

# Town of Indian Shores



19305 Gulf Boulevard, Indian Shores, FL 33785  
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[www.myindianshores.com](http://www.myindianshores.com)

## ADMINISTRATIVE AND FINANCE COMMITTEE

### AGENDA - MARCH 2, 2010

Begins at 2:00 P.M.

- 1.0 *Consideration of approving Committee Agenda for March 2, 2010.*
- 2.0 *Consideration of approving Minutes of Committee meeting held on October 14, 2009.  
(Ref.: Pgs. 1 – 3)*
- 3.0 *Discussion/review of proposed Police Department Budget for FY 2010/2011.  
(Ref.: Pgs. 4 – 7)*
- 4.0 *Consideration of CPI proposed for Draft Budget for FY 2010/2011, and merit increases. (Ref.: Pgs. 8 – 10)*
- 5.0 *Consideration of approving Chief Williams attending National Hurricane Conference.*
- 6.0 *Consideration of Police re-organization promoting Captain Hughes from Captain to Major.*

  
MARCIA GRANTHAM, CMC  
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.*

James J. Lawrence  
Mayor

Joan G. Herndon  
Vice Mayor

Carole Irelan  
Councilor

Steve Sutch  
Councilor

William F. Smith  
Councilor

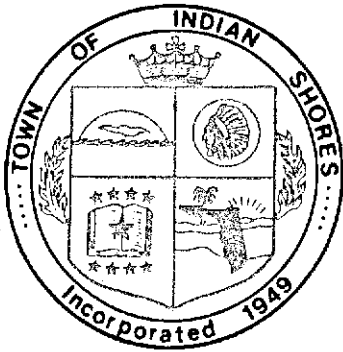
E.D. Williams  
Town Administrator  
Chief of Police

Mary Karayianes  
Director of Finance  
and Personnel

Marcia Grantham  
Town Clerk

James Yacavone  
Town Attorney

Lawrence G. Nayman  
Building Code  
Administrator



*Town of*  
**INDIAN SHORES, FLORIDA**

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**ADMINISTRATIVE AND FINANCE COMMITTEE**

**MINUTES - OCTOBER 14, 2009**

**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 Karaylanes

**CHIEF OF POLICE**

**TOWN ADMINISTRATOR**

E. D. Williams

**BUILDING CODE  
ADMINISTRATOR**

Lawrence G. Nayman

**INDIAN SHORES ADMINISTRATIVE AND FINANCE COMMITTEE  
MEETING convened at 9:15 A.M. Those present were Mayor Lawrence,  
Councilor Irelan and Larry Schear.**

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

**1.0 Consideration of approving Committee Agenda for October 14, 2009.**

**MOTION by Councilor Irelan – seconded by Larry Schear – to approve  
Committee Agenda for October 14, 2009 as published, subject to adding Item  
5.0 to consider the Town's Employee Assistance Program and Item 6.0 to  
consider the hiring of temporary labor. Motion carried 3-0.**

**2.0 Consideration of approving Minutes of Committee meeting held on  
September 10, 2009.**

**MOTION by Councilor Irelan – seconded by Larry Schear – to approve  
Agenda Item 2.0, as published. Motion carried 3-0.**

**3.0 Consideration of Dave Berger assuming Supervisory duties, and salary  
adjustment for working out of grade.**

**Chief Williams addressed his Memo dated October 9, 2009, wherein he  
advised Jim Jeter was placed on medical leave effective 9/23/09, and his  
request that David Berger be temporarily assigned as the Acting Public  
Services Supervisor retroactive to 9/23/09, and that his hourly rate be  
increased by 5% for working out of classification.**

*MOTION by Councilor Irelan – seconded by Larry Schear – to approve request from Chief Williams to temporarily assign David Berger as the Acting Public Services Supervisor retroactive to 9/23/09, and that his hourly rate be increased by 5% for working out of classification. Motion carried 3-0.*

**4.0 Consideration of Holiday schedule for Town Hall.**

*The Town Clerk reported both Christmas and New Year's Day fall on a Friday this year, and recommended approving the past practice of allowing the Town Hall to close on the day before each holiday, with the Town allowing 4 hours and the employees using 4 hours of their leave time.*

