



Fort Myers Beach Management & Planning Session

**Diamondhead Beach Resort
2000 Estero Blvd.
Fort Myers Beach, FL 33931**

Agenda

Thursday, March 9, 2023

9:00 AM

ORDER OF BUSINESS

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ITEMS FOR DISCUSSION

- A. Town Manager Selection Process
Discussion to revise the Town Manager selection process
- B. FY23 Budget
FY23 Budget - First Draft Proposed Revised Annual Budget - General Fund
- C. FY24 Budget
FY24 Budget - Discussion of Timeline
- D. Parking App and Fee comparisons
Comparison of local area parking fees
- E. Bay Oaks Campus Large Ball Field Repair
Placement of large ballfield and status of Redevelopment Plan for Bay Oaks Campus
- F. PRESENTATION: Canal Maintenance Program
PRESENTATION: Canal Maintenance Program

IV. AGENDA MANAGEMENT

- A. March 2023

V. ADJOURNMENT

NOTE: THIS MEETING IS STREAMED LIVE ON YOUTUBE.

IF A PERSON DECIDES TO APPEAL A DECISION MADE BY THE COUNCIL IN ANY MATTER CONSIDERED AT THIS MEETING/HEARING, SUCH PERSONS MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, TO INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH ANY SUCH APPEAL IS TO BE BASED.

	For special accommodations, please notify the Town Clerk's Office at least 72 hours in advance. (239) 765-0202	In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Board's proceedings should contact the Town Clerk's Office not later than three days prior to the proceedings
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1. **Requested Motion:**

Meeting Date: March 9, 2023

Discussion to revise the Town Manager selection process

Why the action is necessary:

Upcoming selection of a new Town Manager and recommended revisions from the Interim Town Manager.

What the action accomplishes:

Professional, integrated and transparent Town Manager selection

2. **Agenda:**

ITEMS FOR DISCUSSION

3. **Requirement/Purpose:**

5. **Background:**

The current town policy for selection of Town Manager (attached) provides for Councilors to rank their top five candidates from all applicants. Those top five will then be invited and scheduled for individual private interview with each Councilor during a morning rotation. In the afternoon each applicant has a 15 minute question and answer session with all five Councilors.

Council will then have an open discussion and rank their selections. Ranking scores will be tallied and announced at that point. A Contract Negotiator from Town Council will be selected.

When contract negotiations are complete the contract will be presented to Council for approval.

The Town Manager is recommending a slightly different process (attached) in narrowing to the top five candidates consisting of the following:

The Council appoints a Staff Selection Committee. The Committee shall contain one (1) Counselor, up to two (2) members of the public and three (3) staff members. The Selection Committee ranks their top 5 candidates from applications and refers to Council to follow the remaining policy as stated above.

The Town Manager also recommends a revision in the negotiating process that: Candidate negotiations will consist of the HR Manager, Town Clerk and Mayor.

Attachments:

1. 21-43 Town Council Policies and Procedures Manual JRH DRAFT(124774375.1)-C (002) FINAL_
2. Town Manager Proposed Selection Policy (Updated)

Financial Impact:

None pending negotiated terms of selected candidate

6. **Alternative Action**

Retain the current policy as is.

7. **Staff Recommendations:**

As stated above

8. **Recommended Approval:**

John R Herin Jr, Town Attorney

Date: March 01, 2023

Amy Baker, Town Clerk

Date: March 01, 2023

Keith Wilkins , Interim Town Manager

Date: March 01, 2023

RESOLUTION NUMBER 21-43

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA, APPROVING UPDATED TOWN COUNCIL POLICIES AND PROCEDURES MANUAL; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Florida Statutes provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the Town Charter of the Town of Fort Myers Beach empowers the Town to adopt, amend, or repeal such ordinances and resolutions as may be required for the proper governing of the Town; and

WHEREAS, the Town Council previously adopted a Policies and Procedures Manual for Town Council and has revised such Manual from time to time; and

WHEREAS, the Town Council has determined that it is in the best interest of the health, safety, and welfare of the residents of Fort Myers Beach to update the existing Policies and Procedures Manual for Town Council.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN OF FORT MYERS BEACH AS FOLLOWS:

Section 1. The above recitals are true and correct, and incorporated herein by this reference and are hereby adopted as the legislative and administrative findings of the Town Council.

