

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, JULY 3, 2018

BEGINS AT 2:00 P.M.

- | ITEM # | AGENDA ITEM |
|--------|---|
| 1.0 | Consideration of approving the Administrative and Finance Committee Agenda for July 3, 2018. |
| 2.0 | Comments from the public on any Agenda Item. |
| 3.0 | Consideration of approving to hire Ms. Rebecca Apple as the Building Clerk for Indian Shores, FL. (Ref.: Pgs. 1-10) |
| 4.0 | Consideration of approving the sale of six Indian Shores Police Department vehicles. (Ref.: Pgs. 11-13) |
| 5.0 | Consideration of approving leasing six vehicles for the Indian Shores Police Department. (Ref.: Pgs. 14-17) |

A handwritten signature in black ink, appearing to read "Freddie G. Lozano".

FREDDIE G. LOZANO
Town Clerk

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

Freddie G. Lozano
Town Clerk

Gregory Yantorno
Building Official

Regina Kardash, Esq.
Town Attorney

Any person who decides to appeal any decision of the Town Council 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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MEMORANDUM

Date: June 29, 2018

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

From: Steve Tetlak, Building Official

Subject: Hiring Ms. Rebecca Apple as the new Building Clerk

With Sarah Mauter being promoted to Administrative Assistant to Chief Hughes, there is an immediate opening for Building Clerk.

After reviewing several resumes, we narrowed it down to four prospective candidates. All four candidates were interviewed in person in which a difficult decision had to be made as all four candidates have excellent qualifications.

The decision was made by the interview staff to offer the position to Rebecca Apple in which she has accepted upon successfully passing the pre-employment physical and Council approval. Her starting salary is \$34,000 per year.

Patrick C. Soranno
Mayor

Diantha Schear
Vice Mayor

Mike Hackerson
Councilor

Michael (Mike) Petruccelli
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Building Official

Regina Kardash, Esq.
Town Attorney

Midwest, June 2011 @ Team

Rebecca Apple

I am a motivated professional willing and eager to learn new concepts so that I may acquire the knowledge to perform my position properly. I maintain a positive attitude when under pressure and am willing to go the extra mile.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Construction Project Manager

Apple Homes - South Pasadena, FL
August 2004 to April 2018
727-422-3997

Office Manager / Customer Relations/ Construction Coordinator

Responsible for maintaining all construction documentation from permit to certificate of occupancy. On site meeting with subcontractors and clients thru out all phases of construction. Bidding out projects and budgeting materials and all other job costs. Color selections and home décor to suit buyer's wants or needs. Sales to clients for upgrades and special features. All other general office duties including advertising, marketing and accounts payables & receivables up to 4 million dollars.

FEMA Disaster Home Inspector

Vanguard Emergency Management - Winchester, VA
October 2017 to October 2017

Conducting inspections of homes that have been damaged by a natural disaster.

Owner

Jay Turner - Clearwater, FL
November 2000 to August 2004
727-729-1941

Office Assistant/ Purchaser

Managed day to day activities for daily park operations. All phases of customer services including defusing complaints. Training staff on all positions including all safety procedures. All general accounting duties including payroll. Responsible for purchasing all hard and soft goods for consumer sales. Pricing, inventory and budgeting for new merchandise. Travel to shows to set up booths for promotions, contests and other events & going to conventions to search out new vendors.

Education

Vanguard Emergency Management

St. Petersburg College

Skills

BUYING/PROCUREMENT, documentation, payroll., purchasing, receivables

Additional Information

Professional Skills

Management skills Construction Contracts & Addendums

Client Relations Subcontractor Negotiations

Accounts Payable & Receivables Purchasing & Receiving

Sales Insurance Forms & Warranty Documents

AIA Documentation Payroll

Bidding & Estimating Staging & Decorating

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

TOWN OF INDIAN SHORES
APPLICATION FOR EMPLOYMENT

(AN EQUAL OPPORTUNITY EMPLOYER)

PLEASE PRINT

Position(s) Applied For: Permit Clerk

Date of Application 4/27/18

Apple Rebecca J
Last Name First Name (M.I.)

