

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 - FEBRUARY 14, 2017

ITEM # AGENDA ITEM

Begins at 4:00 P.M.

- 1.0 Consideration of approving Committee Agenda for February 14, 2017.
- 2.0 Comments from the public on any Agenda item.
- 3.0 Consideration of recommending hiring of proposed candidate, Stephanie Waters for the position of Town Clerk, to tentatively begin employment on March 8, 2017, at a salary of \$63,000 per year. (Ref.: Pg. 1)
- 4.0 Consideration of approving the proposed Police Department target budget for FY 2017/2018. (Ref.: Pgs. 2-5)


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

Stephanie V. Waters

6710 121st Avenue · Unit 6 · Largo, FL 33773 | 727-385-4574 | svr1907@yahoo.com

Objective

To utilize my experience, skills, and training as a Municipal Clerk for a Florida Community.

Education

MASTERS OF SCIENCE | AUGUST 2004 | FLORIDA STATE UNIVERSITY

- Major: Interdisciplinary Social Science with emphasis in Public Administration
- Minor: Sociology; Urban & Regional Planning

BACHELORS OF SCIENCE | AUGUST 2003 | FLORIDA STATE UNIVERSITY

- Major: Interdisciplinary Social Science with emphasis in Political Science
- Minor: History

Experience

MUNICIPAL GOVERNMENT ADMINISTRATION

- Held increasingly demanding positions where often called up to handle sensitive issues and special tasks.
- Supervised City Hall staff working front desk to provide information and customer service to citizens.

MUNICIPAL ELECTIONS

- Serve on City's election team and as back up to City Clerk for elections including reporting and qualifying.
- Served as City's representative at Supervisor of Elections during the 2014 Mandatory Recount.

RECORDS

- Records Management Liaison Officer, responsible for administration of citywide records program.
- Upgraded records management equipment and procedures, including introduction of off-site storage.

LEGISLATIVE COORDINATION

- Serve as City Legislative Coordinator, appointed to Florida League of Cities Legislative Committees, developed citywide legislative agenda, and coordinated City's return to Suncoast League of Cities.

Work History

DEPUTY CITY CLERK | CITY OF LARGO, FL | OCTOBER 2012 TO PRESENT

- Oversee records program, legislative coordination, and cemetery - Deputy for all City Clerk duties.

GRANT ADMINISTRATOR | CITY OF LARGO, FL | OCTOBER 2010-SEPTEMBER 2012

- Expanded City's grant program, instituted citywide training programs, and served as Recovery Act Czar.

GRANT WRITER | CITY OF LARGO, FL | FEBRUARY 2008-SEPTEMBER 2010

- Created City's first centralized grant program, including development of policies and procedures.

Additional Work History, Professional Experience, and References Available Upon Request



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

DATE: FEBRUARY 9th, 2017

TO: HONORABLE PATRICK SORANNO, MAYOR/COUNCIL MEMBERS

FROM: TERRY E. HUGHES, CHIEF OF POLICE

SUBJECT: FY 2017/2018 BUDGET DISCUSSION

Sir:

The FY 2017/2018 Department Target Budget Discussion is presented in four Categories and compared to the FY 16/17 proposed budget.

The purpose of this Target Budget Discussion is to establish a "Not to Exceed Fee for Service" for Redington Shores per Section 8 of our Contract with them.

The four categories are: Administrative Costs, Personnel Services, Capital Equipment and Operating Expenses.

