

INDIAN SHORES

Ph 727.595.4020 Fax 727.596.0050
19305 Gulf Boulevard, Indian Shores, FL 33785
www.myindianshores.com



ADMINISTRATIVE AND FINANCE/CHARTER REVIEW COMMITTEE MEETING MINUTES TUESDAY, APRIL 12, 2022, BEGAN AT 2:00 P.M. INDIAN SHORES MUNICIPAL, CENTER 4TH FLOOR

The meeting convened at 2:00 P.M.

Those present: Committee Chair Mayor Patrick C. Soranno, Committee Vice Chair Councilor Mike Hackerson, Committee Council Alternate Councilor Bill Smith, Committee Alternate Citizen Member Ellen Bauer, and Town Attorney Regina Kardash.

Also present: Vice Mayor Diantha Schear, Town Administrator Bonnie Dhonau, Director of Finance and Personnel Susan Scrogam, Town Clerk Freddie Lozano, Police Captain Glen Smith.

Guest speaker: Pam Brangaccio, Senior Advisor for the International City/County Management Association (ICMA) & Florida City and County Management Association (FCCMA)

Those absent: Administration and Finance Committee Citizen Member John Caruso and Alternate Citizen Member Tom King.

ITEM # AGENDA ITEM

1.0 Consideration of approving the Administrative and Finance/Charter Review Committee Meeting agenda for April 12, 2022.

Motion by Councilor Smith – seconded by **Ms. Bauer** to approve the Administrative and Finance/Charter Review Committee Meeting agenda for April 12, 2022. **All ayes. Motion carried 4-0.**

Patrick C. Soranno
Mayor

Diantha Schear
Vice Mayor

Mike Hackerson
Councilor

Michael (Mike) Petrucci
Councilor

William F. (Bill) Smith
Councilor

Bonnie Dhonau
Town Administrator

Richard (Rick) Swann
Chief of Police

Susan L. Scrogam
Director of Finance
and Personnel

Freddie G. Lozano
Town Clerk

Regina Kardash, Esq.
Town Attorney

2.0 Comments from the public on any agenda item. None.

3.0 Consideration of approving the Administrative and Finance/Charter Review Committee Meeting Minutes of March 8, 2022.

Motion by **Vice Chair Hackerson** – seconded by **Councilor Smith** to approve the Administrative and Finance/Charter Review Committee Meeting Minutes for March 8, 2022. **All ayes. Motion carried 4-0.**

4.0 Presentation on Town Managers vs. Town Administrators by Pam Brangaccio, Senior Advisor for ICMA & FCCMA.

Ms. Brangaccio stated that for this presentation, she would be referring to the town administrator as town manager. She provided a copy of the model city charter that is used as an example for local and county charter review committees. The model charter addresses appointments, qualifications, compensation, powers and duties, dismissal, and interim or acting town managers. Most of the details regarding duties and qualifications of a chartered town manager are done by ordinance. The only difference between Resolution 15-2014 that established the position of town administrator, and the model charter is that the town administrator is not a chartered position. She mentioned the ICMA credentialing program includes a certification process, which involves a commitment from town managers to take 40 hours of additional training per year. In terms of qualifications, she has seen existing town managers being grandfathered in when the town manager qualifications go through changes. She noted that the Town's existing Town Administrator is a member of FCCMA and that she is covered by the same code of ethics that ICMA adheres to.

She spoke on many aspects of the town manager position including:

- removal from office.
- powers and duties.
- responsibilities to the Council with regards to policies, goals for the community and the organization.
- coordinating with the finance director and auditors to maintain an effective financial control system.

She stated that Resolution 15-2014 is very close to the model charter, which basically designates the town manager position as another chartered position. She noted that Ms. Dhonau has looked into the ICMA 40-hour requirement as part of being a credentialed town manager.

Attorney Kardash stated that there are contradictory provisions in the Town's charter that need to be cleared up for the Town to function in accordance with the charter. One example she gave was the creation of the

town manager position conflicting with the charter which delegates authority to the mayor. Since the Town already has an auditor to audit its finances, as required by law, the chartered auditor position should be replaced with the town manager position as one of the three charter officers.

Ms. Brangaccio concurred that the contradicting language should be cleaned up. She added that the town manager, town attorney, and town clerk are usually designated as the three charter officers. In terms of the auditor position, she has only seen chartered auditors in larger cities.

Attorney Kardash liked that the town clerk position is in the charter as it is a position with independent, vested discretionary authority. The clerk is responsible for how they conduct their job and must answer for their actions under law or other regulatory agencies.

Ms. Brangaccio added that the clerk's position is now pivotal because the clerk is the provider of public records and meeting agendas for public access.

5.0 Continue review of Town of Indian Shores Charter, Article III, beginning at Section 3.08.

Attorney Kardash will continue the review of Article III, Section 3.08 at the next meeting. She focused on the previously discussed ballot questions in preparation of the first and second ordinance readings and deadline to submit the ballot questions to the Supervisor of Elections.

The ballot questions with motions made were:

- **Motion by Vice Chair Hackerson** – seconded by **Councilor Smith** to change the town auditor position to town administrator in the charter ordinance. **The Committee was polled. All ayes. Motion carried 4-0.**
- **Motion by Vice Chair Hackerson** – seconded by **Ms. Bauer** to change the residential requirement from six months to one year to qualify as a candidate for mayor or councilmember. **All ayes. Motion carried 4-0.**

Attorney Kardash will do more research on provisions regarding removal from office and appointment of the Vice Mayor.

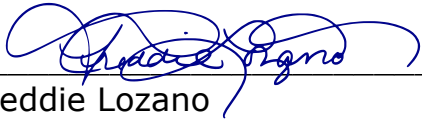
6.0 Citizens' comments on any subject.

Dr. Candiss Rinker asked Ms. Brangaccio the difference between FCCMA and ICMA concerning credentialing for the town administrator position and which of the two is the proper credentialing association.

Ms. Brangaccio replied that FCCMA does not have a credentialing program. Many FCCMA members are also members of ICMA. Both associations commit to the same code of ethics, which requires 40 hours of annual training. The ICMA program is one way for town managers to achieve their credentials.

7.0 Committee members' comments on any subject. None.

8.0 Meeting adjournment. 2:48 p.m.



Freddie Lozano
Town Clerk