

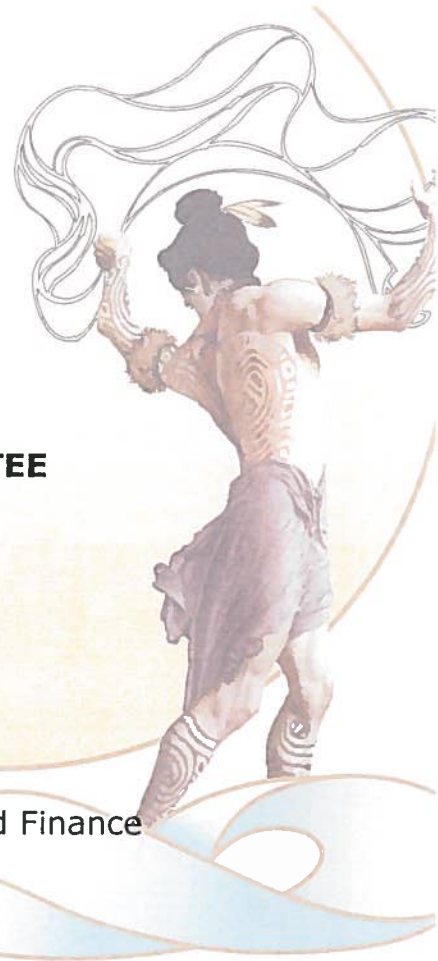
# INDIAN SHORES

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 10, 2018

BEGINS AT 3:15 P.M.



- | ITEM # | AGENDA ITEM   |
|--------|---|
| 1.0    | Consideration of approving the Administrative and Finance Committee Agenda for July 10, 2018.   |
| 2.0    | Comments from the public on any Agenda Item.  |
| 3.0    | Consideration of approving the Administrative and Finance Committee Meeting Minutes for:<br>a. June 12, 2018 (Ref.: Pgs. 1-4)<br>b. July 3, 2018 (Ref.: Pgs. 5-7)   |
| 4.0    | Consideration of recommending to Council the approval of hiring Mr. Jeffrey Phillips as a Reserve Officer in the Patrol Division and Instructor for the Indian Shores Police Department Training Unit. (Ref.: Pgs. 8-9) |
| 5.0    | Consideration of approving the recommendation to Council the 2.1% cost of living adjustment based upon current CPI-W for FY 2018/2019. (Ref.: Pgs. 10-12)   |
| 6.0    | Consideration of approving the recommendation to Council the merit based pay increases not to exceed 3% for FY 2018/2019.   |

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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## ADMINISTRATIVE AND FINANCE COMMITTEE MEETING MINUTES TUESDAY, JUNE 12, 2018

**The Administrative and Finance Committee meeting convened at 4:30 p.m.** Those present were: Mayor Patrick Soranno, Vice Mayor Diantha Schear and Art Newsome, Citizen Member.

Also Present: Councilor Mike Hackerson, Councilor Bill Smith, Alternate Citizen Member John Caruso, Chief Terry Hughes, Town Administrator Bonnie Dhonau, Finance & Personnel Director Susan Scrogam, Building Official Steve Tetlak and Administrative Assistant Darlyn Stockfish.

### ITEM #                      AGENDA ITEM

**1.0      Consideration of approving the Administrative and Finance Committee Agenda for June 12, 2018.**

**Motion by Art Newsome – seconded by Vice Mayor Schear to approve the Committee Agenda for June 12, 2018. Motion carried 3-0.**

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

There were no comments.

**3.0      Consideration of approving the Administrative and Finance Committee Meeting Minutes for May 8, 2018.**

**Motion by Vice Mayor Schear – seconded by Art Newsome to approve the Committee Meeting Minutes for May 8, 2018. Motion carried 3-0.**

Patrick C. Soranno  
Mayor

Diantha Schear  
Vice Mayor

Mike Hackerson  
Councilor

Michael (Mike) Petruccelli  
Councilor

William F. (Bill) Smith  
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Bonnie Dhonau  
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Terry E. Hughes  
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**4.0 Consideration of approving to hire Ms. Sarah Mauter as the Administrative Assistant to the Chief of Police.**

**Chief Hughes** mentioned that he hadn't had an administrative assistant in a long time. Sarah Mauter would be able to assist him with all his administrative duties and the hiring would have no negative impact on his budget.