Section 2. The Policies and Procedures Manual of Town Council, as amended and attached hereto as Exhibit "A", is hereby adopted by the Town Council of the Town of Fort Myers Beach.

Section 3. This resolution shall take effect immediately upon its adoption by the Town Council.

The foregoing Resolution was adopted by the Town Council upon a motion by Vice Mayo Hosafros and seconded by Council Member Veach, and upon being put to a roll call vote, the result was as follows:

Raymond P. Murphy, Mayor	aye
Rexann Hosafros, Vice Mayor	aye
Dan Allers, Council Member	aye
Jim Atterholt, Council Member	aye
Bill Veach, Council Member	aye

ADOPTED this 9th day of September 2021 by the Town Council of the Town of Fort Myers Beach, Florida.

TOWN OF FORT MYERS BEACH



Raymond P. Murphy, Mayor

ATTEST:



Amy Baker, Town Clerk

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE
AND RELIANCE OF THE TOWN OF FORT MYERS BEACH ONLY:**



John R. Herin, Jr., Town Attorney

This Resolution was filed in the Office of the Town Clerk on this 17th day of September 2021.

EXHIBIT “A”

**Town of Fort Myers Beach Town Council
Policies and Procedures Manual
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1. Introduction

This Town Council Policies and Procedures Manual is for the purpose of helping the Council Members in the discharge of their duties. They are intended to be guidelines, not “rules” on how to conduct business. Town Council may vary from these policies and procedures on a case by case basis by a majority vote. As the Town Council continues to discover situations that are unique to Fort Myers Beach, it will want to update and amend this manual. Experience may show that some of these policies and procedures need to be modified or eliminated and new ones adopted.

By adopting this manual, members of Council will find in one handy reference, answers to policy and procedure questions that come up from time to time. By having an agreed-upon guide, members of Council also may develop common expectations on proper conduct of Council meetings, dealings with the public, and the roles of Town staff and committees.

This manual should be used in conjunction with the Town Charter, Comprehensive Land Use Plan (Comp Plan), Land Development Code (LDC), Code of Ordinances, and the annual budget as necessary. In the event of a conflict between this document and Florida statutes, Town Charter or other Town guiding documents, such other document shall prevail over the language in the Policies and Procedures manual.

2. Town Council Mission and Job Description

Mission:

To legislate and police the powers of the Town, including establishing boards, commissions and committees; to perform all duties and obligations imposed on the municipality by law; to insure by strategic planning and clear policies that the unique and natural characteristics of the island are preserved; to supervise the Town Manager and Town Attorney; to perform all actions for the welfare of the residents, owners, businesspersons, and guests of the Island in adherence to the Town Charter, State and Federal Law.

Functions, Powers and Duties:

- Review and interpret the Comprehensive Plan and conduct public hearings as needed to make changes.
- Review and interpret the Land Development Code and conduct public hearings as needed to make changes.
- Conduct hearings regarding land use matters.
- Introduce and approve Charter Amendments for adoption by referendum.
- Appoint a Town Manager.
- Appoint a Town Attorney.
- Introduce and enact ordinances.
- Introduce and adopt resolutions.

- Review and adopt the Operations and Capital Improvement budgets.
- Review and approve budget amendments.
- Create Special Assessment Districts as may be needed.
- Establish advisory committees as needed.
- Review and approve inter-local agreements.
- Review and approve contracts with the Town above the threshold limit allowed to Town Manager.
- Elect a Mayor and Vice Mayor.
- Perform any other duties that are lawfully defined by the Charter and Florida statutes.

Council Member Requirements:

- File a Statement of Financial Interests and Ethics Training (Form 1) with the Lee County Supervisor of Elections every year.
- Complete and file Form 1F – Final Statement of Financial Interest, within 60 days of leaving office.

