



MINUTES

Thursday, August 30, 2012

**FORT MYERS BEACH TOWN COUNCIL
WORK SESSION
TOWN HALL – COUNCIL CHAMBERS
2523 ESTERO BOULEVARD
FORT MYERS BEACH, FLORIDA 33931**

I. CALL TO ORDER

Vice Mayor Raymond called to order the August 30, 2012 Work Session of the Town Council 9:00 a.m. Present along with Vice Mayor Raymond, Council Members Kosinski, and Mandel; Mayor Kiker and Council Member List were excused. Also Present: Town Manager Stewart, Finance Director Wicks, Public Works Director Lewis, Parks & Recreation Director Evans, and Town Clerk Mayher.

II. PLEDGE OF ALLEGIANCE

III.

IV. DISCUSSION ON FY 2013 BUDGET

Town Manager Stewart addressed the Budget Message; staff's intention to submit a judicious budget; the proposed salary increase for all staff across the board, except for the Town Manager; and he recommended reviewing each department individually in the budget book and for each Council Member to comment on any concern or question they may have about a particular item.

Council Member Mandel pointed out that the proposed salary increase for staff did not include the Council or the Town Manager.

Vice Mayor Raymond pointed out that any salary increase for the Town Manager would be address as prescribed by his contract.

Town Manager Stewart began his presentation of the proposed FY 2013 budget with a notation of the information included on Page 6 concerning taxable values, millage rates, and taxes levied since incorporation of the Town. He reported the tentative millage rate was .79 which did take in the factors associated with the Public Service Tax (PST).

Finance Director Wicks reported that they removed approximately \$700,000 out of the property tax for the projected PST; and she noted that the current fiscal year had a reduction of property taxes of approximately \$360,000 for the PST which began April 1, 2012.

Discussion ensued regarding the estimated amounts of the PST; how the PST reduced property taxes; the comparison of total budget for FY 2012 and FY 2013; taxes levied on an average house per \$100,000 in value; the overall property values in the Town; and how the PST helped to diversify the Town's revenue sources.

Town Manager Stewart reviewed Page 10 regarding revenues and expenditures, State requirements for a balanced budget, and the status of the reserve accounts.

Discussion ensued regarding the reserve, and the difference between Council-restricted and statutorily-restricted accounts.

Town Manager Stewart recommended continuing with reviewing the proposed Budget Book beginning with Page 12.

Council Member Mandel noted there were some sections that did not vary much from last year; and noted the departments he would like explanations for increases – General Services, \$225,000; Public Works, \$50,000; Parks & Recreation, \$40,000; Community Development, \$100,000.

Discussion was held and Town Manager Stewart and Finance Director Wicks responded concerning the following budget items:

- Town Council - none or nominal difference
- Committees - none or nominal difference
- Parks & Recreation - difference included contingency
- Town Clerk's Office - approximate 5% gap (Municipal Codes, etc.)
- General Services - \$200,000, fund accounting software, IT equipment replacement, Town insurances, seasonal and special events (fireworks)

Council Member Mandel noted that the Chamber of Commerce would not be able to become involved with the fund raising aspect of the fireworks for at least another year. He reviewed his handout concerning fund raising in general and fund raising for art, cultural, and historical events. He discussed his suggestion for evaluation criteria for funding requests to be limited to:

- 501C(3) status, past record of accomplishments.
- TDC and/or State funding.
- Membership contributions.
- A detailed presentation before Council should be required, as well as, a review of the financial statements of the group(s) making the requests.
- Recipient of funding shares profits with the Town (percentage to be determined with Council),
- The Town will be listed as a sponsor by the organization receiving funds from the Town.

Council Member Mandel discussed consideration of the funding requests from the Friends of the Arts and for fireworks.

Discussion ensued regarding fund raising efforts in the past for fireworks and events; potential future special event funding sources; the cost of a firework display; the cost of liability insurance for firework displays; and how to potentially evaluate funding requests for special events.

Town Manager Stewart asked if Council wanted the Town to use the evaluation criteria as suggested by Council Member Mandel for special event funding requests.

Discussion was held concerning the proposed evaluation criteria for special event funding requests; how the funds were budgeted for special event requests, and how funding applications were received by the Town in the past.

Finance Director Wicks suggested the Town place an advertisement, as done in the past, and to include a cut-off date of November 15th for applications requesting special event funding; and then Council could review the requests in December.

Discussion continued and Town Manager Stewart, Finance Director Wicks, and Public Works Director Lewis responded concerning the following budget items:

- Legal Services - nominal increase.
- Financial Services – reduction.
- Public Works Administration - Contracted Services, \$61,000 – basically for inspection services (i.e. Mound House, Newton Park, road resurfacing, etc.); stormwater work; \$74,000 for potential contractual services on an as-needed basis.

Discussion was held concerning the difference regarding cost and liability issues between using the services of an outside contractor versus a Town employees for certain projects.