A brief statement will follow each category addressing percentage/dollar increase/decrease and what it relates to.

| ADMINISTRATIVE COSTS | | | | | |
|-------------------------------|---------------|---------------|---------------|---------------|----------|
| | FY14/15 | FY15/16 | FY16/17 | FY17/18 | VARIANCE |
| A D & D | 1,454 | 1,454 | 1,454 | 1,454 | 0 |
| POLICE BOND | 150 | 150 | 150 | 150 | 0 |
| MOBILE PROPERTY INS. | -- | --- | -- | - | 0 |
| PRO-RATED AUDIT FEES | 9,350 | 9,350 | 9,350 | 9,350 | 0 |
| LABOR ATTORNEY FEES | 5,000 | 3,000 | 6,000 | 6,000 | 0 |
| POLICE PROF. LIABILITY INS | 18,141 | 18,141 | 18,141 | 18,141 | 0 |
| PRO-RATED GEN. LIABILITY INS. | 12,321 | 12,321 | 12,321 | 12,321 | 0 |
| VEHICLE PROP. DAMAGE INS. | 7,063 | 7,063 | 70,63 | 7,063 | 0 |
| TOTAL | 53,479 | 51,479 | 54,479 | 54,479 | 0 |

| PERSONNEL SERVICES | | | | | |
|--------------------------|------------------|------------------|------------------|------------------|---------------|
| | FY14/15 | FY15/16 | FY16/17 | FY17/18 | VARIANCE |
| SALARIES | 661,916 | 716,239 | 650,867 | 674,953 | 24,086 |
| OVERTIME | 30,000 | 20,000 | 30,000 | 10,000 | -(20,000) |
| HOLIDAY PAY | 24,859 | 28,503 | 24,852 | 20,498 | -(4,354) |
| INCENTIVE PAY | 5,160 | 5,160 | 4,440 | 6,240 | 1,800 |
| FICA | 55,534 | 59,203 | 54,557 | 54,655 | 98 |
| RETIREMENT | 167,100 | 115,001 | 86,907 | 88,162 | 1,255 |
| HEALTH/DISABLE INS. | 112,224 | 117,583 | 123,492 | 123,052 | -(440) |
| LIFE/DENTAL INSURANCE | 7,753 | 5,320 | 4,572 | 9,214 | 4,642 |
| WORKERS' COMP. | 24,479 | 26,364 | 56,262 | 65,912 | 9,650 |
| EMPLOYEE ASSISTANCE INS. | 1,078 | 1,078 | 1,078 | 1,078 | 0 |
| CLOTHING ALLOWANCE | 4,000 | 4,000 | 3000 | 3,250 | 250 |
| TOTAL | 1,094,103 | 1,098,451 | 1,040,026 | 1,057,014 | 16,988 |

There is an 1.6% increase in Personnel Services largely due to having all full-time positions filled plus increased Insurance, and Workers Compensation premiums.

| OPERATING EXPENSES | | | | | |
|---|---------------|---------------|----------------|----------------|--------------|
| | FY14/15 | FY15/16 | FY16/17 | FY17/18 | VARIANCE |
| PROFESSIONAL SERVICES | | | | | |
| PHYSICIAN, PSYCHOLOGICAL SERVICES | 1,500 | 3,500 | 3,848 | 5,908 | 2,060 |
| TRAVEL/PER DIEM | 750 | 750 | 750 | 750 | 0 |
| COMMUNICATIONS (forensics, Dispatch, MDT) | 34,563 | 34,563 | 36,413 | 39,505 | 3,092 |
| TRANSPORTATION SERVICES | 300 | 300 | 300 | 0 | -(300) |
| RENTAL/VEHICLES/PAGERS | 150 | 150 | 150 | 0 | -(150) |
| MAINTENANCE(Vehicles ,Computers, Equip) | 14,000 | 14,000 | 16,000 | 16,000 | 0 |
| SUPPLIES (Office, Gas, Uniforms, Etc.) | 39,137 | 39,137 | 40,337 | 40,337 | 0 |
| PUBLICATIONS/MEMBERSHIPS | 350 | 350 | 350 | 550 | 200 |
| POLICE TRAINING/EDUCATION | - | - | 3,000 | 0 | -(3000) |
| TOTAL | 90,750 | 92,750 | 101,148 | 103,050 | 1,902 |

The 1.8% increase in Operating Expenses is caused by anticipated; Juveniles incarcerated in the Pinellas County Juvenile Assessment Center (PCJAC), and an increase in the P.C.S.O. contract. It should be noted the Police Training/Education fund is now maintained in a separate General Fund, and appears as expenditures outside the annual Police budget appropriations.