3. How Town Council Will Operate

Code of Conduct:

Recognizing that persons holding a position of public trust are under constant observation, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every member of the Town Council pledges to adhere to the following CODE OF CONDUCT:

1. Regularly attend all scheduled meetings of the Town Council as well as special or called meetings relevant to the office.
2. Regularly attend all scheduled meetings of outside committees of which they are a member of.
3. Prepare for each meeting.
4. Create a positive environment in meetings of Town Council.
5. Maintain an attitude of courtesy and consideration toward business owners, residents, visitors, colleagues, and staff during all discussions and deliberations.
6. Allow business owners, residents, visitors, colleagues, and staff sufficient opportunity to present their views within the prescribed rules for conduct of meetings of Town Council.
7. Avoid the use of abusive, threatening, or intimidating language or gestures directed at business owners, residents, visitors, colleagues, or staff.
8. Avoid comments, body language or distracting activity that conveys a message of disrespect and lack of interest.
9. Respect all local, state, and federal laws, rules, and other regulations.

10. Submit completed financial disclosure forms to the Lee County Supervisor of Elections by the specified deadline.
11. Publicly acknowledge the adopted position when asked about a decision of Town Council.
12. Read the Town Comprehensive Plan and follow its directives in all decision-making processes for the Town.
13. Follow the procedural and substantive requirements of the LDC.

Code of Ethics:

Members should ethically serve the public interest by making decisions and taking actions that will enhance the public health, safety and welfare of the region and the residents served by the Town Council and by promoting public confidence in the integrity, independence, ability and impartiality of Town Council.

1. Members shall not convey the impression that they can influence the outcome of a decision of Town Council and shall not attempt to use their office to influence or sway the professional staff recommendation.
2. Members shall discharge their duties and responsibilities without favor or prejudice toward any person or group. Members should not allow personal or business relationships to impact upon their conduct or decisions in connection with Town Council business and shall not lend their influence towards the advancement of personal interests or towards the advancement of the interests of friends or business associates.
3. Members shall avoid creating the appearance of impropriety by refraining from engaging in private discussions with an applicant – or their representatives about specific upcoming Town Council quasi-judicial agenda items without declaring ex parte communication. If a member receives a private written, telephonic, electronic and/or digital communication about an agenda item, the member will promptly forward the information to the Town Manager and the Town Clerk, or to the member's Town e-mail account so that it may be shared with all other members and filed with the Town official records to comply with the Public Records Law requirement. Any private written, telephonic, electronic, and/or digital communication about an agenda item, must be submitted to the Town Clerk prior to the commencement of the Town Council meeting at which the agenda item is discussed or it cannot be mentioned or read by any member unless it pertains to an emergency situation (example: audio or video feed of Council meeting not working properly).
4. Members shall refrain from any private discussion of Town Council business with other members per the requirements of Florida's Government-in-the-Sunshine Law, Chapter 286, Florida Statutes.
5. Members shall not accept or solicit a gift, loan, payment, favor, service, promise of employment or business contract, meal, transportation or anything else of value, if such thing is given with the understanding or possibility that it will influence the official action of the Members during Town Council proceedings. Florida law prohibits the spouse or

minor child of that member from soliciting or accepting these as well, and the Member shall be vigilant in ensuring compliance from those family members.

6. Members shall refrain from participation in any proceeding in which their impartiality may reasonably be questioned. A member whose personal employment or business relationship with a person or entity that is subject to a recommendation of Town Council shall seek the advice and counsel of the Town Attorney, if such relationship could conceivably influence the members' impartiality during Town Council discussion of the subject. The provisions of Chapter 112, Florida Statutes and the Code of Ethics for Public Officers and Employees, shall govern conflict of interest determination.
7. Members shall remain vigilant against deviations from Town Council policies and procedures.