Discussion continued and Town Manager Stewart, Finance Director Wicks, and Public Works Director Lewis responded concerning the following budget items:

- Public Works - Director Lewis readdressed the amount designated for contractual services noted previously, and pointed out that it included two positions related to beach maintenance; however, the positions were requested through TDC, and she stated she would move forward with the positions only if approved by TDC who would reimburse the Town for the position funds.

Discussion ensued regarding Crescent and Bowditch beaches which were owned by the County; and how the Town had approached the County regarding the maintenance, ownership, and TDC funding.

Discussion continued and Town Manager Stewart, Finance Director Wicks, and Public Works Director Lewis responded concerning the following budget items:

- Public Works - paver project and gazebo at Times Square.
- Public Works - West Coast Inland Navigational District funding assistance for marine law enforcement, and repair and replacement of the mooring system; Director Lewis discussed a need for some additional law enforcement for the waterways and noted that next fiscal year there may be some funding reductions from the West Coast Inland Navigational District.

Discussion ensued regarding the moored boats and clean-out services; abandoned or derelict vessels; marketing and/or advertising mooring availability and services; and seasonality of the mooring field.

Discussion continued and Town Manager Stewart, Finance Director Wicks, Public Works Director Lewis, and Parks & Recreation Director Evans responded concerning the following budget items:

- Public Works - parking fees, an RFP would be issued for parking services, parking revenues, parking at Newton Park.

- Parks & Recreation - reduction of \$30,000 to the Bay Oaks Recreation Center operational budget, programming changes, County subsidy, marketing, corporate membership, resident membership; Mound House insurance and salary costs; and anticipated completion of the Mound House.
- Community Development, Building, and Code – an increased expenditure for professional services related to the Comp Plan work.

Finance Director Wicks noted that the budget included “half of an additional person” in the employee headcount which was in Community Development (Permitting Clerk).

Council Member Mandel questioned if there were any additional needs that were required as it related to storms and the beach (i.e. erosion control).

Town Manager Stewart noted that staff was performing some additional work on the beach after Tropical Storm Isaac.

Public Works Director Lewis reported that as of yesterday afternoon the staff was not able to assess the entire beach because several miles remained underwater; however, it was noted that the beach lost some additional sand and the areas underwater would probably lose a considerable amount of sand through erosion. She stated she submitted a report to the County so they could continue on through the State and FEMA what were the Town’s anticipated expenses.

Discussion ensued regarding beach erosion; the beach re-nourishment fund; and the coastal engineering firm utilized by the Town to collect technical data which would result in a report to the Town that would include among other information storm damage and advise what needed to be done to the beach.

Council Member Mandel asked about the Town surplus.

Discussion was held regarding placing the surplus in reserves or seasonal events.

Finance Director Wicks recommended placing an additional \$100,000 in the contingency and take the remaining balance of approximately \$70,000 and reduce the tax levy.

Discussion was held concerning the PST, contingency, and lowering the millage.

Council Member Mandel questioned the status of the utility budget.

Finance Director Wicks noted the utility budget was on Page 64 which was part of the overall budget.

Discussion was held regarding the status of the rate study, a potential rate increase, and bonding.

Town Manager Stewart recapped the anticipated utility project work (i.e. design, financial analysis, commencement, funding, etc.).

Discussion continued regarding the rate study, the possibility of a rate increase, and notification to the condominiums of a possible rate increase.

Recess at 11:15 a.m. – Reconvened at 11:25 a.m.

Council Member Mandel explained he looked at three sample evaluations, selected one, distributed a copy of one which seemed applicable to their needs, and reviewed the evaluation criteria and the weight given to each item. He suggested eliminating the evaluation criteria entitled “economic development”.

Discussion ensued regarding the evaluation form and criteria.

Consensus approved the suggested evaluation form and that the Town Clerk forward a copy to Mayor Kiker and Council Member List who were excused.

Discussion was held concerning the assigned value for each criterion, the rating description, and how it would relate to the overall rating.

Consensus approved the Town Clerk to make the changes to the proposed evaluation form as discussed:

1. All categories on the first page is worth 10 points
2. Eliminate the category called ‘Economic Development’
3. Intergovernmental Relations – 5 points
4. City Council Relations – 25 points
5. Planning – 10 points
6. Financial Management/Budget – 10 points
7. Remove ~~Additional Comments~~ and add “Recommendations for the Future”
8. Rating numbers stay the same with Outstanding worth 450-500 points; Exceptional worth 350-449 points; Satisfactory worth 250-349 points; Conditional worth 150-249 points; and Unacceptable worth 0-149 points
9. Matrix is rating times the weight

Discussion was held regarding the point system.

V. ADJOURNMENT

Meeting adjourned at 11:47 a.m.

Adopted 9-17-12 With/Without changes. Motion by Kosinski/Raymond

Vote: 5-0


Michelle D. Mayher, Town Clerk

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