, the department is purchasing a refurbished 2006 Ford F150 4X4 pick-up truck for the amount of \$11,500. The truck has been thoroughly gone through by a qualified mechanic and has been certified. Very little has to be done to make this truck street ready as a patrol vehicle. The laptop, laptop mount, and GPS tracker will be installed from a decommissioned Police vehicle. The only extra cost would be for 3 small cages and decals. (\$301.00 combined, out of equipment fund)

In addition, the department is also purchasing a refurbished 2009 Ford Police Interceptor, Sedan, for the amount of \$9,500. This car has also been thoroughly gone through by a qualified mechanic and has been certified. This vehicle is almost street ready as we already have the emergency lights, laptop & mount, and cages from donations from FHP and a decommissioned Police vehicle. The only extra cost would be for a GPS, as this will be an unmarked patrol car, there is no need for decals. (\$275.00 out of equipment fund)

The department is also purchasing a third Police vehicle. A refurbished 2011 Ford Police Interceptor, Sedan for the amount of \$11,425.00. Again, this car has been thoroughly gone through by a qualified mechanic and has been certified. This vehicle would be an administrative vehicle which would not need the cages, GPS or decals, and we already have all the emergency lights to put in it. The only expense would be a laptop computer. (\$1,200 out of IT budget)

With the purchase of these three vehicles, with a dependable expectancy of 4 years each, we would be getting three for less than the cost of one. A savings of over \$4,000.00.

In addition, a donation of \$5,000 was given to the Police Departments equipment fund, which will be used partly to purchase extended warranties for these purchased vehicles.

ATTACHMENT: Quote/Invoice from Classic Automobile Co. Inc. for a 2006 Ford F150 Pick-up Truck, 2009 Ford Police Interceptor Sedan, and a 2011 Ford Police Interceptor Sedan.

CLASSIC AUTOMOBILE CO. INC.
12600 BELCHER RD.
LARGO, FL. 33773

INVOICE

Phone # 727-536-2677

Fax # 727-536-7677

Customer: TOWN OF INDIAN SHORES Date: 12-29-16
 19305 GULF BLVD.
 INDIAN SHORES, FL 33785-2214

Phone: 727-595-4020 Fax: 727-596-0050

CONTACT: TIM SMOAK 386-208-8900

Year	Make	DESCRIPTION	Price
2006	FORD	F-150 PICKUP-WHITE 116,735 VIN#1FTPW145X6K843043	11,500.00
2009	FORD	CROWN VIC-SILVER 50,677 VIN#2FAHP71VX9X100824	9,500.00
2011	FORD	CROWN VIC-BLACK 43,433 VIN#2FABP78V3BX160258	11,425.00
- ALL MECHANICAL WORK INC. - FULL DETAIL BUMPER TO BUMPER.			

PLEASE SIGN BELOW

	Total	32,425.00
X	CUSTOMER	Deposit
X	DEALER	Bal. Due

Jon Woodhouse
 JON WOODHOUSE