**Art Newsome** asked what effect it would have on the Building Department.

**Chief Hughes** replied that until we get someone hired in the Building Clerk position Sarah would split her time between the two departments. Sarah would train the new person when hired.

**Mayor Soranno** reported that we are one Town moving a resource from one department to another, and that the Departments would cooperate to make it a smooth transition.

**Chief Hughes** added that Sarah had already passed the required background investigation as all employees are required to do that get hired by the Town of Indian Shores.

**Motion by Vice Mayor Schear – seconded by Art Newsome** to recommend to Council approval of hiring Sarah Mauter as the Administrative Assistant to the Chief of Police. **Motion carried 3-0.**

**5.0 Consideration of recommending approval to openly seek applicants to fill the position of Building Clerk.**

**Town Administrator Bonnie Dhonau** explained that we would like to immediately post the Building Clerk position to seek qualified candidates and find a good replacement as soon as possible.

**Building Official Steve Tetlak** said that he had looked at some of the applications already received, and there was one that may be a good fit. He wants someone with some construction background and the rest can be done by training.

**Motion by Art Newsome – seconded by Vice Mayor Schear** to recommend to Council approval to openly seek applicants to fill the position of Building Clerk. **Motion carried 3-0.**

**6.0 Consideration of accepting the temporary assigning of Officer Tim Kennedy to the rank of Corporal (without monetary raise) effective 06/13/18.**

**Chief Hughes** explained that Tim Kennedy has been with the Town for 16 years and has assisted several new officers with getting established here in Indian Shores. This is a 6-month assignment to Corporal with no salary increase where then the rank will be re-evaluated as needed.

**Mayor Soranno** added that Tim Kennedy was a tenured officer and well thought of in the Community.

**Motion by Vice Mayor Schear – seconded by Art Newsome** to recommend to Council to accept the temporary assigning of Officer Tim Kennedy to the rank of Corporal effective June 13, 2018.

**Motion carried 3-0.**

**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.**

Chief Hughes explained that this coming before Administration and Finance at this late date was an oversight. Officer Janick had resigned effective May 19, 2018.

**Motion by Vice Mayor Schear – seconded by Art Newsome** to accept the resignation of Office Stephen Janick of his commission as a Police Officer with the Indian Shores Police Department effective immediately. **Motion carried 3-0.**

**8.0 Consideration of accepting the resignation of Tahnee Sanders from Public Services effective June 21, 2018.**

**Bonnie Dhonau** explained that we had just received a letter of resignation from Tahnee Sanders with no explanation on why she was resigning. As a part-timer, we anticipate turnover in these positions.

**Motion by Art Newsome – seconded by Vice Mayor Schear** to accept the resignation of Tahnee Sanders from Public Services effective June 21, 2018. **Motion carried 3-0.**

**The meeting adjourned at 4:44 p.m.**

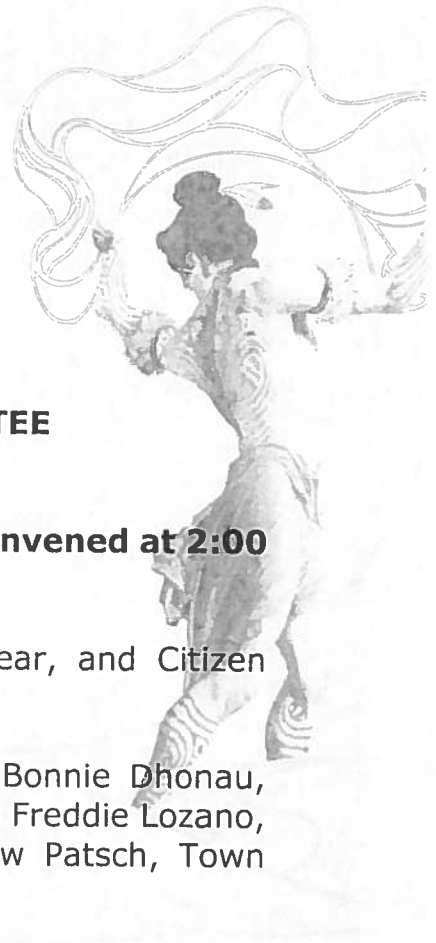
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Darlyn Stockfisch  
Administrative Assistant/PIO

