



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

## **MINUTES**

### **MANAGEMENT & PLANNING WORK SESSION**

**Monday, May 16, 2011**

#### **I. CALL TO ORDER**

Mayor Kiker called to order the May 16, 2011 Meeting of the Town Council at 9:00 a.m. Present along with Mayor Kiker: Vice Mayor Raymond, Council Members Kosinski, List and Mandel; Town Manager Stewart, Finance Director Wicks, and Town Clerk Mayher.

#### **II. PLEDGE OF ALLEGIANCE**

#### **III. 2<sup>nd</sup> QUARTER BUDGET REVIEW**

Town Manager Stewart gave a quick overview of the 2<sup>nd</sup> Quarter Budget results and noted the Town had made some good decisions in the past, made good decision with their Reserves, and the Town was positioned to continue doing well. He announced that on June 1, 2011 the Town shall receive their preliminary estimates from the Property Appraiser's Office. He noted the Town was doing well with respect to collecting revenues and was very judicious concerning expenditures.

Finance Director Wicks mentioned that for the first six months of the year the numbers looked good and were strong, and mentioned she was watching the revenues sources.

Discussion was held concerning how payroll numbers change within time periods where there were three pay days; trolley expenditures from the Gas Tax Fund; staff to gather information and analyze whether or not to bring the water/utility in-house as an enterprise fund; and Parks and Recreation revenues/expenditures.

Town Manager Stewart explained the process of purchasing tax certificates with the Tax Collector's Office.

Discussion ensued regarding collection of revenues over expenditures; and interest rates on investments.

Finance Director Wicks suggested the Council consider creating some investment guideline policies for the Town.

Discussion was held concerning investigating new programs and revenue sharing with the County (i.e. Sanibel); Town Manager Stewart noted Council could hold a workshop on interlocal agreements with the County; and he mentioned in the upcoming budget process there would be two proposed reorganizations.

#### **IV. WATER UTILITY RATE REVIEW**

Finance Director Wicks explained that expenditures were considerably down and she suggested Council may want to discuss the Capital Reserve Fee. She suggested the fee remain in place for approximately another year in order to make sure staff can get their projects underway, determine funding availability, and to build the reserves.

Vice Mayor Raymond questioned the status of the rate study.

Finance Director Wicks believed it would be better to do the rate study next year; however, if Council wanted to move ahead to do it sooner, staff would certainly do so.

Discussion ensued regarding the rate study; comments/requests from property owners' concerning rates for single-family residential versus condominiums and commercial properties; and a rate evaluation to focus on the property owners concerns. Mayor Kiker expressed his view that an evaluation should be done to address the concerns of the property owners and to inform the condominium owners and newspapers that one would be conducted in about six months.

Town Manager Stewart pointed out there was no sunset for the Capital Expansion Fee and staff recommended to keep it in place which would help the Town lower the cost of future borrowing.

Discussion was held concerning potential changes in the rate structure pending the outcome of the validation hearing a few weeks ago. After a lengthy discussion regarding revenue/funding questions, it was concluded that staff would analyze the possible scenarios and report their findings to Council.

Discussion continued regarding the amount budgeted for capital reserves.

Recess at 10:20 a.m. – Reconvened at 10:40 a.m.

#### **V. OPERATIONAL RESULTS: DEPARTMENT OF FINANCE**

Finance Director Wicks presented an overview of the current operations, duties and responsibilities of the Finance Department using a PowerPoint presentation. She noted the department consisted of two employees, herself and one Finance Coordinator. Finance Department staff responsibility included administrative support in the areas of financial statements and accounting, annual budget, fixed assets

management, personnel and human resource management, and risk management/insurance. She explained the processes involved with things such as but not limited to issuing vendor checks, human resource work such as background checks, compiling financial statements, monitoring special revenue funds and capital project funds, gathering information for the annual budget process, and fixed asset administration for all Town and water utility property.

Discussion was held concerning the procedure for disposal of fixed assets.

Finance Director Wicks continued her presentation with an explanation of how they function as the Human Resources Department and noted there was a personnel manual which was adopted in 2007 that addressed probation and disciplinary actions for employees. She also described how they minimize the Town's exposure to risk and protect the Town's assets.

## **VI. REVIEW OF FLORIDA LEAGUE OF MUNICIPAL COMPENSATION**

Town Manager Stewart explained that during last year's budget process Council had expressed concern about Town employees not receiving a pay increase for a period of time. He stated that staff has used the Florida League of Cities Municipal Compensation Report and have compiled a comparative analysis sheet. He reviewed the 'Pay & Classification Plan' page and suggested if there was a position that had a glaring difference, such as the Town Clerk's position, the Council may want to consider a change.

Council Member List asked if Council action or approval was necessary to remedy the Town Clerk position.

Town Manager Stewart discussed his previous experience with the difference between simply awarding a raise and conducting a position analysis.

Finance Director Wicks explained that the way the Town's Personnel Manual was written the best thing would be to have the Town Manager come back to Council with pay plan revisions that adjusted the minimum and the maximum salary.

Discussion ensued regarding the Town's current pay plan minimum and maximum; the job classification system through Cody and Associates; pay classification and ranges for comparable size communities; and the historical background of the comprehensive evaluation of the Town's pay plan in 2007-08.

Council Member List expressed her hope that the Town Clerk's position could be reclassified to truly reflect the capacity of what she was doing as the Town Clerk; and for any other position which was not being compensated properly.

Discussion ensued concerning the difference between the Town Minimum/Maximum versus the FLC Average Minimum/Maximum classifications.

Finance Director displayed a sample of the 'flipping book' for the Town's meeting minutes and resolutions which was available on the Town's website and pointed out it contained a 'search' feature.

Town Manager Stewart reported he received a letter from Diversified Yachts Incorporated who was located on the other side of the bridge and was undertaking a construction project. He explained that the company was requesting if the Town would consider asking the State of Florida to amend the lease between the Town and the State as it pertained to the parking underneath the bridge. He reported the Town of Fort Myers Beach controls the parking area under the bridge; the Town holds the lease with the State of Florida for the subject area; and Diversified Yachts wanted to put in some additional parking. Town Manger Stewart displayed a copy of the map for the land in question and asked if the Council would like to have him pursue this request.

Discussion was held concerning the request and the possibilities of installing meters.

Consensus of Council was to instruct the Town Manager to pursue the request and present it to Council.

Vice Mayor Raymond reported that a few weeks ago he had mentioned the request by the County for representation of the Town on the Lee Tran Committee. He stated he spoke with Bill Wauchulis from the Pink Shell who expressed an interest to serve on the committee. He asked if there were any objections, seeing none, he would follow through with recommending this appointment.

Discussion continued concerning the process involved with determining position minimum and maximum salary ranges and creating job descriptions.

## **VII. ADJOURNMENT**

Meeting adjourned at 11:40 a.m.

Adopted \_\_\_\_\_ With/Without changes. Motion by \_\_\_\_\_

Vote: \_\_\_\_\_

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Michelle D. Mayher, Town Clerk

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