

# 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, MAY 8, 2018 BEGINS AT 4:30 P.M.

- | ITEM # | AGENDA ITEM  |
|--------|--|
| 1.0    | Consideration of approving the Administrative and Finance Committee Agenda for May 8, 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 27, 2018. (Ref.: Pgs. 1-2)   |
| 4.0    | Consideration of accepting the retirement of Administrative Assistant Frances (Fran) Meegan effective April 27, 2018. (Ref.: Pgs. 3-4)   |
| 5.0    | Consideration of recommending approval of the Administrative & Finance Committee to openly seek applicants to fill the Indian Shores Police Department Administrative Assistant position. (Ref.: Pg. 5-7)                                      |
| 6.0    | Consideration of accepting the resignation of Reserve Officer Katie Bielecki of her commission with the Indian Shores Police Department effective immediately. (Ref.: Pgs. 8-9)  |
| 7.0    | Consideration of approving to hire Mr. Scott M. Martin as a full-time Officer in the Patrol Division pending his pre-employment physical and drug test screening results. (Ref.: Pgs. 10)  |
| 8.0    | Consideration of recommendation to Town Council for approval of the purchase of HVAC Controls and replacement of RTU #2 from Tampa Bay Trane on the U.S. Communities Governmental Contract. (Reference materials to be handed out at meeting). |

**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

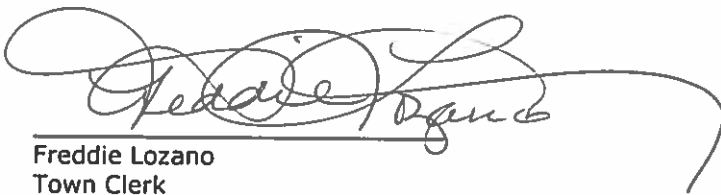
**Susan L. Scrogam**  
Director of Finance  
and Personnel

**Freddie G. Lozano**  
Town Clerk

**Gregory Yantorno**  
Building Official

**Regina Kardash, Esq.**  
Town Attorney

- 9.0 Consideration of approving the re-classification of Darlyn Stockfisch to Administrative/PIO with a pay increase. (Ref.: Pgs. 11)

A handwritten signature in black ink, appearing to read "Freddie Lozano", with a long horizontal flourish extending to the right.

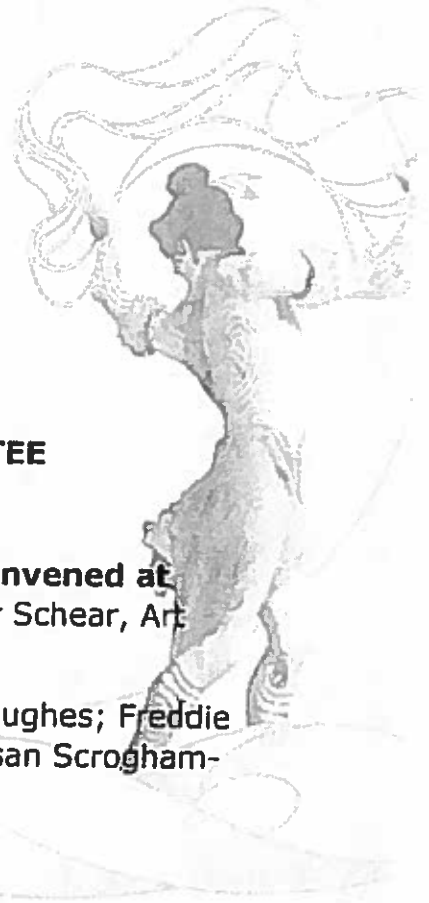
Freddie Lozano  
Town Clerk

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.

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## ADMINISTRATIVE AND FINANCE COMMITTEE MINUTES - MARCH 27, 2018

The Administrative and Finance Committee meeting convened at 4:30 P.M. Those present were: Mayor Soranno, Vice Mayor Schear, Art Newsome-Citizen Member.

Also Present: Councilor Smith; Councilor Hackerson; Chief Hughes; Freddie Lozano-Town Clerk; Bonnie Dhonau-Town Administrator; Susan Scrogam-Finance Director.

### ITEM # AGENDA ITEM

1.0 Consideration of approving the Administrative and Finance Committee Agenda for March 27, 2018

Motion by Art Newsome – seconded by Vice Mayor Schear, to approve the Committee Agenda for March 27, 2018. Motion carried 3-0.

2.0 Comments from the public on any Agenda Item

Mayor Soranno welcomed Freddie Lozano, new Town Clerk and thanked Elaine Jackson, former Town Clerk for graciously returning to help train and guide Freddie.

3.0 Consideration of approving the Administrative and Finance Committee Meeting Minutes for March 6, 2018.

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

Patrick C. Soranno  
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- 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.**

**Mayor Soranno** thanked Emily publicly for her service.

**Motion by Vice Mayor Schear** – seconded by **Art Newsome** to approve of the resignation of Major Emily Smoak effective immediately and the resignation of Officer Robert (Tony) Auch effective March 30, 2018. **Motion carried 3-0.**

- 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.**

**Chief Hughes** mentioned Captain DeCunto's status from part-time to now full-time and that he will be a great asset to the department.