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## ADMINISTRATIVE AND FINANCE COMMITTEE MINUTES – July 3, 2018



**The Administrative and Finance Committee meeting convened at 2:00 P.M.**

**Those present were:** Mayor Soranno, Vice Mayor Schear, and Citizen Member, Art Newsome.

**Also present:** Councilor Bill Smith, Town Administrator Bonnie Dhonau, Finance and Personnel Director Susan Scrogam, Town Clerk Freddie Lozano, Chief Terry Hughes, Captain Ray DeCunto, Officer Matthew Patsch, Town Attorney Regina Kardash, and Rebecca Apple.

### ITEM #                      AGENDA ITEM

#### 1.0      **Recommendation to approve the Administrative and Finance Committee Agenda for July 3, 2018.**

**Mayor Soranno** made the following changes to the agenda:

- a. Switched the order of Item numbers 4.0 and 5.0.
- b. Changed the wording of Item numbers 3.0, 4.0, and 5.0 from "Recommendation to approve" to "Recommendation for Council approval".

**Motion by Vice Mayor Schear** – seconded by **Art Newsome** to approve the Committee Agenda for July 3, 2018 as amended.

**Motion carried 3-0.**

#### 2.0      **Comments from the public on any Agenda Item.**

None.

Patrick C. Soranno  
Mayor

Diantha Schear  
Vice Mayor

Mike Hackerson  
Councilor

Michael (Mike) Petrucci  
Councilor

William F. (Bill) Smith  
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Bonnie Dhonau  
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Freddie G. Lozano  
Town Clerk

Gregory Yantorno  
Building Official

Regina Kardash, Esq.  
Town Attorney

**3.0 Recommendation to approve hiring Ms. Rebecca Apple as the Building Clerk for Indian Shores, FL.**

**Ms. Dhonau** introduced Ms. Rebecca Apple. Ms. Apple has 14 years experience in the construction industry working for Apple Homes. She is also a licensed home inspector for FEMA. She also agreed to change her FEMA status to inactive in the event she is needed by the Town. Ms. Dhonau is requesting the approval to hire Ms. Apple as the new Building Clerk.

**Mr. Newsome** asked if the hiring of Ms. Apple will have any impact on the budget.

**Ms. Dhonau** replied no.

**Motion by Art Newsome** – seconded by **Vice Mayor Schear** to recommend to Council the hiring of Ms. Rebecca Apple as the Building Clerk for Indian Shores. **Motion carried 3-0.**

**4.0 Recommendation to approve the sale of six Indian Shores Police Department vehicles.**

**Mayor Soranno** clarified that Item #4.0 in the agenda packet is now 5.0.

**Chief Hughes** stated that the vehicles cannot be sold until they are deemed as surplus. They are now considered surplus after the Committee recommended to Council the approval of leasing the six cars. Chief added that Car #30 will be given to Administration for business purposes.

**Motion by Vice Mayor Schear** – seconded by **Art Newsome** to make a motion to recommend to Council the sale of six surplus Indian Shores Police Department vehicles.  
**Motion carried 3-0.**



5.0 **Recommendation to approve leasing six vehicles for the Indian Shores Police Department.**

**Mayor Soranno** clarified that Item #5.0 in the agenda packet is now 4.0. He also clarified that this will be to "Recommend consideration to approve leasing six vehicles for the Indian Shores Police Department."

**Chief Hughes** stated that the current Police Department vehicles are aging with high mileage and high maintenance. The proposed lease offers vehicles with unlimited mileage and they come fully equipped with lights, sirens, including decals to Police Department specifications. The cost is \$46,365 per year for a 5-year period with a savings of \$18,000.