As a legislative and quasi-judicial body, Town Council must be ever cognizant of the important legal requirements of due process and equal protection. These principles are derived from the United States Constitution, the Constitution of the State of Florida, and Florida Statutes, the Town Charter, Town code and LDC, and apply to legislative and quasi-judicial actions. The legal requirement for due process is separated into two prongs: substantive due process and procedural due process. The principle of substantive due process requires the benefits of a given regulation be within the scope of governmental authority, i.e., health, safety, morals, or general welfare, and that the regulations be accomplished in a rational manner, i.e., not be arbitrary or capricious. This is a principle of fundamental fairness in the substance of a given regulatory scheme or provision.

The other due process prong, procedural due process, requires a fair method of adjudicating the rights of property owners, requiring notice and an opportunity to be heard by an impartial decision maker. In legislative matters, this requirement is derived from Florida Statutes, the Town Code and LDC that provide the type and period of notice depending on the nature of the property interest subject to regulation at a public hearing. Quasi-judicial decisions have an underlying Constitutional requirement for procedural due process.

Equal protection limits governmental regulation from establishing irrational classifications, protects the rights of suspect and quasi-suspect classes, and assures against the exercise of fundamental or important rights of persons in ways different from others. Key overarching principles to keep in mind are that every person must be treated equally and reasonably by the quasi-judicial or legislative substance and process and that decisions and recommendations be deliberated in an open process with adequate notice and allowance for participation of affected parties. Reasonable, consistent, and timely notifications in quasi-judicial matters to be heard by the Town Council provide an applicant and other parties potentially affected by a requested decision these fundamental protections.

Assignment of a Town Council Representative:

Town Council may choose to assign a member to lead a project or assess an issue. The Town Council Representative, or often called a "Point Person" may be assigned to do fact-finding and/or research, recommend a course of action and report back to Town Council for direction. Final decisions are made by a majority of Town Council.

Sunshine Issues:

Members of Town Council and all Town advisory committees, boards and agencies are subject to the Sunshine Law (F.S. 286.011). This means that any gathering of two or more members of the same advisory committee, board or agency must comply with all the Sunshine Law requirements if they participate in any discussion, directly or indirectly, regarding any matter where there is known or could be foreseeable action taken by communication through a spouse or other go-between.

Town Council members cannot engage in discussions with each other (directly or indirectly) at outside meetings such as the Chamber of Commerce or civic groups regarding any matter on which it is known or foreseeable that action may be taken, unless the Sunshine requirements are met. These rules apply equally to any gathering, formal or casual, such as a Rotary Club (or other business or fraternal club gathering), fund-raiser, etc. They also apply to social events and functions unconnected to the advisory committee, such as a neighbor's backyard barbeque. They also apply to casual discussions between or among members coming in the door for the committee meeting, at breaks during the meeting, and going out the door after the meeting. Every component of the decision-making process must occur in the Sunshine.

The penalties for violating the Sunshine law are severe and can include criminal and civil sanctions. The process of investigation of Sunshine violations is always unpleasant, embarrassing, and expensive, even if the person is ultimately cleared.

Email and Texting Policy:

Email and texting are convenient ways to communicate with staff, Town Council, residents, and others. However, it presents unique legal and ethical challenges. All email and texts regarding Town business must be properly retained as a public record. Furthermore, any email or text regarding an issue that will come before Council in a quasi-judicial hearing must be properly disclosed as an ex-parte communication as appropriate. Council members must be vigilant to not accidentally violate Sunshine Law requirements. Emailing or texting anyone stating a position on an issue that will come before Town Council is particularly risky. Email and text actions to avoid include:

1. Sending an email to another Council member with anything that could be construed as a position.
2. Copying another Council member on a response to an email sent by a resident, staff member or other person.
3. If another Town Council member's email is inadvertently forwarded to you, respond to the sender recognizing its inadvertent nature, the fact that it is a Sunshine issue and retain a copy of your response.

Florida has a very broad public records law. Most written communications to or from Fort Myers Beach officials regarding Town business are public records available to the public and media upon request. Your email and text communications and email address and mobile phone number may

be subject to public disclosure. (This statement must be included in the closing of any email regarding Town business).

