

Town of
INDIAN SHORES, FLORIDA

19305 Gulf Boulevard
Indian Shores, Florida 33785-2214

Tel. << 727 >> 595-4020

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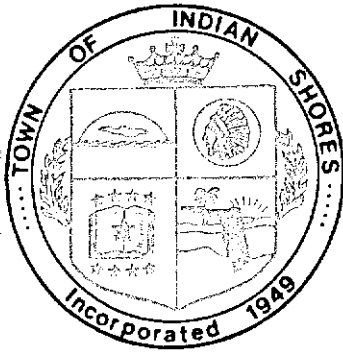
**ADMINISTRATIVE AND FINANCE COMMITTEE
AGENDA - SEPTEMBER 10, 2009**

Begins at 2:15 P.M.

- | | | |
|-----------------------------|-------------|---|
| MAYOR | 1.0 | <i>Consideration of approving Committee Agenda for September 10, 2009.</i> |
| James J. Lawrence | 2.0 | <i>Consideration of approving Committee Minutes for meeting held on May 19, 2009. (Ref.: Pgs. 1 – 3)</i> |
| VICE MAYOR | 3.0 | <i>Consideration of approving employee evaluations for Police Department employees, as follows: Hughes, Meegan, Pierce. (Ref.: Pgs. 4 – 6)</i> |
| Joan G. Herndon | 4.0 | <i>Consideration of approving employee evaluations for the Administrative Department, as follows: Jackson, Dhonau. (Ref.: Pgs. 7 – 8)</i> |
| COUNCILORS | 5.0 | <i>Consideration of approving employee evaluations for Public Services Department, as follows: Jeter, Berger, Kent. (Ref.: Pgs. 9 – 11)</i> |
| Carole Ireian | 6.0 | <i>Consideration of evaluations for Department Heads.</i> |
| William F. Smith | 7.0 | <i>Consideration of renewal of the Town's health insurance.</i> |
| Steve Sutch | 8.0 | <i>Consideration of the Town's long-term disability insurance.</i> |
| TOWN CLERK | 9.0 | <i>Consideration of approving request from Chief Williams for authorization for Paid Temporary Employee positions. (Ref.: Pg. 12)</i> |
| Marcia Grantham | 10.0 | <i>Consideration of approving request from Chief Williams for authorization to carryover annual leave. (Ref.: Pg. 13)</i> |
| DIRECTOR OF FINANCE | | |
| Mary Karayianes | | |
| CHIEF OF POLICE | | |
| TOWN ADMINISTRATOR | | |
| E. O. Williams | | |
| BUILDING CODE ADMINISTRATOR | | |
| Lawrence G. Nayman | | |


MARCIA GRANTHAM, Town Clerk

Any person who decides to appeal any decision of the Town Council's 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.



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ADMINISTRATIVE AND FINANCE COMMITTEE

MINUTES - MAY 19, 2009

INDIAN SHORES ADMINISTRATIVE AND FINANCE COMMITTEE MEETING convened at 3:02 P.M. Those present were Mayor Lawrence, Chairman, Councilor Irelan and Art Newsome, Citizen Member.

MAYOR
James J. Lawrence

VICE MAYOR
Joan G. Herndon

COUNCILORS
Carole Irelan
William F. Smith
Steve Sutch

TOWN CLERK
Marcia Grantham

DIRECTOR OF FINANCE
Mary Karayianes

**CHIEF OF POLICE
TOWN ADMINISTRATOR**
E. D. Williams

**BUILDING CODE
ADMINISTRATOR**
Lawrence G. Nayman

Also Present: Vice Mayor Herndon; Councilor Smith; Councilor Sutch; Marcia Grantham, Town Clerk; Mary Karayianes, Director of Finance; Chief Williams, Town Administrator; Anne Miller.

1.0 Consideration of approving Committee Agenda for May 19, 2009.

MOTION by Art Newsome -- seconded by Councilor Irelan -- to approve Committee Agenda for May 19, 2009, as published. Motion carried 3-0.

2.0 Consideration of approving Minutes of Committee meeting held on February 17, 2009.

MOTION by Councilor Irelan -- seconded by Art Newsome -- to approve Agenda Item 2.0, as published. Motion carried 3-0.

3.0 Consideration of approving employee evaluation for Fran Meegan, Administrative Assistant to the Police Chief.

Committee members addressed the evaluation report for Fran Meegan, and the recommendation of a 2.5% merit increase.

MOTION by Art Newsome -- seconded by Councilor Irelan -- to accept the evaluation report for Fran Meegan and approve a merit increase of 2.5%. Motion carried 3-0.

