

INDIAN SHORES

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ADMINISTRATIVE AND FINANCE COMMITTEE MEETING AGENDA - TUESDAY, JUNE 12, 2018 BEGINS AT 4:30 P.M.

- | ITEM # | AGENDA ITEM |
|--------|---|
| 1.0 | Consideration of approving the Administrative and Finance Committee Agenda for June 12, 2018. |
| 2.0 | Comments from the public on any Agenda Item. |
| 3.0 | Consideration of approving the Administrative and Finance Committee Meeting Minutes for May 8, 2018. (Ref.: Pgs. 2-8) |
| 4.0 | Consideration of approving to hire Ms. Sarah Mauter as the Administrative Assistant to the Chief of Police. (Ref.: Pg. 9) |
| 5.0 | Consideration of recommending approval to openly seek applicants to fill the position of Building Clerk. |
| 6.0 | Consideration of accepting the temporary assigning of Officer Tim Kennedy to the rank of Corporal (without monetary raise) effective 06/13/18. (Ref.: Pg. 10) |
| 7.0 | Consideration of accepting the resignation of Officer Stephen Janick of his commission as a Police Officer with the Indian Shores Police Department effective immediately. (Ref.: Pg. 11) |
| 8.0 | Consideration of accepting the resignation of Tahnee Sanders from Public Services effective June 21, 2018. (Ref.: Pg. 12) |

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

A handwritten signature in blue ink, appearing to read "Freddie Lozano", with a horizontal line underneath the signature.

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 – May 8, 2018

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

Also Present: Councilor Bill Smith; Chief Terry Hughes; Bonnie Dhonau, Town Administrator; Susan Scrogam, Finance Director; Freddie Lozano, Town Clerk; John Caruso, Alternate Citizen Member of the Administration and Finance Committee; Scott Martin; Town Engineer Bob Brotherton.

ITEM # AGENDA ITEM

- 1.0 **Consideration of approving the Administrative and Finance Committee Agenda for May 8, 2018**

Motion by Vice Mayor Schear – seconded by **Art Newsome** to approve the Committee Agenda for May 8, 2018.

Motion carried 3-0.

- 2.0 **Comments from the public on any Agenda Item**

None.

- 3.0 **Consideration of approving the Administrative and Finance Committee Meeting Minutes for March 27, 2018.**

Motion by Art Newsome – seconded by **Vice Mayor Schear** to approve the Administrative and Finance Committee Meeting Minutes for March 27, 2018. **Motion carried 3-0.**

Patrick C. Soranno
Mayor

Diantha Schear
Vice Mayor

Mike Hackerson
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Michael (Mike) Petruccelli
Councilor

William F. (Bill) Smith
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Terry E. Hughes
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Freddie G. Lozano
Town Clerk

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Building Official

Regina Kardash, Esq.
Town Attorney

4.0 **Consideration of accepting the retirement of Administrative Assistant Frances (Fran) Meegan effective April 27, 2018.**

Motion by **Vice Mayor Schear** – seconded by **Art Newsome** to accept the retirement of Administrative Assistant Frances (Fran) Meegan effective April 27, 2018. **Motion carried 3-0.**

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.**

Chief Hughes stated that by hiring a replacement for Fran, his time spent on administrative duties that an assistant should be handling will enable him to concentrate more on police business. Hiring an administrative assistant will benefit the Chief, the Police Department, and the Town.

Vice Mayor Schear asked if an administrative assistant will essentially do Fran's duties as well.

Chief Hughes replied that the new administrative assistant will handle Fran's duties and more. Bill Jones, Ted Ashby, and Bill Blaine are filling in until the position is filled.

Art Newsome asked if Chief Hughes will conduct the search for the new administrative assistant?

Chief Hughes replied he, along with the Police Department, will interview the best candidates to fill the position.

Mayor Soranno thanked Fran for her 12 years of service. Mayor Soranno agreed that hiring an assistant with good administrative skills will make the Chief's job easier.

