

INDIAN SHORES

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



ADMINISTRATIVE AND FINANCE COMMITTEE MEETING AGENDA

TUESDAY, MARCH 6, 2018

BEGINS AT 2:00 P.M.

- | ITEM # | AGENDA ITEM |
|--------|---|
| 1.0 | Consideration of approving the Administrative and Finance Committee Agenda for March 6, 2018 |
| 2.0 | Comments from the public on any Agenda Item |
| 3.0 | Recommendation to hire Freddie Lozano for the Town Clerk Position at an annual salary of \$53,590 to begin on Monday, March 26, 2018 (Ref.: Pgs. 1-9) |
| 4.0 | Consideration of approving to hire Reservist Ray DeCunto part-time and change Major Smoak from full-time to part-time status. (Ref.: Pgs. 10-14) |
| 5.0 | Consideration of FY 2018/2019 Police Department Budget (Ref.: Pgs. 15-19) |

Darlyn A. Stockfisch
Administrative Specialist

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.

Patrick C. Soranno
Mayor

Diantha Schear
Vice Mayor

Mike Hackerson
Councilor

Michael (Mike) Petruccelli
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

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

From: Susan L. Scrogam, CMC *ses*
Director of Finance & Personnel

Date: March 1, 2018

Re: Recommendation to hire Freddie Lozano
for the Town Clerk Position

The Town Clerk position was advertised through the following organizations:

- Florida Association of City Clerks website and the Central West Division
- Florida Government Finance Officers Association website
- Florida League of Cities website
- Pinellas County Municipal Clerk's Association
- Town of Indian Shores website

We received ten applications and interviewed four candidates and are requesting the committee's recommendation to Council to hire Mr. Freddie Lozano for the position of Town Clerk at the entry level salary of \$53,590 with a start date of March 26, 2018. The interview team was comprised of myself, Chief Hughes, Greg Yantorno and Bonnie Dhonau. It was unanimously agreed that Freddie would be the best fit for our team and that his skillset would make a great foundation for the career of a town clerk. Mr. Lozano's resume and town application are attached for your review.

I have reached out to the Florida Association of City Clerks' committee regarding their Mentoring Program. There is no fee for this program and what they do is match our new Clerk with another Clerk in our area to be able to talk with and call on with questions. The Chair of the Committee will be sending Freddie a welcome letter and personally contacting him and advised they are always available by phone for questions and assistance.

Additionally, Freddie will be attending the FACC Summer Conference from June 10 – 13 and the Fall Academy from October 13 – 18, 2018. We are confident that with the Mentoring Program, attending the FACC Academies, myself and our neighboring Clerks that Freddie will achieve success in his new career as Town Clerk.

Patrick C. Soranno
Mayor

Diantha Schear
Vice Mayor

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Councilor

Michael (Mike) Petrucci
Councilor

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Councilor

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and Personnel

Elaine N. Jackson, MMC
Town Clerk

Gregory Yantorno
Building Official

Regina Kardash, Esq.
Town Attorney

Freddie Lozano

6446 115th Lane North, Seminole, FL 33772

Cell:

Email:

Experience:

Time Customer Service, Tampa, FL

04/1997 to Current

Operations Systems Analyst

11/2015 to Current

- Provide technical support for scanner Imaging systems by writing detailed specifications for programming and testing data for successful outputs in order to meet service level deadlines.
- Write detailed Business Requirements Documents for various projects that increase productivity.
- Support projects that increase productivity.
- Write and execute programming queries to move items into service level deadlines.
- Analyze and test data received for entry into various mainframe systems.
- Communicates in writing or verbally with clients to establish and document processing procedure for marketing efforts.
- Ensures that user groups are informed of processing procedural changes via paper memo or e-mail.
- Provides customized reports to managers by utilizing various software applications.
- Coordinates resolution of processing problems with various levels of personnel.

