

1. Discussion Objective:

Work Session Date: October 17, 2011

The Town Clerk will present an overview of FY 2011 2nd, 3rd and 4th quarter operations, duties and responsibilities of the Department.

2. Submitter of Information:

- Council
- Town Staff – Town Clerk
- Town Attorney

3. Estimated Time for this item:

15 minutes

5. Background:

The Town Clerk Department is responsible for:

- Business of the Town Council
- Central Information Point
- Contracts Management
- Municipal Elections
- Records Management

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

Town of Fort Myers Beach

Town Clerk Department

FY 2011 Operational Report

January 1, 2011 to September 30, 2011

Michelle Mayher, Town Clerk

Peter Boers, Contracts Manager

Richard Sebastian, Reception/ Admin. Assistant

October 17, 2011

The Town Clerk Department

- Business of the Town Council
- Central Information Point
- Contracts Management
- Municipal Elections
- Records Management

Business of the Council

Council Meetings

Agendas – 32

Notices – 32

Resolutions – 24

Minutes – 32

Ordinances – 7

Advisory Committees / Boards

Agendas – 54

Notices - 54

Resolutions – 14

Minutes - 54

New Members - 8

Central Information Point

- **Front Desk Reception**

Lobby – manned by a live body every hour we are open for business - 190 days

Telephones and walk-in Traffic: Inquiries - Building permits, re-entry passes, beach nourishment, new business start ups, code complaints

Office Equipment and Supplies: Maintenance of 3 copiers, 2 fax machines; assists all departments with printing and mailing of newsletters (i.e., BORC); public hearings notifications to property owners (Dept of Community Development)

- **Customer Service**

Surveys – 12 surveys received, all but one responding good or excellent in all applicable categories

Notary Services – provided free service to 15 individuals

Central Information Point

• Information Technology Systems

Critical to the Town's operation, IT includes computer hardware and software, telephone systems, security alarm and key entry and audio/video and broadcast communications. The Clerk's office serves as the main point of contact, calling upon other professionals to ensure the Town's needs are met or exceeded.

• Web Management

The Town Clerk has oversight responsibility for the general operation of the Town's website. Departmental pages are maintained by key individuals, however the Clerk Department provides the training and user administration, maintenance of calendars of events, News flashes, departmental reports, agendas, minutes and the posting of every piece of information we can provide to our Community.

Contracts Management

- Invitation to Bid (ITB)
- Request for Proposals (RFP)
- Request for Qualifications (RFQ)
- Miscellaneous Agreements

Invitation to Bid

ITB 11-01-CR Mound House Lead Paint Abatement

- Issued / Advertised Bid on 05.26.2011
- Mandatory Pre-Bid Meeting
- Issued Two Addenda
- 3 Bids Received
- 10 Plan Holders
- Awarded by Council in June 2011 to American Management Resources Corporation (AMRC).

Request for Proposals

RFP 11-01-FIN Request for Proposals to Provide Employee Benefits Coverage

- Advertised / Issued 7.22.2011
- 2 Addenda Issued
- 20 Plan-holders
- Responses received on 8.26.2011

RFP 11-01-CR Cultural Facilities Landscape Maintenance

- Advertised / Issued 06.29.2011
- Non-Mandatory pre-bid meeting on July 7, 2011
- 1 Addendum issued
- 8 Plan-holders
- 2 Responses received on 7.25.2011

Request for Qualifications

RFQ 11-01-CR On-going Professional Coastal Engineering Consulting

- Issued / Advertised Bid on 02.09.2011
- Issued One Addendum
- 6 Proposals Received
- 55 Plan Holders
- Submittals requested in compliance with F.S. 287.055 Consultants Competitive Negotiations Act (CCNA)

RFQ 11-02-PW On-going Professional Services

- Issued / Advertised Bid on 02.22.2011
- Issued Two Addenda
- 49 Proposals Received
- 107 Plan Holders
- Submittals requested in compliance with F.S. 287.055 Consultants Competitive Negotiations Act (CCNA). The proposals are in the process of being evaluated by the Selection Advisory Committee (SAC).

Miscellaneous Agreements

- Employment Agreements – 1
- Interlocal Agreements – 3
- Licenses – 1
- Change Orders – 6
- Short Term Instructional Agreements – 3
- Amendments – 2
- Professional Services Agreements – 5
- Minor Construction Contract – 1
- Letter of Intent – 1
- Service Provider Agreements – 5

Municipal Elections

March 8 2011 General Election

- 4 candidates qualified for 3 seats
- 1,313 total number of ballots cast
- 3,634 total number of votes cast

Records Management

- **Codification**

Following October 2010 codification, adopted ordinances are placed on Municipal Code Corporation's website; supplements are printed annually

- **Records Requests**

122 requests filled, ranging from a single document to multiple files

- **File Management**

Ongoing staff education regarding FL Dept of State records management regulations in accordance with General Records Schedule, GS1-SL.
Continue to convert to digital files and eliminate excess paper

The Town Clerk Department

- Michelle Mayher joined Town government in October 2000. A 30 year resident of Lee County, she most enjoys spending time outdoors , gardening, camping and biking.
- Peter Boers came to the Town in December 2010 from another local municipality. His free time is filled with his daughters Brooke and Hannah, and running and swimming.
- Richard Sebastian was hired in July 2006 and when not anchoring the front desk, Rick is active in local theatre. An actor with television and movie credits, he has performed in area community dinner theatre stages.