**Vice Mayor Schear** asked for the description of the vehicles.

**Chief Hughes** replied that they are new Ford SUVs.

**Mr. Newsome** asked Chief Hughes to confirm if we can purchase the vehicles for \$1.00 each after the lease.

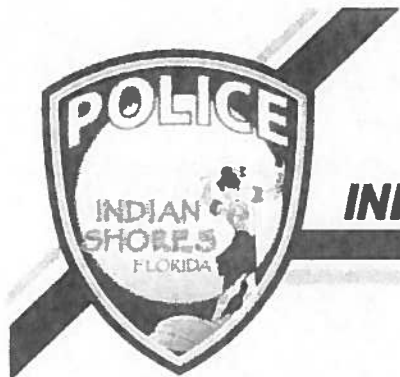
**Chief Hughes** he would. He informed the Committee of Attorney Kardash's amendment to the lease's wording in Section 11. He is asking to approve the recommendation for approval with the condition that the verbiage in Section 11 be stricken and replaced with verbiage Attorney Kardash provided.

**Mayor Soranno** asked about the manufacturer's warranties.

**Captain DeCunto** replied 3-year, 36,000 mile, bumper to bumper with a 5-year, 100,000 mile warranty.

**Motion by Vice Mayor Schear** – seconded by **Art Newsome** to a conditional recommendation for Council approval upon changes made to the lease agreement as specified. **Motion carried 3-0.**

**Meeting adjourned at 2:15 p.m.**




*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: 03 July 2018

Re: New Hire Reserve Officer/Patrol Division, Mr. Jeffrey Phillips

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With recent updates to the reserve officer program we are only left with two active reserve officers. It is my intention to raise the number of reserve officers to six. This may take time as I want to make sure I select qualified and experienced officers willing to donate a minimum of twelve hours of police service a month.

Therefore, I would like approval to hire Mr. Jeffrey Phillips as a Reserve Officer in the Patrol Division and instructor for the Department's Training Unit.

Mr. Phillips is a retired Pinellas County Sheriff's Office Lieutenant with approximately 41 years of service in law enforcement. He has many law enforcement certifications and training experience as follows;

- Lead instructor for FDLE required Juvenile Sexual Offender course at St. Petersburg College.
- Training Coordinator and Lead Trainer for the Sheriff's Volunteer Citizen Patrol program.

- On-going development and classroom training for the Teen Driver, Firearms, Defensive Tactics and in-service programs within the Pinellas County Sheriff's Office.
- Certified Driving Instructor since 1984.
- P.I.T. Instructor since 1994.
- Certified Firearms Instructor since 1990.
- Certified Defensive Tactics Instructor since 2000.
- Certified S.P.E.A.R. Instructor since 2013.
- Certified Glock armorer.

Mr. Phillips is highly trained, experienced and is currently certified as a Law enforcement officer in the state of Florida with many important training and specialized law enforcement certifications. He will be a welcomed member of the Indian Shores Police Department.

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## MEMORANDUM

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

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

Date: July 5, 2018

Re: Consideration of the Consumer Price Index (CPI-W) adjustment and Merit Increase for the FY18-19 Budget

Please find attached a copy of the CPI history chart since 1984. The Town has traditionally utilized the CPI numbers as of December 31 for the upcoming fiscal year. The chart shows you the year-end CPI and the variance from the year-end CPI.

Also attached for your information is a copy of page 4 of the December 2017 CPI newsletter which shows the CPI rose 2.1% in 2017, the same increase as in 2016.

We are requesting your recommendation to Council for a 2.1% COLA and an up to 3% Merit increase for the non-union personnel.

Patrick C. Soranno  
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Vice Mayor