*Mayor Lawrence addressed "holiday pay" for the employees, and the Town Clerk recommended a status quo of the prior year, which was \$150.00 for each employee on payroll.*

*MOTION by Councilor Irelan – seconded by Larry Schear – to recommend Council approve closing on the eve of the holidays and to approve "holiday pay" of \$150.00 to each employee on payroll. Motion carried 3-0.*

**5.0 Consideration of the Town's Employee Assistance Program.**

*Mary Karayianes, Director of Finance, distributed a brochure outlining the Town's present Employee Assistance Program and the renewal of the present rate of \$3.00 per month per employee, which includes 5 free counseling sessions.*

*MOTION by Councilor Irelan – seconded by Larry Schear – to approve renewing the Town's present Employee Assistance Program, with no increase. Motion carried 3-0.*

**6.0 Consideration of hiring temporary labor.**

*Chief Williams reported speaking with David Berger regarding the Department's workload and he indicated he does not need anyone on Mondays or Fridays, however he could use someone on Tuesdays, Wednesdays and Thursdays, noting the cutting is tapering off, but trimming needs are up.*

*Chief Williams advised he discussed the amount of money in the budget of \$7,000.00 using temporary labor, which would allow him to call in for temp held when necessary, noting the workers are all covered for insurance and work comp through the temp agency.*

*Chief Williams further advised that Jim Jeter had been working with someone named Bill from the temp agency, and Bonnie Dhonau's son had signed up with the agency, noting these are the two persons they are looking at.*

*Larry Schear recommended using Able Bodied Labor, and the Director of Finance stated this is who they are coordinating with.*

*Vice Mayor Herndon expressed concern that the Chief might not have resources to continue with the beautification efforts that are planned.*

*Chief Williams advised there were some funds for contracting and sub-contracting out some of the projects.*

**INDIAN SHORES ADMINISTRATIVE AND FINANCE COMMITTEE MEETING**  
**adjourned at 9:55 A.M.**

  
**MARCIA GRANTHAM, CMC**  
**Town Clerk**

**DATE: FEBRUARY 18, 2010**

**TO: HONORABLE JAMES LAWRENCE, MAYOR/COUNCIL MEMBERS**

**FROM: E. D. WILLIAMS, CHIEF OF POLICE**

**SUBJECT: FY 2010/2011 BUDGET DISCUSSION**

Sir:

The FY 2010/11 Department Target Budget Discussion is presented in four Categories and compared to the FY 09/10 proposed budget.

The purpose of this Target Budget Discussion is to establish a "Not to Exceed Fee for Service" for Redington Shores per Section 8 of our Contract with them.

The four categories are: Administrative Costs, Personnel Services, Capital Equipment and Operating Expenses.

A brief statement will follow each category addressing percentage/dollar increase and what it relates to.

<b>ADMINISTRATIVE COSTS</b>				
	<b>FY 08/09</b>	<b>FY 09/10</b>	<b>FY 10/11</b>	<b>VARIANCE</b>
A D & D	1,100	1,100	1,265	165
POLICE BOND	140	140	150	10
MOBILE PROPERTY INS.	-	-	-	-
PRO-RATED AUDIT FEES	7,700	9,100	9,350	250
LABOR ATTORNEY FEES	2,000	0	0	0
POLICE PROF. LIABILITY INS.	17,278	16,730	17,382	652
PRO-RATED GEN. LIABILITY INS.	10,720	11,625	11,904	279
VEHICLE PROP. DAMAGE INS.	6,165	6,665	6,824	159
<b>TOTAL</b>	<b>45,103</b>	<b>45,360</b>	<b>46,875</b>	<b>1,515</b>

The dollar increases in this category amount to \$1,515 or 3%. This results from insurance premium increases, primarily relating to Prorated General Liability coverage, Police Professional Liability coverage and Vehicle property insurance.