Motion by **Vice Mayor Schear** – seconded by **Art Newsome** to approve the Administrative & Finance Committee to openly seek applicants to fill the Administrative Assistant position for the Indian Shores Police Department. **Motion carried 3-0.**

6.0 **Consideration of accepting the resignation of Reserve Officer Katie Bielecki of her commission with the Indian Shores Police Department effective immediately.**

Chief Hughes stated Officer Bielecki has been with the Indian Shores Police Department for a number of years on Reserve Officer status who was available for special events. Officer Bielecki was kept on active status when she served in Kuwait and is currently stationed in Orlando. Chief prefers that all Reserve Officers have the same field officer training to qualify. Officer Bielecki's active military obligations conflicted with the field training schedule resulting in her decision to resign.

Vice Mayor Schear asked if Chief Hughes will be searching for another reserve officer.

Chief Hughes replied that they are constantly looking.

Motion by **Art Newsome** – seconded by **Vice Mayor Schear** to accept the resignation of Reserve Officer Katie Bielecki of her commission with the Indian Shores Police Department effective immediately. **Motion carried 3-0.**

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.**

Chief Hughes stated Mr. Martin passed his physical and drug screening. Chief Hughes added that Mr. Martin received outstanding ratings from Lake Alfred and Pinellas Park. Mr. Martin has a Master's Degree in Criminal Justice and will be a welcomed addition to the department.

Mr. Martin approached the podium for questions and there were none.

Motion by Vice Mayor Schear – seconded by **Art Newsome** to make the recommendation to Council to hire Mr. Scott M. Martin as a full-time Officer in the Patrol Division for the Town of Indian Shores Police Department effective May 19, 2018.

Motion carried 3-0.

Chief Hughes mentioned Mr. Martin's start date would be May 19, 2018.

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.**

Ms. Dhonau began by saying there are three units, Roof Top Units 1, 2, and 3 that handle the temperature on the 4th floor. RTU #2 no longer functions. Ms. Dhonau met with the Trane representatives and discussed the possibility of replacing each unit over a 5-year cycle. A building engineer was asked to evaluate the building's internal and external HVAC units. The engineer said there was not much to re-engineer. To do a re-engineering study would be more than our potential cost savings would be.

Ms. Dhonau requested to replace RTU #2 at the cost of \$35,946. Ms. Dhonau also requested the purchase of building controls that will allow the ability for each RTU to be set individually at a one-time cost of \$40,806. Maintenance is \$7,224 per year for 3 years. Ms. Dhonau requested for the additional consideration of a 5-year parts and labor warranty for RTU #2 at a one-time charge of \$4,725 bringing the unit's total cost to around \$40,000. Trane also gave the option to pay in 3 years at \$2,734 per month.

Mayor Soranno asked about energy savings.

Ms. Dhonau replied that with the installation of the building controls that can control each thermostat independently, we can save approximately 10% off our energy bill which equates to approximately \$5,000-\$6000 per year.

Mayor Soranno stated the unit needs to be replaced and asked about the useful life of the RTU's.

Ms. Dhonau replied that according to ASHRAE standards, when taken into account our salt environment, the anticipated life is 9 years and would be due to expire in 2020.

Mayor Soranno asked Mr. Brotherton his thoughts.

Mr. Brotherton thought paying 10% more over 5 years, along with the 5-year warranty, for a unit that is estimated to last 9-10 years would be a good investment.

Ms. Dhonau added that the biggest expenditure over the past several years were due to repairs to the AAON units. If switched out with Trane units, she believes that they will perform as well as the other Tranes the building currently has.

Vice Mayor Schear thinks the warranty is a good idea.

Mayor Soranno asked if the 1-year manufacturer's warranty included with the unit is figured within the extended 5-year warranty, or is it a total of 6 years.

Ms. Dhonau replied that the warranty states "addition of 5-years parts and 5-years labor".

