

1. Discussion Objective:

Work Session Date: Apr 18, 2011

To provide for Council an operational review of the department of Town Clerk from the start of this fiscal year, (Oct 1 2010) to present.

2. Submitter of Information:

- Council
- Town Staff
- Town Attorney

3. Estimated Time for this item: 15 minutes

5. Background: It is the will of the Town Manager to provide for Council operational results for each of the Town's departments. The department of Town Clerk consists of the Town Clerk, the Contracts Manager and the Administrative Assistant / Receptionist. The attached memo summarizes activity in the Town Clerk department from October 1, 2010 to present.

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Cultural Resources Director	Town Clerk
						



Town of Fort Myers Beach

Memorandum

To: Terry Stewart, Town Manager
From: Michelle Mayher, Town Clerk 
Date: April 12, 2011
Re: Town Clerk Department Operational Results

Clerk's Office Goals & Objectives

The Town Clerk's office serves as the central information point for local residents and citizens. It is the mission of this department to provide quality service to town residents, departments, boards and committees and all other interested parties.

Advisory Committees and Boards

Coordinate the operation of seven (7) advisory committees, each committee having 5-7 members. These committees meet monthly and all require notice of meetings and agendas; minutes transcribed and adopted; records retention according to statutory requirements. We have twice run advertisements seeking volunteers to fill various vacancies. In October 2010 we held the annual Volunteer Appreciation Dinner.

Coordinated joint meetings between the Town Council and BORCAB and MRTF; in the process of setting up joint meetings for the Town Council and CELCAB and AAC.

Audio / Visual Broadcast Interface

Upgrades in the Chambers improved audio input, digital recording and remote rebroadcast capabilities.

Provided training to staff on the use of the new equipment.

Configured five laptops for council use; each can be customized with programs and software to maximize usage.

Codification of Ordinances

Ordinances have been codified as of October 1, 2010. As ordinances are adopted, ordinances are posted on Municipal Code Corporation's website and will be incorporated into a supplement at the end of each fiscal year.

Contracts

Issued two Requests for Qualifications (RFQ):

On-going Coastal Engineering Services:	6 responses
On-going Professional Engineering Services:	48 responses

Renewals or new Contracts:

Central Parking
Franks Ice, LLC
Woodard & Curran

Small dollar construction contracts, Service Provider Agreements, Short-Term Instructor Agreements :

Susan Carter (yoga @ Newton)
Conidaris Builders (public works / drainage)
Scuba Scrubbers (Mooring Field)
Ted Nye Drywall (Mound House)
Hans Wilson & Associates (Laguna Shores)

Elections

March 8, 2011 general election filled seats 3, 4 & 5 with a 27% voter turnout. Next election will be Tuesday, March 12, 2013 for seats #1 and #2.

Front Desk / Public Interface

Ongoing monitoring of the traffic – both walk-in and telephone – to insure quality service is provided to islanders and visitors. Maintain up-to-date materials and information, clean and neat appearance of public areas.

Notary Services

The Clerk's office offers notary services to islanders at no charge. We have provided this service approximately a dozen times since the start of the fiscal year.

Notices and Advertisements

Placed approximately seven (7) legal notices in the News-Press for public hearings; ran supplemental notices in the beach weeklies to reach islanders.

Advertised the required notice of the bond validation hearing.

Advertised vacancies on advisory boards

Advertised special event budget request notice

Advertised help wanted

Records Management

The Town Clerk is responsible for accurately compiling and maintaining the records of the actions of the Town Council and directs the management and maintenance of all town records and documents.

Responded to approximately 50 records requests; the majority being copies of DVDs of council meetings. Other key topics of interest are library, sign ordinance and various building services / permits issued.

Responded to staff members' inquiries about retention schedules; staff concern about public records disclosure and exemptions

Web Oversight

Trained new staff members on posting to the town's web site; maintain calendar of events and island updates as they occur.

Responded to *Requests for Action* through the website. Replaced the traffic camera at Town Hall in February; coordinated the installation of a pole at Newton Park and are ready to install new traffic cameras. Working toward live streaming of council meetings on the web.