<b>PERSONNEL SERVICES</b>				
	<b>FY08/09</b>	<b>FY09/10</b>	<b>FY10/11</b>	<b>VARIANCE</b>
SALARIES	643,342	676,339	692,918	16,579
OVERTIME	30,000	30,000	30,000	0
HOLIDAY PAY	24,169	25,178	25,992	814
INCENTIVE PAY	6,060	5,940	7,100	1,160
FICA	53,823	56,415	58,052	1,637
RETIREMENT	86,536	91,216	123,967	32,751
HEALTH/DISABILITY INS./LIFE INS.	90,280	102,148	82,665	(19,483)
DENTAL INS.	4,056	4,056	4,459	403
WORKERS' COMP.	31,688	26,661	26,416	(246)
EMPLOYEE ASSISTANCE INS.	559	559	615	56
CLOTHING ALLOWANCE			4000	4,000
<b>TOTAL</b>	<b>970,513</b>	<b>1,018,512</b>	<b>1,056,184</b>	<b>37,672</b>

Personnel Services has an overall \$37,672 or 3.6% increase over the 09/10 budget proposal. This is primarily due to contract driven salary increases (3%) and pension increase as a percent of payroll.

<b>OPERATING EXPENSES</b>				
	<b>FY08/09</b>	<b>FY09/10</b>	<b>FY10/11</b>	<b>VARIANCE</b>
PROFESSIONAL SERVICES				
(PHYSICIAN, PSYCHOLOGICAL SERVICES, ETC.)	1,500	1,500	1,500	0
TRAVEL/PER DIEM	750	750	750	0
COMMUNICATION (Phone, Dispatch, MDT)	11,160	29,832	31,025	1,193
TRANSPORTATION SERVICES	300	300	300	0
RENTAL/VEHICLES/PAGERS	150	150	150	0
MAINTENANCE (Vehicles, Computers, Equip)	14,000	14,000	14,000	0
SUPPLIES (Office, Gas, Uniforms, Etc.)	35,000	25,000	25,000	0
PUBLICATIONS/MEMBERSHIP	350	350	350	0
POLICE TRAINING*				
<b>TOTAL</b>	<b>63,210</b>	<b>71,882</b>	<b>73,075</b>	<b>1,193</b>

The overall increase in operating expense is \$1,193 or 1.6%.

\*Police training funds are held in a trust account dedicated to that purpose and are not a part of annual Police Budget appropriation. They are administered separately and amount to a trust balance of \$2,965, as of 12/31/09.

<b>CAPITAL EQUIPMENT</b>				
	<b>FY 08/09</b>	<b>FY 09/10</b>	<b>FY 10/11</b>	<b>VARIANCE</b>
ONE MARKED				
VEHICLE &				
EMERGENCY				
EQUIPMENT				
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Police vehicles are programmed to rotate one (1) each FY by new replacement. The cost is absorbed through CIP (Penny for Pinellas) funds and appears as an expenditure outside the annual Police Budget appropriation.

<b>SUMMARY</b>				
	<b>FY 08/09</b>	<b>FY 09/10</b>	<b>FY 10/11</b>	<b>VARIANCE</b>
ADMINISTRATIVE COSTS	45,103	45,360	46,875	1,515
PERSONNEL SERVICES	970,513	1,018,512	1,056,184	37,672
CAPITAL EQUIPMENT	0	0	0	0
OPERATING EXPENSES	63,210	71,882	73,075	1,193
<b>TOTALS</b>	<b>1,078,826</b>	<b>1,135,754</b>	<b>1,176,134</b>	<b>40,380</b>

## FY 10/11 PROPOSED POLICE BUDGET

<b>ASSETS/REVENUE SOURCE</b>		
342.100	POLICE SERVICE CONTRACT	\$411,647
351.100	COURT FINES	12,000
361.100	COURT FINES INTEREST	75
362.200	CROWN CASTLE TOWER CONTRACT	26,700
381.000	CONTRIBUTION FROM GEN. FUND	725,712
	<b>TOTAL</b>	<b>\$1,176,134</b>
<b>EXPENDITURES</b>		
521.100	PERSONNEL SERVICES	\$1,026,184
521.140	OVERTIME	30,000
521.310	PROFESSIONAL SERVICES	1,500
521.311	POLICE ATTORNEY	0
521.320	POLICE AUDIT FEES	9,350
521.340	CONTRACTUAL SERVICES	7,176
521.400	TRAVEL/PER DIEM	750
521.410	COMMUNICATION SERVICE	23,849
521.520	TRANSPORTATION FEES	300
521.440	RENTALS AND LEASES	150
521.450	POLICE INSURANCE	37,525
521.460	MAINTENANCE	14,000
521.470	PRINTING/BINDING	-
521.490	OTHER OBLIGATIONS	-
521.510	EQUIPMENT BELOW \$100	-
521.520	SUPPLIES GAS, ETC.	25,000
521.540	PUBLICATION/MEMBERSHIP	350
521.640	CAPITAL EQUIPMENT	-
	<b>TOTAL</b>	<b>\$1,176,134</b>

\*Clerk of Courts now retains all criminal traffic (DUI, etc.) fines, thereby reducing projected revenue and it appears the courts are substituting community service to a greater degree in lieu of fines.