Motion by **Art Newsome** – seconded by **Vice Mayor Schear** to recommend to the Council the approval of the purchase of HVAC Controls, replacement of RTU #2, and 5-year parts and labor warranty from Tampa Bay Trane on the U.S. Communities Governmental Contract. **Motion carried 3-0.**

9.0 **Consideration of approving the re-classification of Darlyn Stockfisch to Administrative/PIO with a pay increase.**

Ms. Dhonau requested Darlyn Stockfisch be re-classified and promoted to the position of Administrative Assistant to the Administrator / PIO. Ms. Dhonau stated that Darlyn was instrumental in coordinating all messaging that went out during Hurricane Irma. She is the webmaster for the Town's website where she posts the weekly Mayor's Message. While the Town was in search of a new Town Clerk, Darlyn assisted and took on many of the Town Clerk's tasks and duties to ensure that they were being accomplished. Ms. Dhonau feels that Darlyn has been operating at a higher level and would like to reward her for that by asking that she be re-classified and given an increase of \$2,628.00 bringing her annual salary to \$40,000.

Mayor Soranno stated that Darlyn is a very intelligent and talented woman and doesn't miss a beat with the work she does for the Town. He feels that the increase is well deserved and she is well worth it. He also feels he has the Town's Administrative staff where he wants it.

Art Newsome agreed and added that he has never had a complaint or negative thought while working with her throughout the years. She is tremendous and gets things done and if anybody is deserving of it, then she certainly is.

Vice Mayor Schear agreed with Mr. Newsome and added that Ms. Stockfisch is always eager to help.

Motion by Vice Mayor Schear – seconded by **Art Newsome** to approve the re-classification of Darlyn Stockfisch to Administrative Assistant to the Administrator/PIO with a pay increase.

Motion carried 3-0.

Meeting adjourned at 4:59p.m.

**Freddie G. Lozano
Town Clerk**



Terry E. Hughes, Chief of Police

INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

Memorandum

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

From: Terry E. Hughes, Chief of Police

Date: 29 May, 2018

Re: Hiring Ms. Sarah Mauter as Administrative Assistant to the Chief

The Police Department has not had an Administrative Assistant to the Chief of Police for some time.

With the retirement of Fran Meegan, I would like approval to hire Ms. Sarah Mauter as my Administrative Assistant. Her duties will include, but not limited to, Admin. Assistant, office manager, filing training records, approve reports sent to the appropriate agency, traffic & parking tickets reconciliation, UCR reports, subpoena control/liaison, and Supervisor of the Communication unit, etc.

Sarah has agreed to assist a new Building Clerk when one is hired to fill her vacant position.


The hiring of Ms. Mauter will not have a negative impact on the FY17/18 budget as she will start at a lower rate of pay. (\$16.62/hour)



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

Protect With Honor, Serve With Pride

29 May, 2018

To: Honorable Patrick Soranno, Mayor
From: Terry E. Hughes, Chief of Police 
Re: Assign Officer Christopher (Tim) Kennedy as Corporal

Mayor Soranno,

With the recent hiring of an additional Officer, the Police Department is now afforded the opportunity to assign a Patrol Officer to Corporal.

With that in mind, I am temporarily assigning Officer Tim Kennedy to Corporal (with no raise in pay) effective 06/13/18.

This assignment will be evaluated in six months and at that time the assignment will either; 1) end, 2) be extended, or 3) raise him to the rank to Sergeant with the appropriate pay grade.

I am advising you of this as a formality since it does not involve any monetary value, and to keep you abreast of what is happening within the Police Department.

Thank you for your continued support of the Police Department and its Officers.




Terry E. Hughes, Chief of Police

INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

Memorandum

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

From: Terry E. Hughes, Chief of Police 

Date: 07 June, 2018

Re: Resignation of Officer Stephen Janik

This memorandum is to inform you Officer Stephen Janik has resigned his commission as a Police Officer with the Indian Shores Police Department. (effective date 05/09/18)

RECEIVED
6-8-18

June 7, 2018



COPY

Michael,

I would like to extend my appreciation to the Town of Indian Shores for allowing me to work with you for this past year. I have gained knowledge and experience over this past year. Your support, training and friendship will always be remembered.

At this time, I would like for you to accept my two-week notice.

My last day with the Town of Indian Shores will be June 21, 2018.

Again, thank you for your time and friendship.

Sincerely,

Tahnee Sanders

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long, sweeping tail that extends to the right.