

INDIAN SHORES

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ADMINISTRATIVE AND FINANCE COMMITTEE MEETING AGENDA

TUESDAY, MARCH 27, 2018 BEGINS AT 4:30 P.M.

- | ITEM # | AGENDA ITEM |
|--------|---|
| 1.0 | Consideration of approving the Administrative and Finance Committee Agenda for March 27, 2018 |
| 2.0 | Comments from the public on any Agenda Item |
| 3.0 | Consideration of approving the Administrative and Finance Committee Meeting Minutes for March 6, 2018. (Ref.: Pgs. 1-5) |
| 4.0 | Consideration of recommending approval of the resignation of Major Emily Smoak effective immediately and the resignation of Officer Robert (Tony) Auch effective March 30, 2018. (Ref.: Pgs. 6-7) |
| 5.0 | Consideration of recommending approval of changing Captain Raimondo DeCunto from part-time to full-time status at a salary of \$72,800 per year. (Ref.: Pg. 8) |
| 6.0 | Consideration of approving Sick Leave Pool hours for Fran Meegan's extended sick leave. (Ref.: Pg. 9) |

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) Petrucci
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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ADMINISTRATIVE AND FINANCE COMMITTEE MEETING MINUTES MINUTES - MARCH 6, 2018

The Administrative and Finance Committee meeting convened at 2:01 p.m. Those present were: Mayor Patrick Soranno, Vice Mayor Diantha Schear and Art Newsome, Citizen Member.

Also Present: Councilor Mike Petruccelli, Councilor Bill Smith and Councilor Mike Hackerson; Greg Yantorno, Building Official; Bonnie Dhonau, Town Administrator; Susan Scrogam, Director of Finance and Personnel; Chief Terry Hughes; Darlyn Stockfisch, Administrative Specialist, Freddie Lozano, and Ray DeCunto.

1.0 Consideration of approving the Administrative and Finance Committee Agenda for March 6, 2018.

Motion by Art Newsome – seconded by Vice Mayor Schear to approve the Committee Agenda for March 6, 2018. Motion carried 3-0.

2.0 Comments from the public on any Agenda Item.

There were no comments.

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.

Susan Scrogam explained that there were 10 applicants for the open Town Clerk position and four were interviewed. The Interview Team unanimously agreed that Freddie Lozano had a skillset that was easily transferrable to the Town Clerk position.

Susan Scrogam said that she would help in training Freddie as she had her CMC (Certified Municipal Clerk) designation. She is also

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Town Attorney

making arrangements to have a local City Clerk mentor him during his learning process.

Bonnie Dhonau pointed out that Freddie came highly recommended by our Indian Shores Systems Administrator contractor, Tom Lancto.

Mayor Soranno opened up discussion for Public Comment.

Art Newsome mentioned that Freddie didn't appear to have any previous government experience.

Mayor Soranno replied that Freddie was switching careers from the private to the public sector.

Bonnie Dhonau added that Freddie had been in the process of changing careers as his company was recently bought out, and the staff had been warned about layoffs occurring within one year.

Councilor Hackerson stated concerns about Freddie's lack of government experience and that not being aware of pertinent state and federal laws (especially the Sunshine Law) would mean a steep learning curve. He thought our base salary for the Town Clerk position required that the candidate be qualified and having experience for the position. He suggested a more realistic base salary of \$45,000 and that salary could quickly climb based on Freddie's growth.

Freddie Lozano conveyed that he understood their concerns; however, he is confident in his ability, has great organizational skills and is a team player. He believes he can do the job at the level required and at the salary provided and is looking forward to growth into the CMC program.

Councilor Smith asked Freddie why he wanted the job.

Freddie Lozano replied that he had done some research on Indian Shores and was intrigued by what Indian Shores does for the Community (i.e., recreation classes, library and the educational presentations, etc.). He wanted to be a part of that community spirit.

Vice Mayor Schear inquired and got confirmation that Freddie would attend the June and October CMC conferences as a condition

of his employment. She also asked Freddie about any research he might have done on the laws of municipalities.

Freddie Lozano replied that he was reading up to get a head start on Chapter 119 (Public Records Law).

Vice Mayor Schear informed Freddie that he should not assume he knows something and to always ask if in doubt.

Larry Schear asked as to why some things were blacked out of Freddie's resume.

Bonnie Dhonau replied that the agenda packet is posted on our website, and we don't want to make personal information available to the public so that information was redacted.

Mayor Soranno said that it has been a challenge to get someone into this position as Indian Shores is a small municipality and the local candidate pool is small. We know what the job entails and the Interview Team has decided to move forward with hiring Freddie. Freddie will be fast-tracked through the CMC training, and he has the transferable skills needed and the technical background to take us forward. He recommended we hire him at the \$53,590 and work with him to make him a success.

Motion by Vice Mayor Schear – seconded by Art Newsome to recommend approving the hiring of Freddie Lozano for the Town Clerk position at an annual salary \$53,590 to begin on Monday, March 26, 2018. **Motion carried 3-0.**

4.0 Consideration of approving to hire Reservist Ray DeCunto part-time and change Major Smoak from full-time to part-time status.

Chief Hughes explained that when Major Smoak initially went full-time she made it clear that she didn't want to work full-time for long. She has been extremely instrumental in getting Chief Hughes caught up on various administrative aspects of the Police Department. She has now asked to go part-time to spend more time with her family.

Chief Hughes further explained that Ray DeCunto currently works as an Indian Shores reservist and has conducted some excellent training programs for the Town. Ray expressed an interest in

working part-time and this is a good opportunity to make that happen. He would be hired in at a rank of Captain, part-time at \$30 an hour with no benefits.