Public Records:

It is the policy of the State of Florida that municipal records shall be open for personal inspection by any person (s. 119.01, F.S.). To that end, the Legislature has enacted the Public Records Law (Ch. 119, F.S.), which contains requirements that public records, as defined in s. 119.011, F.S., be made available for public inspection, they be kept in usable condition, they be kept in safe places, they be kept in convenient places, and copying of records be provided at reasonable costs. A public record is “any material prepared in connection with official agency business which is intended to perpetuate, communicate, or formalize knowledge of some type.”

Council members’ responsibility is to ensure their own public records are properly handled and preserved, and to see that the law is adhered to by all employees of the Town. The Town Clerk has been assigned the responsibility of being the custodian of public records. Council members must further understand that their public record must be retained even after leaving office.

Any use of personal email accounts for government business is allowed, but for a council member’s own protection, it is suggested that these be copied to their Town email account for proper retention. Materials prepared for Town Council meetings, hearings, minutes, and workshop will already be managed by the custodian of public records and do not need to be retained by the Council member. If there are any questions on retention of a particular document, consult with the custodian of public records and/or the Town Attorney before destroying.

4. Training Materials and First Meeting

Training Materials:

The Town Clerk will provide each new member of the Town Council with copies of:

- Town Charter.
- Comprehensive Plan.
- Land Development Code.
- Code of Ordinances.
- Florida Code of Ethics.
- Florida Sunshine and Public Records Laws.
- Emergency Operations Plan.
- Town Council Policies and Procedures Manual.
- Local Planning Agency Policies and Procedures Manual.
- Town Personnel Manual.
- Town Purchasing and Procurement Manual.
- Other materials as determined by the Town Attorney, Town Manager and Town Council members.

As part of a Council member's orientation, they will be provided a tour of the Town facilities with introductions with all staff members. Pursuant to state law, all Council members must complete 4 hours of ethics training each calendar year, which addresses, at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of the State of Florida.

Training Recommendations:

- Successful completion of all courses required by the National Incident Management System (NIMS).
- Florida League of Cities, Inc., Institute of Elected Municipal Officials (IEMO) Basic Course.
- Making Good Planning Decisions.
- Hands-on Emergency Operations Training.
- Other courses as determined by the Town Attorney, Town Manager and Town Council members.

Election of Officers:

At the first meeting after the second Tuesday in November, the Council's Mayor and Vice Mayor will be chosen. Each Council member may nominate a person for each of these positions. A second is not required. The voting procedure will be agreed upon in advance.

Outside Committee Representation:

Coastal and Heartland National Estuary Partnership – www.chnep.org

Meetings: The Policy Committee meets the third Monday every other month at 9:30 am*.
Mission: The CHNEP is a partnership that protects the estuaries and watersheds from Venice to Bonita Springs to Winter Haven. This partnership gives citizens, elected officials, resource managers, and commercial and recreational resource users in the 4,700-square mile study area a voice to address diverse resource management concerns including fish and wildlife habitat loss, water quality and water flow. The watershed in the study area includes all or parts of Lee, Charlotte, Sarasota, Manatee, Polk, Hardee and DeSoto counties.

Coastal Advisory Committee – www.lee-county.com

Meetings: Last Monday of each month at 9:30 am.*
Mission: The Council's charge is to advise the Board of County Commissioners, staff and the various related advisory boards when proceeding with a project affecting beach and shoreline preservation regarding the proper methods in helping to conserve the Beaches of Lee County.