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Town Attorney

TOWN OF INDIAN SHORES				
C. P. I. - W HISTORY				
YEAR	CPI NATIONAL AVERAGE	CPI COUNCIL APPROVED	DIFFERENCE	
1984	3.80% *	0% - Established Salary Plan	N/A	
1985	1.10%	2.00%	+ 0.9%	
1986	4.40%	4.00%	- 0.4%	
1987	4.30%	2.00%	- 2.3%	
1988	4.60%	3.00%	- 1.6%	
1989	6.10%	4.50%	- 1.6%	
1990	5.00%	5.50%	+ 0.5%	
1991	3.10%	3.10%	0.0%	
1992	3.00%	3.50%	+ 0.5%	
1993	2.70%	3.00%	+ 0.3%	
1994	2.70%	3.00%	+ 0.3%	
1995	2.50%	2.00%	- 0.5%	
1996	3.30%	3.00%	- 0.3%	
1997	1.60%	0% - (2% to Ret)	N/A	
1998	1.90%	Revised Salary Plan	N/A	
1999	2.70%	Inc to Retirement	+ 0.3%	
2000	3.40%	3.40%	0.0%	
2001	1.60%	2.00%	+ 0.4%	
2002	2.40%	3.00%	+ 0.6%	
2003	1.90%	3.00%	+ 1.1%	
2004	3.30%	3.00%	- 0.3%	
2005	3.50%	3.50%	0.0%	
2006	3.50%	3.50%	0.0%	
2007	2.40%	2.50%	+ 0.10%	
2008	4.30%	4.30%	0.0%	
2009	-0.50%	0.00%	+ 0.5%	
2010	3.40%	0.00%	- 3.4%	
2011	1.70%	0.00%	- 1.7%	
2012	3.20%	0.00%	- 3.2%	
2013	1.70%	3.00%	- 1.3%	
2014	1.50%	2.00%	+ 0.5%	
2015	0.80%	1.00%	+ 0.2%	
2016	0.70%	1.50%	+ 0.8%	
2017	2.10%	2.00%	- 0.1%	
2018				
NOTE: CPI -W RATE AS OF DECEMBER 31 FOR THE UPCOMING FISCALYEAR				
CPI EFFECTIVE 10/01 OF THE LISTED YEAR				

## **Not seasonally adjusted CPI measures**

The Consumer Price Index for All Urban Consumers (CPI-U) increased 2.1 percent over the last 12 months to an index level of 246.524 (1982-84=100). For the month, the index declined 0.1 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 2.2 percent over the last 12 months to an index level of 240.526 (1982-84=100). For the month, the index declined 0.1 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 2.0 percent over the last 12 months. For the month, the index decreased 0.1 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

## **Year in Review (December to December)**

The all items CPI rose 2.1 percent in 2017, the same increase as in 2016, but larger than the 2014 and 2015 increases. It was also larger than the 1.6-percent average annual increase over the past 10 years.

The food index, which declined 0.2 percent in 2016, increased 1.6 percent in 2017. The index for food at home rose 0.9 percent in 2017 after falling in 2015 and 2016.

The six major grocery store food group indexes were mixed in 2017, with three increases, two declines, and one unchanged. The index for meats, poultry, fish, and eggs increased 2.8 percent after declining in 2015 and 2016. The beef index rose 3.5 percent in 2017, and the index for eggs increased 11.6 percent. The index for fruits and vegetables rose 1.5 percent in 2017 after falling 2.4 percent in 2016. The index for other food at home also increased in 2017, rising 0.5 percent.

The index for cereals and bakery products fell 0.6 percent in 2017, similar to its 0.7-percent decline the prior year. The index for dairy and related products fell 0.5 percent in 2017, its third consecutive yearly decrease. The index for nonalcoholic beverages was unchanged in 2017 after falling in 2016.

The index for food away from home rose 2.5 percent in 2017 after a 2.3-percent increase the prior year. Over the last 10 years, the food index rose at an annual rate of 2.0 percent. The food at home index rose at a 1.5-percent rate, and the index for food away from home increased at a 2.6-percent rate since December 2007.

The energy index rose 6.9 percent in 2017 after a 5.4-percent increase in 2016. The gasoline index increased 10.7 percent in 2017 following a 9.1-percent increase in 2016. The index for natural gas also increased for the second straight year, rising 4.7 percent in 2017 after increasing 7.8 percent in 2016. The electricity index increased 2.6 percent in 2017 after rising 0.7 percent in 2016. Despite the recent increases, the energy index declined at a 0.5-percent annual rate over the past 10 years.

The index for all items less food and energy rose 1.8 percent in 2017, a smaller increase than its 2.2-percent rise in 2016. The shelter index rose 3.2 percent in 2017 following a 3.6-percent increase in 2016. The rent index rose 3.7 percent in 2017, while the index for owners' equivalent rent increased 3.2 percent.