MINUTES

Monday, August 27, 2013

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

I. CALL TO ORDER

Mayor Mandel called to order the August 27, 2013 Work Session of the Town Council at 10:01 a.m. Present along with Mayor Mandel were: Vice Mayor Kosinski, Council Members Andre, List, and Raymond. Also Present: Town Manager Stewart, Finance Director Wicks, Public Works Director Lewis, Community Development Director Fluegel, Acting Parks and Recreation Director Norton, and Town Clerk Mayher.

II. PLEDGE OF ALLEGIANCE

Mayor Mandel requested to discuss an email from CELCAB and the Friends of the Mound House regarding an event they wanted to hold for people on Connecticut Street; the Mayor's anticipated telephone conversation with US Representative Radel; and letters to the airport as requested, the Lee County DOT and the Florida delegation.

Consensus agreed to discuss the email received from CELCAB and Friends of the Mound House and the telephone conversation the Mayor was going to have with US Representative Radel.

Town Manager Stewart noted that CELCAB and the Friends of the Mound House had requested the ability to hold an event for the people on Connecticut Street regarding development of 216 Connecticut Street for Mound House parking. He reviewed his belief that it had been Council's direction in the past that they were not prepared to move forward with the development of 216 Connecticut Street as a parking area yet. He asked if Council now wanted to move forward with the development of 216 Connecticut Street; if Council wanted to attend the proposed event; and did Council now desire CELCAB and the Friends of the Mound House to move forward with their proposed event.

Discussion ensued regarding the questions posed by the Town Manager.

Consensus agreed that if the Friends of the Mound House wanted to hold an event, that they were able to do what they wanted to do; however, CELCAB (a Town Board) was unable to participate.

Town Manager Stewart recommended that if the Friends of the Mound House were to proceed with the proposed event, that the members make it clear to attendees that the Town Council was not part of the initiative [development of 216 Connecticut Street] and the purpose of their meeting was to attempt to convince the Council that the neighborhood supported it.

Council Member List suggested that any communication (i.e. flyer, letter, etc.) about the Friends of the Mound House event should have a caveat or disclaimer at the bottom indicating it was not a "Town-sanctioned event".

Council Member Andre noted that the Mound House site should be completed before proceeding with any further development (i.e. 216 Connecticut Street); and consensus agreed with the comment.

Mayor Mandel suggested the Council receive a plan on how the Mound House would operate and be successful once it was completed; and Council's position should be communicated to CELCAB, and that the Council was not for or against but based on priorities a plan should be prepared on how the Mound House would be opened and advertised.

Acting Parks and Recreation Director Norton acknowledged Mayor Mandel's comment.

Consensus agreed that the Town Manager would convey Council's direction to the Friends of the Mound House and CELCAB.

Mayor Mandel explained that when he spoke with US Representative Radel later in the day it would concern water quality issues associated with Lake Okeechobee releases and the Senate bill that had been passed which would benefit Florida and was now in the House for a vote.

Council Member Andre requested Mayor Mandel mention to US Representative Radel the issue of the National Flood Insurance Program.

Discussion ensued regarding the NFIP and the 'Affordability Study' that was to be completed before October 1st.

Town Manager Stewart recounted how a local business had a detailed analysis of the actual elevation of their property; and the work conducted by staff to help lower the overall community rating as it pertained to flood insurance. He explained how FEMA determined elevations and ratings.

III. FY 2014 BUDGET DISCUSSION

Town Manager Stewart began his presentation of the proposed FY 2014 budget noting the current millage rate and the tentative millage rate which was .7687. He pointed out that a Summary of Revenues, Summary of Town-wide Maintenance Costs, Beach Access Fund – TDC Grant, and Special

Events was included in the agenda packet. He indicated the Special Events Expenses for FY 2013 included costs for personnel, LCSO, Lee Tran, materials, fireworks, and that the major portion of the expenses were related to the larger special events (i.e. New Year's Eve and Fourth of July). He added the packet of information also included the Special Event permit fees that had been waived in FY 2013.

Town Manager Stewart and Finance Director Wicks reviewed the following information included in the agenda packet:

- Notice of Proposed Tax Increase
- Town of Fort Myers Beach – Valuation increase of 2.08% & roll-back rate calculation (FY 2012 & FY 2013)
- Overall community value, current proposed millage rate 0.7687
- Roll-back rate 0.7530
- Advertising requirements for the Notice of Proposed Tax Increase
- Millage rate as one variable in the calculation of property taxes
- Property values

Town Manager Stewart reviewed the budget process with Council to date; Council's recommended changes during the last budget work session; deferment of certain capital projects/acquisitions during the past six years due to the economy; and Town reserve funds and undesignated reserves. He noted the request to fund some capital expenses and water/utility fund expenses from the reserves in FY 2014 ($361,000 approximate total or 5-6% from the General Fund Reserves).

Finance Director Wicks pointed out that in the information packet (8/22/13) there was a summary of all of the Town's equipment; and that they had used State guidelines to forecast equipment life expectancy.

Discussion was held concerning a capital improvement fund as a reserve for capital equipment replacement.

Town Manager Stewart requested Council's support to create a 'capital equipment reserve fund'; and recommended taking $50,000 from General Reserves for the first year only to be placed in a 'capital equipment reserve fund'.

Finance Director Wicks reviewed Page 24, General Fund Balance – 5-Year Projection, FY 2013 to FY 2018.

Consensus approved that in the final budget document that staff would create and include a 'capital equipment reserve fund' and seed it with $50,000.