Systems Analyst Support

04/2005 to 10/2015

- Translate Client needs/requests into procedural/system requirements.
- Assist in translating/interpreting client, customer and system-user needs to computer programmers.
- Create and document test plans for all projects.
- Based on approved test plan, tests and review results of changes to the fulfillment systems with Business System Analysts and /or SAS Manger.
- Checks test data to ensure the proper accounts and updated will be made to the customer files.
- Help to implement computer system changes.
- Document/communicate system functions to appropriate areas.
- Cross-train with co-workers.
- Participate in study groups/project teams.
- Research and analyze system failures/problems and aid in providing solutions.

Web Page Analyst and Tester

10/2002 to 03/2005

- Translate and analyze client web pages to ensure the promotion being sold is in line with the client marketer's specifications.
- Test the web pages via a test environment to ensure all fields and necessary field data are passed to the TCS fulfillment system.
- Report any issues to the client to have them fixed and retested.
- Send client approvals for the web page to go live.

Support Files Analyst

04/1999 to 09/2002

- Translate and analyze client media (i.e. inserts in magazines) to ensure the promotion being sold is in line with the client marketer's specifications.
- Ensure all underlying files that support the promotion are set up accurately.
- Approve the promotion for release to begin accepting orders in the TCS fulfillment system.
- Research promotions with problems and resolve any reported issues.
- Organize and keep paper media, client specifications, and emails to keep track of all promotions assigned to the Analyst.

Data Entry Auditor

04/1998 to 03/1999

- Responsible for pulling data entry work from random data entry operators to ensure all data entry processes and procedures are being followed.
- Submit audit reports to the data entry supervisor and managers for review.
- Offer coaching to those audited who may need help or clarification on the data entry processes to improve their audit scores.

Data Entry Operator

04/1997 to 03/1998

- Quickly and accurately process magazine orders received via mail into the TCS fulfillment system.

Proficient Computer Experience:

- Microsoft Office (i.e. Outlook, Excel, Word, PowerPoint, Access)
- SQL server Database queries

Education:

Tampa Technical Institute
Associates Degree in Computer Information Science

Tampa, FL
08/1999 to 4/2002

TOWN OF INDIAN SHORES
APPLICATION FOR EMPLOYMENT

TOWN OF INDIAN SHORES
19305 Gulf Boulevard
Indian Shores, FL 33785-2214

(AN EQUAL OPPORTUNITY EMPLOYER)

PLEASE PRINT

Position(s) Applied For: Town Clerk

Date of Application Monday, February 12, 2018

Lozano Freddie G.
Last Name First Name (M.I.)

6446 115th Lane North Seminole FL 33772
Address Number Street City State Zip

Telephone Number Social Security Number

Notify in case of emergency:

Tess Lozano 20807 Sullivan Ranch Boulevard, Mt. Dora, FL 32757
Name Address Phone Number

Have you ever been known by any other name? Alfredo

Have you ever been employed with us before? Yes ___ No X

Are you currently employed? Yes X No ___

May we contact your present employer? Yes X No ___

Are you legally authorized to work in the U.S.? Yes X No ___
(Eligibility to work in the U.S. is subject to verification upon hire.)

On what date would you be available for work? As soon as required.

Are you available to work: Full Time X Part Time ___ Temporary ___

Have you ever been convicted of a felony or pled nolo contendere, regardless of adjudication? Yes ___ No X

(Conviction or a plea of nolo contendere will not necessarily disqualify An applicant from employment.)

Note: It is the policy of the Town not to discriminate on the basis of race, sex, color, national origin, religion, age, marital status or disability and further to make reasonable accommodations as required by law. The Town of Indian Shores is a Drug-Free Workplace.