Address Number Street City State Zip

Telephone Number Social Security Number

Notify in case of emergency:

Devan Apple
Name Address Phone Number

Have you ever been known by any other name? Turner

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

Are you currently employed? Yes ___ No X

May we contact your present employer? Yes ___ 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? July 2, 2018

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

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

(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 _____ Number _____

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

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

If yes, explain in detail:

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

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

If no, state birth date _____

EDUCATION

ELEMENTARY SCHOOL Safety Harbor Middle, Safety Harbor, FL.

HIGH SCHOOL Kahuku High School, Kahuku, HI.

UNDERGRADUATE COLLEGE/UNIV. St. Petersburg College, St. Petersburg, FL.

GRADUATE/
PROFESSIONAL

Describe any job related specialized training, apprenticeship, skills and extra-curricular activities. Vanquard Emergency Management
Licensed FEMA Inspector

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

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

REFERENCES:

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

Craig Best
Michelle Villa-Lovera
Carmy Wilson

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 Apple Homes / Co. J. Apple Inc.
Address 726 Pasadena Ave S. South Pasadena, CA 91077
Phone # 727-397-3191
Job Title Construction Coordinator / estimator
Date of Employment: From 8/2007 To: 5/2013
Reason for leaving Company is closing
Hourly Rate/Salary Starting/Final \$16 - \$25

2. Employer USS. Skate Park
 Address 6140 Ulmerton Rd
 Phone # 727-729-1941
 Job Title Assistant Manager
 Date of Employment: From: 2000 To: 8/2004
 Reason for leaving Better Job Offered
 Hourly Rate/Salary Starting/Final \$14 - \$16
3. Employer Vanguard Emergency Management
 Address Tx-12 Loop Dallas, Tx 75216
 Phone # 855-482-6447
 Job Title Inspector
 Date of Employment: From: Oct 2017 To: 2022
 Reason for leaving Active
 Hourly Rate/Salary Starting/Final \$20 per hr.

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

Have you been employed by a State, County, or local government as of or since October 1, 1987? Yes No

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.

6/27/18 DATE

R- 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.

6/27/18 DATE

R- Applicant's Signature

**TOWN OF INDIAN SHORES
SOCIAL SECURITY NUMBER
COLLECTION AND USE POLICY**

The Town of Indian Shores collects your social security number for the following purposes: Identification and verification; data collection; tracking; processing of employment benefits; applicant and employee background checks; credit history; and income reporting and will be used solely for those purposes. Social Security numbers are also used as a unique numeric identifier and may be used for search purposes.




INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

MEMORANDUM

28-June 2018

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

From: Terry E. Hughes, Chief of Police 

Re: Selling Police Vehicles

Mayor Soranno,

As evident in Appendix "A", the aging fleet of Police vehicles have high mileage, are costly to repair and operate (see Appendix "B").

Therefore, I ask approval to sell these surplus vehicles, via ironplanet.gov or any other venue to sell the cars.

Car #30, a black, 2011 Ford Police Interceptor, with 49,476 miles and in excellent condition, will be reassigned to the Town's Administration.



INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

APPENDIX "A"

SURPLUS POLICE VEHICLE

YEAR MAKE/MODEL	MILEAGE	BLUE BOOK VALUE
CAR 17 2006 FORD SUV	104,470	\$1,404
CAR 18 2007 FORD VIC	100,040	\$1,803
CAR 19 2008 FORD VIC	110,554	\$2,020
CAR 22 2011 CHARGER	46,354	\$10,369
CAR 23 2011 FORD VIC	82,448	\$3,922
CAR 30 2011 FORD VIC	49,476	\$6,637
CAR 32 2010 FORD VIC	55,612	<u>\$5,441</u>
	TOTAL	\$24,959



INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

APPENDIX "B"

COST ANALYSIS OF MAINTENANCE/REPAIRS

Car	Year	Make	Model	Mileage	Last Expense	Maint. Fee Jan. 2017-present
17	2006	Ford	Explorer	104470	8/22/2016	\$3,000
18	2007	Ford	Crown Vic	100040	5/22/2018	\$2,307.45
19	2008	Ford	Crown Vic	110554	10/2/2017	\$5,971.93
22	2011	Dodge	Charger	46354	1/31/2018	2,145.80
23	2011	Ford	Crown Vic	82448	3/27/2018	\$269.64
30	2011	Ford	Crown Vic	49476	5/7/2018	\$76.10
32	2011	Ford	Crown Vic	55612	5/22/2018	\$2,369.80
Total						
Expenses						\$13,140.72

FY17/18 \$16,000

The above analysis is for vehicle maintenance/repair only. It does not reflect the cost of maintaining radar, taser, vehicle calibrations, radio repair, emergency lights, etc.




INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

MEMORANDUM

28-June 2018

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

From: Terry E. Hughes, Chief of Police 

Re: Leasing six (6) Police Vehicles

Mayor Soranno,

The last new vehicle purchased by the Police Department was an unmarked 2015 Ford SUV. As this was an unmarked vehicle, it was not as costly as a marked unit, and was purchased for less than the \$37,000 allocated in the Capital Improvement Program (CIP) fund.

The FY16/17 C.I.P. fund allocated \$23,000 for four (4) used vehicles, to save money.

We now find ourselves in a situation where the aging fleet of Police vehicles have high mileage and high maintenance. (see Appendix "B")

To purchase a new Police vehicle every year, with the progression increase, at the end of five (5) years, new cars and equipment would cost approximately \$250,000.

Accordingly, leasing 6 fully equipped cars, minus a \$30,000 down payment, with an annual payment of \$46,355 over a 5-year period is \$231,755.

These leased vehicles would come fully equipped with, lights, sirens, cages, push bumpers, computer mounts, and decals to our specifications, (see Appendix "C"). In addition, we can purchase these vehicles for \$1 each at the end of the lease.

Therefore, I would like approval to lease six (6) Police vehicles under a 5-year lease program.



INDIAN SHORES POLICE DEPARTMENT



Protect With Honor, Serve With Pride

APPENDIX "B"

COST ANALYSIS OF MAINTENANCE/REPAIRS

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Total Expenses						\$13,140.72

FY17/18 \$16,000

The above analysis is for vehicle maintenance/repair only. It does not reflect the cost of maintaining radar, taser, vehicle calibrations, nor radio, and emergency lights, etc.



INDIAN SHORES POLICE DEPARTMENT

Protect With Honor, Serve With Pride

APPENDIX "C"

EMERGENCY EQUIPMENT INSTALLED

AA9: Indian Shores Police

DESCRIPTION	
K8A	2018 Ford Interceptor Utility
99R	3.7L V-6 Engine
44C	6 Speed Automatic Transmission
86P	Front Headlamp Prep
86T	Rear Taillight Prep Package
43D	Dark Car Feature
60A	Factory Grill, Lamp, Siren & Speaker Wiring
51Y	Factory Pillar Mounted Spotlight
53M	SYNC Voice Activated Bluetooth
55F	Keyless Entry Fob
76R	Reverse Sensing
87R	Factory Rear View Camera with In Mirror Display
	Factory Invoice
	Government Price Concession @ Price Level 725
	3.05% Contract Discount
	Whelen Liberty II LED Lightbar With Rear Traffic Advisor & LED Take Down and Alley Lights, Whelen 295SLSA6 Siren Controller,(2) Whelen SA315P 100 Watt Speakers Mounted Forward on Push Bumper,(2) Whelen MICRON's Spilt Red/Blue Mounted Forward in Grill Area, (4) Whelen Clear Vertex LED's 2 Front & 2 Rear Mounted in Headlights & Taillights, (6) Whelen MICRON's Mounted Exterior Rear Pillars (3 Red & 3 Blue),LED Spotlight Upgrade, Go Rhino 5700WA Partition Polycarbonate with Center Sliding Window with 5700SCR Metal Mesh Screen, 5700FER Lower Extension Panel & Recessed Panel, 5712FEM Rear Expanded Metal Partition, 570711 Upper & Lower Filler Panels, Mounting Brackets & Hardware, Santa Cruz Single Weapons Mount for .223, Havis C-VS-2400-INUT-V Console with C-CUP2-I Cup Holder,C-ARM-102 Arm Rest & 3 12V DC Plugs (Includes all required faceplates), Havis PKG-PSM-153 Passenger Side Mounted Laptop Mount Package with C-3090 Standard Tray, CG Charge Guard with TH400 - 400 Watt Power Inverter, Go Rhino 5342A Push Bumper, 100 AMP Fuse,6 Block Panel Fuse with 2 Additional Power & Ground, 800 MHz Antenna, Power and Speaker Cable, Install Customer Provided 800 MHz Radio and Speaker, Bartow Ford Custom Installation Performed by ASE/EVT Certified Technicians