| CAPITAL EQUIPMENT | | | | |
|--------------------------|----------------|----------------|----------------|-----------------|
| | FY15/16 | FY16/17 | FY17/18 | VARIANCE |
| ONE MARKED | | | | |
| VEHICLE & | | | | |
| EMERGENCY | | | | |
| EQUIPMENT | | | | |
| TOTALS | 0 | 0 | 0 | 0 |

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

| SUMMARY | | | | | |
|----------------------|------------------|------------------|------------------|------------------|-----------------|
| | FY14/15 | FY15/16 | FY16/17 | FY17/18 | VARIANCE |
| ADMINISTRATIVE COSTS | 53,479 | 51,479 | 54,479 | 54,479 | 0 |
| PERSONNEL SERVICES | 1,094,103 | 1,098,451 | 1,040,026 | 1,057,014 | 16,988 |
| CAPITAL EQUIPMENT | | | | | |
| OPERATING EXPENSES | 90,750 | 92,750 | 101,148 | 103,050 | 1,902 |
| TOTALS | 1,238,332 | 1,242,680 | 1,195,653 | 1,214,543 | 18,890 |

PROPOSED POLICE BUDGET FY17/18

| | | FY16/17 | FY17/18 | VARIANCE |
|---------------------|--------------------------------|------------------|------------------|-----------------|
| 342.100 | POLICE SERVICE CONTRACT | 418,478 | 425,090 | 6,612 |
| 351.100 | COURT FINES | 12,000 | 12,000 | 0 |
| 361.100 | COURT FINES INTEREST | 75 | 75 | 0 |
| | | | | |
| 381.000 | CONTRIBUTION FROM GENERAL FUND | 765,100 | 777,378 | 12,278 |
| | TOTAL | 1,195,653 | 1,214,543 | 18,890 |
| | | | | |
| EXPENDITURES | | | | |
| 521.100 | PERSONNEL SERVICES | 1,010,026 | 1,047,014 | 36,988 |
| 521.140 | OVERTIME | 30,000 | 10,000 | -(20,000) |
| 521.310 | PROFESSIONAL SERVICES | 3,848 | 5,908 | 2,060 |
| 521.311 | POLICE ATTORNEY | 6,000 | 6,000 | 0 |
| 521.320 | POLICE AUDIT FEES | 9,350 | 9,350 | 0 |
| 521.340 | CONTRACTUAL SERVICES | 9,957 | 10,457 | 500 |
| 521.400 | TRAVEL / PER DIEM | 750 | 750 | 0 |
| 521.410 | COMMUNICATIONS SERVICE | 26,456 | 29,048 | 2,592 |
| 521.420 | TRANSPORTATIONS | 300 | 0 | -(300) |
| 521.440 | RENTAL AND LEASES | 150 | 0 | -(150) |
| 521.450 | POLICE INSURANCE | 39,129 | 39,129 | 0 |
| 521.460 | MAINTENANCE | 16,000 | 16,000 | 0 |
| 521.470 | PRINTING / BINDING | - | 0 | 0 |
| 521.490 | OTHER OBLIGATIONS | - | 0 | 0 |
| 521.510 | EQUIPMENT BELOW \$100 | - | 0 | 0 |
| 521.520 | SUPPLIES - GAS, ETC. | 40,337 | 40,337 | 0 |
| 521.540 | PUBLICATIONS / MEMBERSHIP | 350 | 550 | 200 |
| 521.542 | POLICE TRAINING/EDUCATION | 3,000 | 0 | -(3,000) |
| 521.640 | CAPITAL EQUIPMENT | - | | |
| | | | | |
| | TOTAL | 1,195,653 | 1,214,543 | 18,890 |

With the increase in Personnel and Operating expenditures being off-set with zero increase in Administrative costs. There is an overall increase of (\$18,890) or 1.6% for the proposed FY17/18 budget.

The Redington Shores fee via the Police Service Contract is calculated as \$1,214,543 X .35 = \$425,090.