If you are applying for a position which involves driving, please complete the following three questions:

Current Valid Driver's License: State FL Number _____

Type of License: Operator's _____ Chauffeur's _____ Restricted _____

Has your license ever been suspended or revoked? Yes _____ No X

If yes, explain in detail:

(NOTE: Police & Driving records will be checked on applicant)

Are you at least 18 years of age? Yes X No _____

If no, state birth date _____

EDUCATION

ELEMENTARY SCHOOL Giese Elementary: 5120 Byrd Ave, Racine, WI 53406

HIGH SCHOOL Case HS: 7345 Washington Ave, Racine WI 53406 (freshman – first ½ of Sophomore year)
North Cobb HS: 3400 Old 41 Hwy NW, Kennesaw, GA 30144 (2nd ½ of Sophomore - Senior)

UNDERGRADUATE COLLEGE/UNIV. _____

GRADUATE/PROFESSIONAL Tampa Technical Institute: 2410 E. Busch Blvd, Tampa, FL 33612

Describe any job related specialized training, apprenticeship, skills and extra-curricular activities.

1. Detailed analysis of the TCS fulfillment system's program modules for specific client needs.
2. Writing detailed and effective project Business Requirement Documents.
3. Data analysis for project integrity.
4. Database queries.
5. Team building and leadership seminars.

State any additional job related information you feel may be helpful to us in considering your application.

1. Proficient with Microsoft Office (Outlook, Word, Excel, PowerPoint, Access).
2. Great and effective communication (verbal and written) skills.
3. Document imaging systems to rapidly scan paper documents in batches into digital copies with reference ids.
4. Created a process for cross-reference documentation to easily locate digital documents along with their hard copy counterpart.
5. TCS has a 'General Files' room containing all paper documents needed if requested by clients, finance, marketing, and or programming. Each paper document is given a date, id, and type for easy location. This falls in the same line as retrieving records an individual maybe requesting.
6. Courteous, polite, and respectful to others.
7. Able to multi-task.
8. Fast typing skills.

List professional, trade, business or civic activities and offices you would like us to consider.

REFERENCES:

Give name, address and telephone number of three references who are not related to you.

Karin Woerz (Time Customer Service)
Sr. Manager - Mail Processing

Dolores Fink (Time Customer Service)
Supervisor - Mail Opening

Katina Robinson (Time Customer Service)
Support Services & Security Control Project Leader

HEALTH:

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

Yes No

(All job offers are conditioned on successful completion of a physical examination administered by an authorized Town physician.)

EMPLOYMENT EXPERIENCE:

Provide work history for the last ten years. Start with your present or last job. Include any job-related military service assignments and volunteer activities.

1. Employer Time Customer Service (TCS)
Address 3000 University Center Dr., Tampa, FL 33612
Phone # 813-979-6625
Job Title Systems/Operations Support Analyst
Date of Employment: From: 04/1997 To: Present
Reason for leaving Company was sold and the building will be closing.
Hourly Rate/Salary Starting/Final Starting \$25K - Final \$42K

2. Employer Brighthouse Networks (now Spectrum)
Address 4145 S. Falkenburg Rd, Riverview, FL 33578
Phone # 813-922-2172
Job Title Customer Service Representative
Date of Employment: From: 05/2009 To: 02/2013
Reason for leaving I received a promotion at TCS which required flexible hours.
Hourly Rate/Salary Starting/Final Starting \$11/hr - Final \$11.50/hr (plus commission)

3. Employer _____
Address _____
Phone # _____
Job Title _____
Date of Employment: From: _____ To: _____
Reason for leaving _____
Hourly Rate/Salary Starting/Final _____

If you need additional space, please continue on a separate sheet of paper.

If you are an honorably discharged Veteran, you may be eligible for Veteran's Preference in consideration of your application for employment. Substantiating documents must be furnished at the time of application.

Do you request a Veteran's Preference? Yes _____ No X
If yes, please designate the basis for your preference below.

1. As a Veteran with a compensable service-connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Veterans Administration and the Department of Defense.
2. As the spouse of a Veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a Veteran missing in action, captured or forcibly detained by foreign power.
3. As a Veteran of any war who has served on active duty for 181 consecutive days or more, or who has served 180 consecutive days or more since January 31, 1955, if any part of such active duty was performed during a wartime era. Active duty for training is not allowable.