Ray DeCunto thanked the Committee for considering him for the part-time position. He currently has his own training company but wants to scale back on all the traveling he has to do. He had retired from the Sheriff's Office and has always stepped up for added responsibilities. He is very excited about this position.

Mayor Soranno responded that Ray has an impressive resume and comes highly recommended. Ray has been involved in the new Community Educational Programs that are part of the increased outreach our Police Department is involved in.

Motion by Art Newsome – seconded by Vice Mayor Schear to approve hiring Reservist Ray DeCunto part-time and changing Major Smoak from full-time to part-time status. **Motion carried 3-0.**

Mayor Soranno stated and the Committee concurred that Major Emily Smoak has done a terrific job for us and she would be missed.

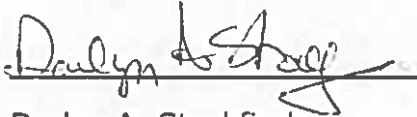
5.0 Consideration of FY 2018/2019 Police Department Budget

Chief Hughes presented his proposed budget saying it needed to go before Redington Shores and then would come back to the Indian Shores Town Council for final approval on March 13, 2018.

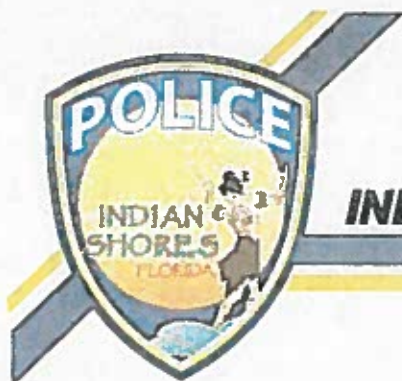
Chief Hughes reported that he has been diligent in keeping costs down and gave examples in the agenda packet memo. He explained that he has had to raise personnel costs by hiring two additional officers that were needed and also in order to maintain qualified personnel. He further explained that there is an increase in the cost for the Sheriff's Office forensics involvement, but we are bringing in training for our officers on forensics which should ultimately help to lower those costs.

Motion by Diantha Schear – seconded by Art Newsome to recommend approval of the FY 2018/2019 Police Department Budget. **Motion carried 3-0.**

The meeting adjourned at 2:28 p.m.



Darlyn A. Stockfish
Administrative Specialist



Terry E. Hughes, Chief of Police

INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

March 20, 2018

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

From: Terry E. Hughes, Chief of Police 

Re: Resignation of Major Emily Smoak, Deputy Chief

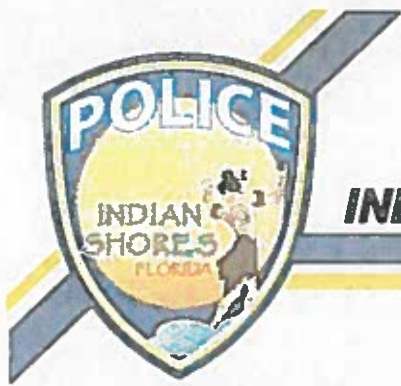
Mayor Soranno,

It is with a heavy heart that I have reluctantly accepted Major Emily Smoak's resignation.

Emily has had a significant impact on the department. Mere words cannot express my gratitude for all her hard work during her tenure here.

As a member of Command Staff, she implemented numerous directives and policy changes that will contribute to her legacy at I.S.P.D.

We all will surely miss her.



Terry E. Hughes, Chief of Police

INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

March 20, 2018

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

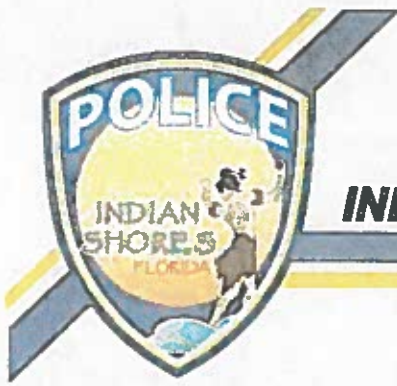
From: Terry E. Hughes, Chief of Police 

Re: Resignation of Officer Robert (Tony) Auch

Mayor Soranno,

I have accepted the resignation of Officer Robert (Tony) Auch with the Indian Shores Police Department effective March 30th, 2018.

Tony has been with the department for 7 (seven) months so there will be no buy-out of his sick or vacation leave hours.



Terry E. Hughes, Chief of Police

INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

March 20, 2018

To: Honorable Patrick Soranno, Chairman/Administration & Finance Committee
From: Terry E. Hughes, Chief of Police 
Re: Hiring Captain Raimondo DeCunto Full-Time

Mayor Soranno,

With the resignation of Major Smoak, there is now an open position in the Command Staff/ Administrations.

Therefore, I would like approval to hire Captain Ray DeCunto by changing his status from part-time to full-time.

In a very short period, Captain DeCunto has "hit the ground running", so to speak and is assuming the duties and responsibilities as Command Staff.

This will not have a negative impact on the FY17/18 budget as he will be a salaried employee at 72,800/yr. which is lower than Major Smoak's salary.



Terry E. Hughes, Chief of Police
INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

March 22, 2018

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

From: Terry E. Hughes, Chief of Police 

Re: Administrative Assistant Francis Meegan, Sick Leave Pool

Mayor Soranno,

Administrative Assistant Fran Meegan has been out on sick leave to the extent that she has exhausted all her sick and annual leave. Therefore, she is requesting to use 30 days of sick time from the Town's sick leave pool.

The Town's Administration & Finance Committee must give approval in order for her to do so.