There is an overall Budget increase of \$40,380 or 3.5% of the FY 09/10 proposed Budget.

The Redington Shores Fee for Service contract is calculated as \$1,176,134 x .35 = \$411,647.

# Town of Indian Shores



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## Memo

**To:** Honorable Mayor James Lawrence, Chairman  
Administrative & Finance Committee Members

**From:** Mary E. Karayianes, Director of Finance and Personnel  
E. D. Williams, Town Administrator/ Police Chief

*MER*

**Date:** March 2, 2010

**Re:** Consideration of the CPI adjustment and Merit Increase for the FY10/11 Budget

Please find attached a copy of the C.P.I. history since 1984. The Town has traditionally utilized the CPI numbers in December for the calendar year. The chart shows you the year-end CPI, the recommendation of the Administration and Finance Committee/ Council and the variance from the year-end CPI.

Also attached for your information is a copy of the December 2009 CPI newsletter which shows the CPI 3.4% higher than December 2008.

We are recommending NO INCREASE (0.00%) for the CPI adjustment along with NO MERIT INCREASE for FY10/11 due to the estimated shortfall in revenue as a result of the reduction in value of our real property.

James J. Lawrence  
Mayor

Joan G. Herndon  
Vice Mayor

Carole Irelan  
Councilor

Steve Sutch  
Councilor

William F. Smith  
Councilor

E.D. Williams  
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Marcia Grantham  
Town Clerk

James Yacavone  
Town Attorney

Lawrence G. Nayman  
Building Code  
Administrator

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 retirement)	N/A	
1998	1.90%	Revised Salary Plan	N/A	
1999	2.70%	increase 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%	0.0%	
<b>2010</b>	<b>3.40%</b>			
<b>** 0.00% Approved on 2/17/09 for recommendation to Town Council</b>				
NOTE: CPI -W RATE AS OF DECEMBER 31 FOR THE UPCOMING FISCALYEAR CPI EFFECTIVE 10/01 OF THE LISTED YEAR				

DECEMBER 2009

### All items less food and energy

The index for all items less food and energy rose 0.1 percent in December after being unchanged in November. The index for used cars and trucks rose 2.5 percent in December, accounting for almost half of the increase in the all items less food and energy index. The index for airline fares also continued to rise, increasing 2.4 percent in December after advancing 3.8 percent in November. Also increasing were the apparel index, which rose 0.4 percent, and the medical care index, which rose 0.1 percent. The shelter index, which declined 0.2 percent in November, was unchanged in December. The indexes for rent and owners' equivalent rent were both unchanged after declining in November, while the index for lodging away from home rose 0.5 percent in December. The index for new vehicles declined in December, falling 0.3 percent after increasing in each of the previous three months. The recreation index also declined in December, falling 0.4 percent as televisions, sporting goods and toys were among many recreation components that posted declines.

### Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 2.7 percent over the last 12 months to an index level of 215.949 (1982-84=100). For the month, the index decreased 0.2 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 3.4 percent over the last 12 months to an index level of 211.703 (1982-84=100). For the month, the index decreased 0.1 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 2.8 percent over the last 12 months. For the month, the index declined 0.2 percent on a not seasonally adjusted basis. Please note that the indexes for the post-2007 period are subject to revision.

**The Consumer Price Index for January 2010 is scheduled to be released on Friday, February 19, 2010, at 8:30 a.m. (EST).**

Effective with the release of CPI data for January 2010 scheduled for Friday, February 19, the BLS will introduce several item structure and other publication changes into the CPI. See page 5 for further information.

CPI-U = Dec 2009 2.7 over Dec 2008