4. As the unremarried spouse of a Veteran who was killed in action, or died of service-connected disability.

Branch of Service	Date of Entry	Date of Discharge
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Have you been employed by a State, County, or local government as of or since October 1, 1987? Yes _____ No X

If yes, name the employer: _____

NOTE: Any eligible applicant who believes he/she was not afforded employment preference in accordance with FA 295.08 may file a complaint with THE DIVISION OF VETERAN'S AFFAIRS. (P.O. BOX 31003 ST. PETERSBURG, FLORIDA 33731) within 21 calendar days from the date of notice of hiring decision.

APPLICANT CERTIFICATION (READ CAREFULLY BEFORE SIGNING):

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that should I be employed, any false, incomplete or incorrect statements of any fact may cause dismissal from Town employment, regardless of when discovered.

I agree to furnish proof to substantiate the information in this application. I also agree to submit to a medical examination as may be required after an offer of employment has been extended and I understand that all offers of employment are conditioned on such medical examination. Such examination may include a drug and alcohol screening. Further, I understand that I may be subject to drug and alcohol screening after employment.

I voluntarily give permission to the Town of Indian Shores to make investigations of information contained in this application and do hereby fully release the Town and its agents from liability for doing so.

If I am employed by the Town of Indian Shores, I will conform to the rules, regulations and policies of the Town of Indian Shores.

2/12/18
DATE

[Signature]
APPLICANT'S SIGNATURE

RELEASE OF INFORMATION

I VOLUNTARILY GIVE PERMISSION TO THE TOWN OF INDIAN SHORES TO CONDUCT BACKGROUND INVESTIGATIONS PERTAINING TO MY CHARACTER AND RELIABILITY, AND DO HEREBY FULLY RELEASE THE TOWN AND ITS AGENTS FROM LIABILITY FOR DOING SO.

2/12/18
DATE

[Signature]
APPLICANT'S SIGNATURE

NOTICE

EMPLOYEE SCREENING FOR PUBLIC SAFETY

All employees required by law to be screened shall be required to undergo background screening as a condition of employment and continued employment. Screenings may include any or all of the following, but may not be limited to, employment history checks, local criminal history checks through local police agencies, statewide criminal history checks through the Florida Department of Law Enforcement, and/or national criminal history checks through the Federal Bureau of Investigation.

Said employment positions to be screened include, but are not limited to, those critical to security or public safety, or for any private contractor, employee of a private contractor, vendor, repair person, or delivery person who has access to any Town facility or Town operated facility that the governing body of this municipality, or its Chief of Police, finds is critical to security or public safety.

I HEREBY ACKNOWLEDGE I HAVE RECEIVED THE EMPLOYEE SCREENING NOTICE

Ronald Payne
SIGNATURE


2/12/18
DATE



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

Memorandum

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

From: Terry E. Hughes, Chief of Police 

Date: 27 February, 2018

Re: Major Emily Smoak & Officer Raimondo DeCunto, Part-Time Status

Major Emily Smoak, Deputy Chief has requested her status with the Indian Shores Police Department be changed to part-time, which will cause a void in the department's administrative staff.

However, Officer Raimondo (Ray) DeCunto has stepped-up and requests his status be changed to part-time, and be assigned to the Administrative Division.

Major Smoak will retain her hourly rate, but with no benefits. Officer DeCunto will be given the rank of Captain with an hourly rate of \$30.00/hr. with no benefits.

Both will split their work hours, with a total of 40 hours combined per week. With no payable overtime, along with no; sick time, annual leave, health insurance, pension etc. There will be an actual savings and therefore, will not have a negative impact on the budget.

RAIMONDO A. DeCUNTO Jr.