**Mayor Soranno** agreed and mentioned that Captain DeCunto's "Active Aggressor" program will be a sell-out.

**Motion by Art Newsome** – seconded by **Vice Mayor Schear** to approve the changing of Captain Raimondo DeCunto from part-time to full-time status at a salary of \$72,800 per year. **Motion carried 3-0.**

- 6.0 **Consideration of approving Sick Leave Pool hours for Fran Meegan's extended sick leave.**

**Chief Hughes** explained Fran's eligibility to use 30 days from the pool. Fran is currently uncertain of when she will be able to return, but will keep Chief Hughes updated.

**Motion by Vice Mayor Schear** – seconded by **Art Newsome** to approve Sick Leave Pool hours for Fran Meegan's extended sick leave. **Motion carried 3-0.**

  
**Freddie G. Lozano**  
**Town Clerk**




*Terry E. Hughes, Chief of Police*

## **INDIAN SHORES POLICE DEPARTMENT**

*Protect With Honor, Serve With Pride*

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

**From:** Terry E. Hughes, Chief of Police 

**Date:** 26 April 2018

**Re:** Retirement of Administrative Assistant Frances Meegan

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Administrative Assistant Frances (Fran) Meegan is retiring with over 12 years' experience with the Police Department/Town. Her last pay date will be April 27, 2018 (end of pay period).

Fran has effectively run the front office for all those years and her expertise will surely be missed.

I am sure all of us; Mayor, Council and Town Employees wish her well in her retirement.

From: Fran Meegan  
Administrative Assistant  
Indian Shores Police Department  
19305 Gulf Blvd  
Indian Shores, Fl 33785

April 13, 2018

Terry E. Hughes – Chief of Police  
Indian Shores Police Department  
19305 Gulf Blvd  
Indian Shores, Fl 33785

Dear Chief Hughes:

Please accept this letter as a formal notification that I am retiring from my position as Administrative Assistant with the Indian Shores Police Department on Monday, April 30, 2018. I am hereby giving you my two weeks notice that is required by policy.

If health allows, I am glad to provide any assistance I can during the transition.

Thank you for the opportunities you have provided me during the twelve (12) years of employment.

Thank you for your understanding.

Sincerely,

  
Fran Meegan




*Terry E. Hughes, Chief of Police*

## **INDIAN SHORES POLICE DEPARTMENT**

*Protect With Honor, Serve With Pride*

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

**From:** Terry E. Hughes, Chief of Police 

**Date:** 26 April 2018

**Re:** Filling the open Administrative Assistant Position

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With the retiring of Fran Meegan, I request approval of the Administrative & Finance Committee to openly seek applications to fill the position.

A job description for Administrative Assistant is attached for you review.

**TOWN OF INDIAN SHORES  
JOB DESCRIPTION**

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**DEPARTMENT: POLICE**

**SALARY: \$15.39 - \$21.77 hour**

**GENERAL DESCRIPTION:**

Advanced and varied clerical work in support of Police Department operations. This position acts in the capacity of a customer service representative regarding the municipal services provided for by the department. Work is performed under the immediate direction of the Police Chief.

**ESSENTIAL JOB FUNCTIONS:**

1. Serves in a staff position as a "confidential" employee.
2. Receives, prepares and files as appropriate written or electronically generated reports created and submitted in the regular course of business for the Indian Shores Police Department, including proofreading, labeling, and determining that all initial and supplemental reports/forms are present.
3. Answers the Police support services telephone. Receives requests and transfers calls to department members. Contacts by phone the State Attorney or other law enforcement agencies, insurance companies and City residents or businesses.
4. Provides copies to department members as requested.
5. Forwards all misdemeanor reports to the State Attorneys' office as required by agency policy, state statute or other directive or instruction.
6. Responds to subpoenas and other court orders as directed.
7. Forwards all applicable reports to the Florida department of highway safety and motor vehicles (hearing office) as necessary for driver's license hearings.
8. Will receive and maintain F.C.I.C. full basic certification.
9. Maintains familiarity of the Florida public records law and provides verbal or written dissemination of agency reports as required under the same.
10. Forwards to the Town Director of Finance on a as-needed basis all moneys received, public records requests, parking permits, etc.
11. Provides copies of reports and other information as requested to other law enforcement or criminal justice agencies.
12. Enters traffic/marine/DUI and parking citations into the agency data base daily.
13. Maintains and disseminates traffic transmittal reports to the appropriate court clerks.
14. Maintains traffic crash records and disseminates them to the appropriate state and local agencies. Insures completion of all county wide traffic accident data entries.
15. Receives criminal/traffic and civil process subpoenas for department members.
16. Insures that subpoenas are received in compliance with Florida statutes.
17. Maintains the subpoena log (for initial entries) and department court calendar.
18. Data entry, maintain records to include, but not limited to, budget or financial records, inventory records, training records, F.D.L.E. ATMS records, Police Personnel records, and other data fields or records as directed by the Police Chief.
19. Administers and maintains the Re-entry Pass Permits.
20. Administer and maintain a contact list of all; Police Personnel, Town Employees, Elected Officials, Businesses, and other frequent pertinent contacts.
21. Processes requests.
22. Assists the Office of the Chief of Police as directed.
23. Assists the records coordinator when necessary.
24. Performs related work as required.



## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must possess considerable knowledge of business English, punctuation, arithmetic, and spelling; as well as modern office practices and procedures; performs data entry or conventional typing at 40 wpm. Familiar with Microsoft Word and Excel programs.
- Ability to acquire familiarity with law enforcement terminology.
- Ability to work independently and to carry out assignments to completion with minimum supervision,
- Ability to adhere to prescribed routines and practices, maintain complex records, and to make reports requiring extreme accuracy;
- Ability to maintain regular attendance
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to make mathematical computations with speed and accuracy.
- Must be of good moral character appropriate for a position in law enforcement.

### **EDUCATION AND EXPERIENCE:**

Graduation from high school. Two (2) years' experience in records keeping/processing or any equivalent combinations of education and experience in records management.

A comparable amount of training, education or experience may be substituted for the above minimum qualifications.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Maintains a valid Florida Driver's License.

### **ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to sit or stand for long periods. Ability to bend and retrieve records from file cabinets.

### **ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)



*Terry E. Hughes, Chief of Police*

## **INDIAN SHORES POLICE DEPARTMENT**

*Protect With Honor, Serve With Pride*

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

**From:** Terry E. Hughes, Chief of Police 

**Date:** 26 April 2018

**Re:** Resignation of Reserve Officer Katie Bielecki

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Reserve Officer Katie Bielecki has resigned her commission with the Indian Shores Police Department effective immediately.

Ms. Bielecki is a full-time National Guardsman stationed in Orlando, Florida, and does not have time available to contribute to the Police Department.

I want to thank Katie for her service and wish her well in her Military career.



*Terry E. Hughes, Chief of Police*

## **INDIAN SHORES POLICE DEPARTMENT**

*Protect With Honor, Serve With Pride*

To: Chief Terry Hughes

From: Captain R. A. DeCunto

Date: 04-26-2018

Re: Separation of Reserve Officer Katie Bielecki

On April 10, 2018 I telephonically spoke to Katie Bielecki. I called her to follow up on an email that Major E. Smoak previously sent on December 20, 2017. The email referenced Katie attending the sixteen (16) week FTO program. Katie advised me her current status with the military was active and full time. She further advised she could not complete the sixteen (16) week FTO program as well as an accelerated version.

Due to Katie's current work status and the fact she resides in the Orlando, Florida area, I decided she could not effectively continue as a reserve officer with the Indian Shores Police Department. She agreed with this decision and advised she would return her uniform, accessories and any property of the department as soon as possible.

This memo will serve to document Katie Bielecki's resignation of her commission as a reserve officer with the Indian Shores Police Department.




**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**

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## Memorandum

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

**From:** Terry E. Hughes, Chief of Police 

**Date:** 03 May 2018

**Re:** New Hire Officer/Patrol Division, Mr. Scott M. Martin

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With the resignation of Office Auch, the department is once again short staffed. Because of this, the department is forced to hire Officers at over-time rates in order to maintain the levels of protection and services provided to our citizens.

Therefore, I would like approval to hire Mr. Scott M. Martin as a full-time Officer in the Patrol Division.

Mr. Martin is a retired Pinellas Park Police Officer with a stellar record. Some of the comments on his evaluation state, "a seasoned Officer, well versed in the skills required to be a professional Police Officer," with ratings of "outstanding."

Mr. Martin also worked with the Lake Alfred Police Department, and the Chief highly recommended him.

Scott is highly trained and educated with a Master Degree in Criminal Justice, and will be a welcomed member of the Indian Shores Police Department.

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## Memorandum

Date: May 3, 2018

To: Honorable Mayor Patrick C. Soranno and Members of Administrative & Finance Committee

From: Bonnie Dhonau, Town Administrator

*B. DHONAU*

Subject: Request Re-Classification and promotion of Darlyn Stockfisch

I am requesting that Darlyn Stockfisch be re-classified and promoted to the position of Administrative Assistant to Administrator/PIO. During Hurricane Irma Darlyn was key in coordinating messages that were sent out to our residents and posting information regarding debris pickup procedures. Additionally, Darlyn takes care of coordinating efforts to update the various pages in our website as well as sending out the weekly Mayor's Message.

Also, while we were looking to replace our Town Clerk, Darlyn stepped up and helped to bridge the gap and keep things moving forward while Elaine Jackson came in and helped to get things cleaned up.

Darlyn is currently classified as an Administrative Support Specialist 22-04 and making \$37,372 per year. I am request that she be re-classified to Administrative Assistant to Administrator/PIO 22-05 and be given an increase of \$2,628 to bring her annual salary to \$40,000.

**Patrick C. Soranno**  
Mayor

**Diantha Schear**  
Vice Mayor

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