Town Manager Stewart requested Council's input on the current proposed millage rate.

Finance Director Wicks proposed, if the millage rate was changed to the roll-back rate of 0.7530 for no tax increase, then Council should reduce the contingency by the balance.

Discussion ensued regarding revenues necessary for expenditures; fireworks expenses; contingencies and sponsorships for fireworks ($30,000).

Consensus approved that $30,000 be moved from Special Events and placed in 'contingency' for fireworks with the anticipation that staff would be able to acquire fireworks sponsorships.

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

- Budget Detail, Page 2 & 3, Revenues (Exhibit A) – changes made after the 6/7/13 Workshop (i.e. PST); Floodplain Fees; Half Cent Sales Tax; State Revenue Sharing; Ad Valorem Taxes; All Other Funds; and Water utility Enterprise Fund
- Stormwater Fund
- Town Council – no changes
- Town Manger – increase of $711 (Life, Health & Disability); Contingency reduction; Council approval required for Contingency expenditures

Council Member Raymond reviewed his questions and concerns regarding the proposed budget (Page 39 of agenda packet) and Town Council, Town Manager Stewart, and Finance Director Wicks responded concerning the following:

- Legal line/services of a lobbyist – no annual contract and additional legal services outside the scope of the Town's contract; **staff to add a third line item in Legal for lobbying services.**
- General services – new position ($68,000) for either a public relations person or marketing executive, preferably as a contract position.
- Special Events – suggested change from $25,000 to $50,000 maximum for the year; suggested change for seasonal events from $76,000 to $50,000; suggested change for a monetary cap for non-profit organization requests; suggestion to assign the funding requests to a committee who would make recommendations to Council; Town Manager offered to prepare parameters that could be used for evaluating funding requests; **consensus approved seasonal events reduced by $30,000, and special events increased by $30,000.;** suggested a post-event written report to be submitted to Council; and a discussion regarding funding recurring events.

Recessed at 11:30 a.m. – Reconvened at 11:47 a.m.

Council Member Raymond continued to review his questions and concerns regarding the proposed budget (Page 39) and Town Council, Town Manager Stewart, and Finance Director Wicks responded concerning the following:

- Maintenance – preferred not using the term 'miscellaneous'
- Mound House and Newton and Bay Oaks – suggestion to eliminate Parks & Recreation Director position; have a manager for Bay Oaks and the pool reporting to Town Manager; have a manager for Mound House and Newton reporting to Town manager; Parks & Recreation staffing and associated budget line item; the organizational flow of the department since the creation of a Parks and Recreation Director position; the current Acting Parks & Recreation Director position, management positions; staffing for the Mound House and Newton and Bay Oaks facilities and pay grades and salaries.
- Code Compliance – suggestion for one full time Code officer and two part-time Code officers for 20 hours per week and one part-time administrator for 16 hours per week for paperwork only; the importance of an administrator position; the challenge of utilizing part-time Code officers;

finding an experienced/certified Code officer; coverage by two full-time Code officers; **Consensus requested staff to readdress the funding for Code staffing in order to fund two full-time Code officers and the part-time administrative position. Staff to prepare a recommendation for Code staffing to present at the September 3rd meeting.**

Discussion ensued concerning the millage rates of 0.7687 or 0.7530; and the inclusion of a 2% pay raise for all employees across the board, except the Town Manager.

Consensus approved the recommended millage rate of 0.7530 which would not raise taxes.

Council Member Andre questioned Page 6, Exhibit A, Maritime – Mooring Field Operations as it pertained to operational charges.

Public Works Director Lewis explained the Mooring Field Operations was the cost for the upland services contract currently held by Matanzas Inn; and added that the number could fluctuate because it was all based upon revenue.

Council Member Andre questioned Page 6, Exhibit A, Times Square – Solid Waste.

Public Works Director Lewis explained the solid waste line item was the cost of hauling the trash and recyclables from Times Square within the right-of-way and from the merchants on a daily basis. She added the merchants paid approximately 35% of this service and there was an offset in revenue.

Town Manager Stewart recounted how the Times Square area was created by Lee County into a pedestrian area by closing off the street just about the time the Town was incorporated. Therefore, the issue of trash collection was never resolved by the County and had to be resolved by the Town.

Discussion ensued regarding collection of trash in the Times Square area; use of Town staff to collect trash; problems with using trucks on the pavers; and the waste hauling aspect of the issue.

Council Member Andre questioned Page 7, Exhibit A, Building & Safety, Fees Collected and Remitted to Lee County.

Community Development Director Fluegel explained how the Town's contract with Lee County worked and noted the County received the building permit fees for plan review or inspection (pass-through revenues).

Council Member Andre questioned Page 9, Exhibit A, Beach Access & Shoreline.

Public Works Director Lewis explained the allocation the Town received from the TDC this year was a considerable increase from what was received in prior years.

Mayor Mandel asked if it was the Town's goal to reduce the 'pass through' amount paid to the upland services provider with respect to the Mooring Field.

Public Works Director Lewis responded in the affirmative; and noted that would be part of the upcoming contract negotiations.

IV. COUNCIL MEMBERS ITEMS

Council Member Andre – no items.

Mayor Mandel – no items.

Council Member Raymond – no items.

Council Member List – no items.

Vice Mayor Kosinski – no items.

V. ADJOURNMENT

Meeting adjourned at 12:30 p.m.

Adopted 9-16-13 With/Without changes. Motion by Andre / Kosinski

Vote: 5-0

Michelle D. Mayher, Town Clerk

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