SUMMARY OF QUALIFICATIONS

FLORIDA CERTIFIED LAW ENFORCEMENT OFFICER with 29+ years of total law enforcement experience in Pinellas and Hillsborough Counties, Florida combined. Additionally, 27+ years of instructor experience teaching law enforcement officers general topics, as well as high liability courses including: firearms, defensive tactics, police response driving, aerosol subject restraints, expandable baton, tactical drug operations and survival techniques in all areas of law enforcement, corrections and probation and parole. Noted for ability to translate real-life experience into highly effective training programs. Numerous teaching certifications, including certifications for adjunct instructor in multiple states within the United States.

LAW ENFORCEMENT TRAINING EXPERIENCE

INDIAN SHORES POLICE DEPARTMENT, FLORIDA – Reserve Officer 2017 - present

HILLSBOROUGH COUNTY SHERIFF'S OFFICE, FLORIDA - Reserve Deputy 2012 - 2013

RAD TRAINING, INCORPORATED 2010 – Present

Owner and Director of RAD Training, Inc., a law enforcement training company. RAD Training, Inc. focuses on officer survival in all areas of law enforcement through classroom and practical scenario based training. Classes are taught throughout the United States.

RAD Training, Inc. website: www.RadTrainingInc.com

LAW ENFORCEMENT TRAINER 1989 – Present

Responsibilities include: customized survival and practical scenario based training through RAD Training Inc. and/or as an independent contractor for federal, state and local government, law enforcement agencies, parole and probation officers, courthouse security officers, correctional officers, private protection specialist, social workers and child protection specialist nationwide. Course topics taught include: narcotics tactics, mindset, peak performance, off-duty encounters, safety and survival, communication, reading body language, roadway responsibilities, active shooter, edged weapons, surveillance techniques, emotional survival, stress, less-lethal force options and deadly force.

CURRENTLY QUALIFIED TO TEACH THE FOLLOWING COURSES:

- ❑ **Tactical Drug Operations I and II (Basic and Advanced)** – Each is a 40-hour class taught inside and outside the United States.
- ❑ **Tactical Narcotics** – 24 hours of tactical search warrant, vehicle buy/bust and agent rescue operations for narcotics detectives.
- ❑ **Street Survival Seminar** – 16-hour course involving tactical survival mindset training for law enforcement / correctional officers / private sector.
- ❑ **Ambush Survival Tactics** – 16-hour course focused on scenario based training covering sudden unexpected violent encounters for patrol officers, as well as medical trauma aid for law enforcement first responders.

- ❑ **Courthouse Survival Tactics** – 8-hour survival course specifically related to Courthouse security officers.
- ❑ **Probation and Parole Survival Tactics** – 8-hour survival course specifically related to probation and parole officers.
- ❑ **Police Professionalism** – 8 hour course designed for patrol officers balancing professionalism, de-escalating people and situations while managing their own survival.
- ❑ **Survival Tactics for Correctional Officers** – 8-hour survival course specifically related to Correctional officers.
- ❑ **Social Worker Survival Mindset** – 4-hour survival mindset course for social workers and child protective service workers.

CALIBRE PRESS STREET SURVIVAL TRAINING PROGRAM

2003-Present

Instructor for Calibre Press Street Survival Seminar to federal, state and local Law enforcement, corrections, probation and private sector officers throughout the nation. Additionally, contracting with Prime Media Workplace Learning, PoliceOne.com and Life Line Training as a survival tactics Instructor.

MULTI-JURISDICTIONAL COUNTERDRUG TASK FORCE TRAINING PROGRAM

1990 – Present

(A federally funded program based out of the St Petersburg College sponsored by the Florida National Guard)

Instruct tactical drug operations and survival skills to law enforcement personnel in the U.S., Guam, Puerto Rico, St. Croix, St. Thomas, Virgin Islands and Saipan. Content is tailored to agency needs and focuses on officer survival during narcotics raids and arrests, as well as uniform patrol encounters.

- Provided input for course content and instructor techniques that led to program's expansion from 12 hours to a 40-hour combined classroom and hands-on tactical training course.
- Provided input for course content and instructor techniques that led to the development of the **Advanced Tactical Operations** class involving low light operations and in-depth training in vehicle arrest situations, agent rescue, and undercover weapon techniques.