4.0 Consideration of approving employee evaluation for Joyce Ciccarello, Administrative Assistant to the Building Official.

Committee members addressed the evaluation report for Joyce Ciccarello, and the recommendation by Lawrence Nayman, Building Official, for a 3% merit increase.

MOTION by Councilor Irelan -- seconded by Art Newsome -- to accept the evaluation report for Joyce Ciccarello and approve a merit increase of 3%. Motion carried 3-0.

5.0 Consideration of approving employee evaluation for Bonnie Dhonau, Administrative Assistant to the Town Administrator.

Committee members addressed the evaluation report for Bonnie Dhonau, and the recommendation of a 3% merit increase.

MOTION by Art Newsome -- seconded by Councilor Irelan -- to accept the evaluation report for Bonnie Dhonau and approve a merit increase of 3%. Motion carried 3-0.

6.0 Consideration of approving employee evaluation for Dave Berger, Public Services Department.

Committee members addressed the evaluation report for Dave Berger, and the recommendation of a 3% merit increase.

MOTION by Councilor Irelan -- seconded by Art Newsome -- to accept the evaluation report for Dave Berger, and approve a merit increase of 3%. Motion carried 3-0.

7.0 Consideration of approving proposal to amend performance evaluation procedure.

Mary Karayianes addressed her Memo dated May 19, 2009, advising of her and Chief Williams recommendation to amend the evaluation procedures to conduct all evaluations to be effective in October of the new fiscal year.

MOTION by Art Newsome -- seconded by Councilor Irelan -- to approve amending evaluation procedures to conduct all evaluations to be effective in October of the new fiscal year. Motion carried 3-0.

*Administrative and Finance Committee Minutes
May 19, 2009 - Page 3*

8.0 Consideration of approving request from Chief Williams to attend Florida Police Chiefs' Conference – mid-June.

Chief Williams withdrew his request to attend this conference as he had a conflict with the date.

**INDIAN SHORES ADMINISTRATIVE AND FINANCE COMMITTEE MEETING
adjourned at 3:18 P.M.**


MARCIA GRANTHAM, CMC
Town Clerk



INDIAN SHORES POLICE DEPARTMENT

SERVING
INDIAN SHORES & REDINGTON SHORES

E.D. WILLIAMS
CHIEF OF POLICE

19305 Gulf Boulevard
Indian Shores, Florida 33785
Tel: (727) 595-5414 • 596-8775
FAX (727) 595-4785

Memo

Date: 09/03/2009

To: Honorable Mayor James Lawrence, Chairman/Committee Members of
Admin & Finance Committee

From: E.D. Williams, Chief of Police *EDW*

RE: Annual Performance Rating on Captain Terry Hughes

Captain Hughes has been with the Department for approximately 19 years, having progressed through the ranks of Detective, Lieutenant to his present rank of Captain. He is in charge of the operational side of the Department and serves as Acting Chief of Police during my absence.

I have rated his performance as Commendable to Distinguished, achieving the higher rating in 9 of the 10 categories.

Terry strives for improvement through education and is in the final stages of his Bachelor's Degree program. His quality of work is excellent. He meets all deadlines. Relationships with others is excellent and professional. He is frequently commended by citizens and contacts. His attendance is exemplary and he works any and all times necessary and beyond. He does more than is required. He maximizes on training and managerial development opportunities and fills in on shift vacancies and is able to perform multiple tasks.

I have rated his performance as achieving 49 of a possible 50 points which equates to a 3% merit increase which I am pleased to recommend October 1, 2009.



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Memo

Date: 09/03/2009

To: Honorable Mayor James Lawrence, Chairman/Committee Members of
Admin & Finance Committee

From: E.D. Williams, Chief of Police *edw*

RE: Annual Performance Rating on Fran Meegan

Fran Meegan has served as my Administrative Assistant in the Police Department for the past 4.5 years. She also manages the Dispatch section. I have rated her performance as Commendable to Distinguished. She received Commendable ratings in the categories of job knowledge, relations with others, customer service skills, judgment and attitude. Distinguished ratings were received in the categories of quality of work, quantity of work, attendance, punctuality and initiative.

Fran maintains good office practices. She researches matters and makes suggestions. She strives to be professional and responsive. Attendance and punctuality are her strong suits. Minimal supervision is required. She seeks advice when appropriate. Fran and I get along well.

I have rated her performance as achieving 45 of a possible 50 points which is mid-range on the 3% scale and I am recommending same to become effective October 1, 2009.