MULTI-JURISDICTIONAL COUNTERDRUG TASK FORCE TRAINING PROGRAM

1994-1999

Instructed Tactical Maritime Operations inside and outside the United States.

P.C.S.O. LAW ENFORCEMENT TRAINING SECTION (LETS)

1994 – 1996

Instructor of *Firearms, Defensive Tactics, Driving, Expandable Baton, Chemical Agent, Firearms and Survival Tactics* for agency-wide in-service training and specialized units within the agency.

POLICE ACADEMY, ST. PETERSBURG COLLEGE, St. Petersburg, FL

1990 – 1996

Instructor of *Firearms, Defensive Tactics, Defensive Driving and Survival Tactics* to law enforcement students.

LAW ENFORCEMENT EXPERIENCE

PINELLAS COUNTY SHERIFF'S OFFICE, Largo, FL (Retired Sergeant - June 2009) 1985 - 2009

Sergeant, Narcotics Division (2000 - 2009)

- Supervised a squad of narcotics detectives to ensure operations credibility and officer safety.
- Supervised and coordinated training specific to the narcotics detectives.
- Performed Lieutenant's duties during their absence.
- Directed overt and covert drug operations including investigations, surveillances, and street level narcotics purchases involving narcotics dealers and traffickers.
- Provided tactical planning and preparation for execution of search warrants, agent rescues and buy/bust operations.
- Coordinated and facilitated specialized in-house tactical training for the Narcotics Division detectives.

Sergeant, Patrol Division (1999 - 2000)

Detective, Narcotics (1998 - 1999) - Additionally provided tactical training for narcotics operations.

Deputy, Community Policing Section (1996 - 1998)

Instructor, Law Enforcement Training Section (LETS) (1994 - 1996)

- Instructed agency-wide in-service and specialized training for *Firearms, Defensive Tactics, Driving, Expandable Baton, Aerosol subject restraints, and Firearms Training System (FATS)*.

Detective, Narcotics Division (1991 - 1994)

SWAT Team (1987 - 2000)

- Held positions as a Sniper, Assistant Team Leader, and Team Leader.

Patrol Division (1985 - 1991)

- Held positions as Field Training Officer, Team Leader for Major Accident Investigation Team (MAIT), and Corporal in the Traffic Enforcement Section.

P.C.S.O. Awards/Recognition:

- *Two-time recipient of Distinguished Service Award for exceptional service to the agency.*
- *Two-time recipient of The Combat Cross for "acts of heroism during combat with an armed subject".*
- *Three-time winner of FOP Deputy of the Month in recognition for outstanding performance of duty.*
- *Numerous merit citations and commendations from supervisors and citizens.*

MADEIRA BEACH POLICE DEPARTMENT, Madeira Beach, FL

1981 - 1985

Patrol Officer / Detective

- Received numerous merit citations and commendations from supervisors and citizens.

EDUCATION & INSTRUCTOR CERTIFICATIONS

Bachelor of Arts in Business Administration, Tampa College, Tampa, FL - 1990

Instructor Certifications:

State of Florida Law Enforcement Instructor Certification - Current
State of Georgia Adjunct Instructor Certification - Current
State of Arkansas Adjunct Instructor Certification - Current

Federal Law Enforcement Training Center (FLETC):

Small Town and Rural Training Series (STAR) Instructor
Drug Enforcement Train-the-Trainer Program - 2001- Current

Southeastern Public Safety Institute, St. Petersburg College:

GRACIE Retention and Control for Immediate Enforcement - 2003
Precision Immobilization Technique (PIT) Instructor - 1997
Firearm Training Systems (FATS) Instructor - 1997

Criminal Justice Institute, St. Petersburg College:

Simunition Instructor - 2013 - Current
Defensive Tactics Instructor - 1995- Current
OC Chemical Agent Instructor - 1995 - Current
Cultural Diversity for Instructor Recertification - 1995- Current
Police Driving Instructor - 1994 - Current
ASP Tactical Baton Instructor - 1994 - Current
Firearms Instructor - 1990 - Current
Instructor Techniques - 1989 - Current

Selected Additional Courses:

Terrorism Operational Response - 1999
Supervisory Development Program - 1999
Criminal Street Gang ID & Investigations - 1996
Street Survival - Calibre Press, Inc. - 1994
SWAT Supervisors' Tactics and Management -1990
Basic Narcotics Academy - 1989

Complete portfolio of training certificates available at interview.



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TERRY E. HUGHES, CHIEF OF POLICE

Date: February 9th, 2018

To: Honorable Patrick Soranno, Mayor/Town Council

From: Terry E. Hughes, Chief of Police 

Re: Qualifying FY18/19 Budget Discussion

Mayor Soranno,

This Qualifying FY18/19 Budget Discussion is presented to explain the increase in costs of the Indian Shores Police Department.

The Police Department has been very diligent in its efforts to keep costs down as exemplified below:

1. FY13/14	\$792,841	N/A
2. FY14/15	\$792,841	0%
3. FY15/16	\$795,667	Increase .0035%
4. FY16/17	\$765,100	Decrease 3.8%
5. FY17/18	\$777,378	Increase 1.6%
6. FY18/19	\$826,031	Increase 5.8% (purposed)

Due to the unforeseen circumstances of several Officers leaving. The department was forced to hire Officers at over-time rates to maintain the status-quo of Police Officers covering shifts, which is putting a tremendous strain on the current budget.

However, the increase in the purposed FY18/19 budget in Personnel Costs is reflected with the hiring of an additional Officer, and salary increases to obtain/maintain qualified Police Personnel.

This increase will significantly raise the protection and services provided to our Citizens by allowing two Patrol Officers working on the street, and a third Officer, quasi supervisor, on each shift, which the department has not had in recent years.



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Tele: 727-595-5414 or 727-596-8775 Fax: 727-595-4785

Terry E. Hughes, Chief of Police

DATE: FEBRUARY 9th, 2018
TO: HONORABLE PATRICK SORANNO, MAYOR/TOWN COUNCIL
FROM: TERRY E. HUGHES, CHIEF OF POLICE 
SUBJECT: FY 2018/2019 BUDGET DISCUSSION

Sir:

The FY 2018/2019 Department Target Budget Discussion is presented in four Categories and compared to the FY 17/18 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					
	FY15/16	FY16/17	FY17/18	FY18/19	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	3,000	6,000	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	70,63	7,063	7,063	0
TOTAL	51,479	54,479	54,479	54,479	0

PERSONNEL SERVICES					
	FY15/16	FY16/17	FY17/18	FY18/19	VARIANCE
SALARIES	716,239	650,867	674,953	728,524	53,571
OVERTIME	20,000	30,000	10,000	12,000	2,000
HOLIDAY PAY	28,503	24,852	20,498	16,959	-3,539
INCENTIVE PAY	5,160	4,440	6,240	6,240	0
FICA	59,203	54,557	54,655	58,718	4,063
RETIREMENT	115,001	86,907	88,162	72,792	-15,370
HEALTH/DISABLE INS.	117,583	123,492	123,052	162,312	39,260
LIFE/DENTAL INSURANCE	5,320	4,572	9,214	14,513	5,299
WORKERS' COMP.	26,364	56,262	65,912	53,398	-12,514
EMPLOYEE ASSISTANCE INS.	1,078	1,078	1,078	1,078	0
CLOTHING ALLOWANCE	4,000	3,000	3,250	2,750	-500
TOTAL	1,098,451	1,040,026	1,057,014	1,129,284	72,270

There is an overall increase of 6.3% in Personnel Services. This is largely due to hiring additional Officers, salary increases, and a substantial increase in Health Insurance. However, please note the decrease in Retirement and Worker's Comp.