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FAX (727) 595-4785

DATE: July 30, 2009

TO: Honorable Jim Lawrence/Committee Members/
Administrative and Finance Committee

FROM: Fran Meegan, Dispatch Supervisor / E. D. Williams, Chief of Police

SUBJECT: **Annual Performance Evaluation/Robert Pierce**

Robert Pierce has completed his third year with the Indian Shores Police Department and is a part time employee on the weekend watch. He also serves as relief dispatcher to his Supervisor and has acquired the knowledge and skills to process departmental paperwork.

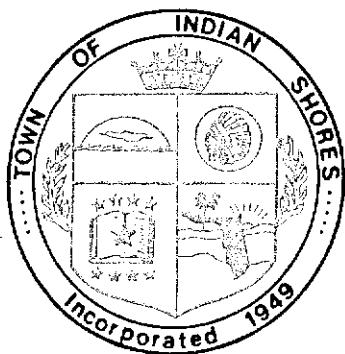
Bob's Supervisor, Fran Meegan, has rated his performance as outstanding with numerous above average marks in many areas of job performance.

Bob is always punctual, courteous, assists with clerical duties and is always willing to help. He is a problem solver and has good communication skills.

As Supervisor, I am very much pleased with this employee's overall performance as he does a good job.

EDW/fm

Cc: Robert Pierce
Personnel File




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August 24, 2009

MEMO

TO : *Administrative & Finance Committee*

FROM : *Marcia Grantham, Town Clerk* 

SUBJECT : *Annual Performance Rating – Elaine Jackson*

I have completed the annual performance evaluation for Elaine Jackson, Deputy Town Clerk. Her ratings range from commendable to distinguished, achieving 44 of a possible 50 points equating to a 3% merit increase.

This year Elaine was awarded her Master Municipal Clerk status, which takes a few years to achieve and is received upon completion of various educational classes and conferences, for which points are awarded. This is a hard-earned designation and something Elaine and the Town can be proud of.

One quality which Elaine possesses and that stands out to me the most is stability, which is crucial in the front office and the Town Clerk's office. She continues to perform her duties in a very capable and efficient manner, together with possessing and all around knowledge of the Town's functions.

I am pleased with her performance and I recommend that she receive a 3% merit increase effective 10/1/09.

MAYOR
James J. Lawrence

VICE MAYOR
Joan G. Herndon

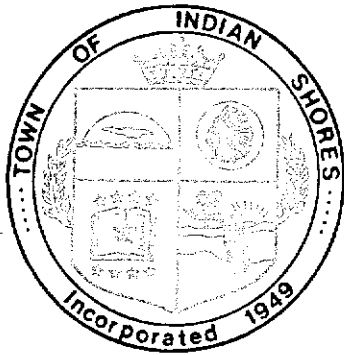
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September 2, 2009

MEMO

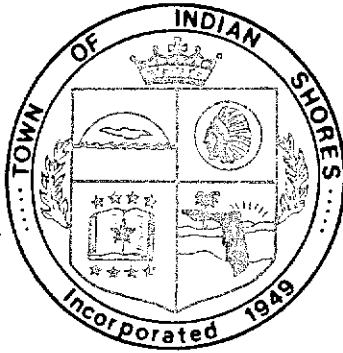
TO : Administrative & Finance Committee
FROM : E.D. Williams, Town Administrator *EDW*
SUBJECT : Annual Performance Rating – Bonnie Dhonau

Bonnie Dhonau has completed three (3) years as my Administrative Assistant on 6/19/09.

I have rated Bonnie's performance as Distinguished, achieving 49 out of a possible 50 points.

Bonnie has done an outstanding job this rating period. She has completed a number of grant applications, developed a new and improved Town Web Site, completed in-part the town's Emergency Management Plan and actively coordinates and developed debris management MOA's with Pinellas County and FDOT. Networking is her strong suit as well as creating and producing a quarterly work product.

I am pleased to recommend a 3% merit increase effective 10/1/09.



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Memo

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CHIEF OF POLICE

TOWN ADMINISTRATOR


E. D. Williams

**BUILDING CODE
ADMINISTRATOR**

Lawrence G. Nayman

Date: 09/03/2009

To: Honorable Mayor James Lawrence,
Chairman/Committee Members of Admin & Finance
Committee

From: E.D. Williams, Town Administrator 

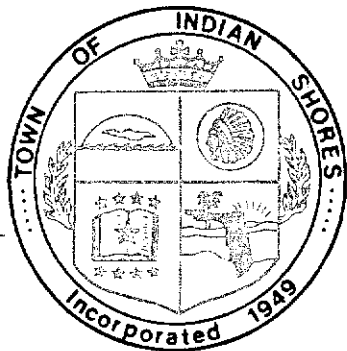
RE: Annual Performance Rating on James Jeter

As Supervisor of Public Works, Jim Jeter reports directly to me as Town Administrator. I have rated his performance as Commendable to Distinguished, achieving 43 of a possible 50 points.