OPERATING EXPENSES					
	FY15/16	FY16/17	FY17/18	FY18/19	VARIANCE
PROFESSIONAL SERVICES					
PHYSICIAN, PSYCHOLOGICAL SERVICES	3,500	3,848	5,908	5,908	0
TRAVEL/PER DIEM	750	750	750	750	0
COMMUNICATIONS (forensics, Dispatch, MDT)	34,563	36,413	39,505	41,085	1,580
TRANSPORTATION SERVICES	300	300	0	0	0
RENTAL/VEHICLES/PAGERS	150	150	0	0	0
MAINTENANCE(Vehicles ,Computers, Equip)	14,000	16,000	16,000	16,000	0
SUPPLIES (Office, Gas, Uniforms, Etc.)	39,137	40,337	40,337	40,337	0
PUBLICATIONS/MEMBERSHIPS	350	350	550	550	0
POLICE TRAINING/EDUCATION	-	3,000	0	1,000	1,000
TOTAL	92,750	101,148	103,050	105,630	2,580

The 2.4% increase in Operating Expenses is caused by increased costs via P.C.S.O. contracts. However, through Police Training/Education, Officers may reduce this cost, thereby reducing the costs for P.C.S.O. Forensics to process scenes of misdemeanor crimes.

CAPITAL EQUIPMENT				
	FY16/17	FY17/18	FY18/19	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					
	FY15/16	FY16/17	FY17/18	FY18/19	VARIANCE
ADMINISTRATIVE COSTS	51,479	54,479	54,479	54,479	0
PERSONNEL SERVICES	1,098,451	1,040,026	1,057,014	1,129,284	72,270
OPERATING EXPENSES	92,750	101,148	103,050	105,630	2,580
TOTALS	1,242,680	1,195,653	1,214,543	1,289,393	74,850

PROPOSED POLICE BUDGET FY18/19

		FY17/18	FY18/19	VARIANCE
342.100	POLICE SERVICE CONTRACT	425,090	451,287	26,197
351.100	COURT FINES	12,000	12,000	0
361.100	COURT FINES INTEREST	75	75	0
381.000	CONTRIBUTION FROM GENERAL FUND	777,378	826,031	48,653
	TOTAL	1,214,543	1,289,393	74,870
EXPENDITURES				
521.100	PERSONNEL SERVICES	1,047,014	1,117,284	70,270
521.140	OVERTIME	10,000	12,000	2,000
521.310	PROFESSIONAL SERVICES	5,908	5,908	0
521.311	POLICE ATTORNEY	6,000	6,000	0
521.320	POLICE AUDIT FEES	9,350	9,350	0
521.340	CONTRACTUAL SERVICES	10,457	11,227	770
521.400	TRAVEL / PER DIEM	750	750	0
521.410	COMMUNICATIONS SERVICE	29,048	29,858	810
521.420	TRANSPORTATIONS	0	0	0
521.440	RENTAL AND LEASES	0	0	0
521.450	POLICE INSURANCE	39,129	39,129	0
521.460	MAINTENANCE	16,000	16,000	0
521.470	PRINTING / BINDING	0	0	0
521.490	OTHER OBLIGATIONS	0	0	0
521.510	EQUIPMENT BELOW \$100	0	0	0
521.520	SUPPLIES - GAS, ETC.	40,337	40,337	0
521.540	PUBLICATIONS / MEMBERSHIP	550	550	0
521.542	POLICE TRAINING/EDUCATION	0	1,000	1,000
521.640	CAPITAL EQUIPMENT			
	TOTAL	1,214,543	1,289,393	74,850

With the increase in Personnel and Operating expenditures, even with a zero increase in Administrative costs. There is an overall increase of (\$74,850) or 5.8% for the proposed FY18/19 budget.

The Redington Shores fee via the Police Service Contract is calculated as \$1,289,393 X .35 = \$451,287.