Jim is a working supervisor. He is very dependable and takes care of his assigned responsibilities. Minimal direction is required as he is a self-starter. He manages and supervises through a teamwork approach.

I have been pleased with this employee's work over this rating period through the many improvements that have been made throughout the Town through both maintenance and new construction.

43 points equates to a 3% merit increase and I am recommending same to become effective October 1, 2009.



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Memo

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**BUILDING CODE
ADMINISTRATOR**

Lawrence G. Nayman

Date: 09/03/2009

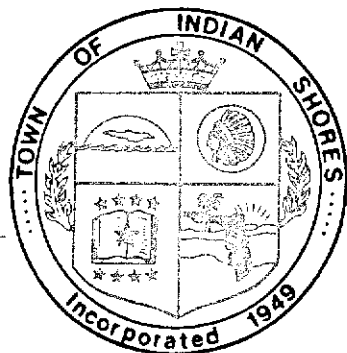
To: Honorable Mayor James Lawrence, Chairman/Committee
Members of Admin & Finance Committee

From: E.D. Williams, Town Administrator *E.D. Williams*

RE: Annual Performance Rating on Dave Berger

Dave Berger serves as a Skilled Laborer in the Public Services Department. His supervisor has rated his performance from Competent to Distinguished. He is rated as Competent in the category of punctuality. He received Commendable ratings in the categories of job knowledge, quality of work, quantity of work, customer skills, initiative and attitude. He received superior marks of Distinguished in the categories of relations with others, attendance and judgment. Dave takes on additional responsibilities in the absence of the supervisor and has always been responsive to any request from my office or Town Staff on matters involving Public Service responsibility.

His overall rating is 42 points on a scale of a possible 50 which equates to a 3% merit increase which I am pleased to recommend effective October 1, 2009.



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Mary Karayianes

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E. D. Williams

**BUILDING CODE
ADMINISTRATOR**
Lawrence G. Nayman

Date: 09/03/2009

To: Honorable Mayor James Lawrence, Chairman/Committee
Members of Admin & Finance Committee

From: E.D. Williams, Town Administrator *EDW*

RE: Annual Performance Rating on Howard Kent

Howard Kent serves as a Groundskeeper in the Public Service Department. His supervisor has rated his performance from Competent to Distinguished. He was rated as Competent in the areas of job knowledge, quality of work, initiative and judgment. He received a Commendable Rating in the areas of attendance, punctuality and attitude. Quantity of work, relations with others and customer skills were rated as his strong suit, achieving distinguished marks.

While he received 39 of a possible 50 points which equates to upper end on the 2% scale, I am recommending he receive a 2.5% merit increase to become effective October 1, 2009, based upon the additional fact that Howard is a very loyal, longtime employee.

Memo

Date: 09/02/2009

To: Honorable Jim Lawrence, Chairman/Committee Members of Admin & Finance Committee

From: E.D. Williams, Chief of Police 

RE: Authorization for Paid Temporary Employee positions

Currently I have one reserve officer who is authorized to work as a paid temporary employee. This officer has personal commitments that limit his ability to fill in on certain shifts.

I am requesting authorization to use the following reserve officers as paid temporary employees to fill in when officers are sick or on annual leave or there is otherwise a shift vacancy that needs to be filled:

Officer Steve Janik

Officer Chris Jones

Officer John D. Tindall

These officers will be paid at the current rate of Step 1 in the Collective Bargaining Agreement Pay Plan. This will allow me to manage my overtime budget more effectively, without having to pay time-and-a-half to fill these slots.

Paid temporary employees are defined as non-collective bargaining unit employees that are assigned to fill in shifts and work less than 30 hours per week. There are no benefits attached.



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Memo

Date: 09/03/2009

To: Honorable Mayor James Lawrence, Chairman/Committee Members of
Admin & Finance Committee

From: E.D. Williams, Chief of Police

RE: Request for Carryover of Annual Leave *EDW*

In order to ensure that all police employees maintain less than 240 hours of vacation time at the beginning of the new fiscal year, I have scheduled several vacations during the month of September to meet that deadline.

I will be able to take most of my vacation time at the end of September, but it will require the carryover of 15 hours on October 1 and 2 and I am requesting committee authorization.

Captain Hughes is taking four weeks in August and September and I am requesting that he be allowed to carryover 80 hours of vacation. He is scheduled to take those hours the second and third weeks of October.