Horizon Council – www.lee-county.com/business

Meetings: First Friday of each month*

Mission: The Horizon Council is the advisory board to the county commission on economic development issues. This unique public-private partnership is made up of 62 members from government, education, business, and community organizations. Established in 1991, the mission of the Horizon Council is to:

- Work toward improving the business environment in Lee County; and
- Retain and encourage the expansion of existing businesses; and
- Attract new and diversified employment to the area

Human Services Council – www.lee-county.com

Meetings: Third Tuesday of each month*

Mission: The Council will ensure the efficient delivery of community health and human services through:

- Communication
- Coordination
- Strategic Planning
- Innovation
- Integration and collaboration
- Measurable Outcomes

Metropolitan Planning Organization – www.mpo-swfl.org

Meetings: Third Friday of each month at 9 am*

Mission: The MPO is responsible for conducting a continuing, cooperative, and comprehensive transportation planning process for all of Lee County. It must plan for the movement of both people and goods within the county by all modes of travel – including highways, public transportation, bicycles, and foot. It also plans for the connections (such as airports, seaports, or bus, railroad, and pipeline terminals) linking these modes or tying us to the rest of the world.

The MPO sets priorities among surface transportation improvement projects within Lee County for state or federal funding. To be eligible for federal funds, federal law requires that the MPO endorse a transportation improvement program identifying the projects to be done over the next few years.

Southwest Florida Regional Planning Council – www.swfrpc.org

Meetings: Third Thursday of each month at 9 am*

Mission: The Southwest Florida Regional Planning Council is a locally formed regional planning agency serving six counties: Charlotte, Collier, Glades, Hendry, Lee, and Sarasota. Its mission is to protect and improve the region's physical, economic, and social environment. The agency is directed by a thirty-four-member Council composed of local elected officials and gubernatorial appointees. The activities of the Southwest Florida RPC can be classified into three major areas: long range planning, tactical planning, and transportation planning.

Estero Bay Agency on Bay Management – www.swfrpc.org/abm.shtuil

Meetings: Second Monday of each month at 9:30 am*

Mission: Its directive is to make comments and recommendations regarding the management of Estero Bay and its watershed. The ABM collects and maintains data and it reviews and comments to regulatory agencies on issues affecting the watershed

*Meeting times are subject to change.

5. Town Advisory Committees, Boards and Agencies Standing Advisory Committees

Council Selection of Advisory Board, Agency, and Committee Members:

Residency: Except as required by Town Charter, Town Ordinance or Florida statute, residency on Fort Myers Beach will not be a requirement for nomination or election to a committee, commission, or board of the Town.

Advertising: All advisory committees are listed on the Town website. Information included will be the committee mission, current projects, when the committee meets and current members on the committee and whether submission of an annual Form 1 (Financial Disclosure) is required by the Florida Commission on Ethics.

Openings: In the event of an opening for an advisory board or committee, Town staff will list the opening on the website with a date when applications must be submitted to the Town Clerk for consideration by Town Council. Whenever possible, committee selection will be scheduled 30 days after proper notification. Advertising in local newspapers can be considered if approved by the Town Manager. Committee candidates will be encouraged to appear for interviews during the selection process.

Preliminary matters: The Council should decide how to go about voting prior to any voting taking place and decide the number of members on a committee ahead of time.

Voting:

1. Each Council member picks his selections, marking no more than the total number of seats available (or writes the names down), and initials his ballot.
2. Those receiving the most votes are selected to seats available.
3. If there is a tie for any number of seats still left open, there will be a runoff consisting only of the persons who are tied. A variation on this method of voting is that after the first ballot, if there is a tie which prevents all of the seats from being filled, the runoff would consist of all of the un-selected candidates, not just the ones involved in the tie.
4. The ballots are given to the Town Clerk, who conducts the tallying and announces the results.
5. Once all selections are made, Council adopts a motion containing the new members' names.

Effective Date of Appointment and Follow Up:

Newly appointed advisory board, agency and committee members who are required to file a Financial Disclosure Statement, will be notified of the disclosure requirements no later than the date of appointment. The Town Manager or designee is responsible for such notification. These appointments should be made effective as of some future date, so that there is sufficient time to provide the required notification. For convenience, the notice could be accompanied by a copy of the required disclosure forms, which are available from the Supervisor of Elections or on-line from the Florida Commission on Ethics (<http://www.ethics.state.fl.us/>)

Ad Hoc Committees:

Town Council has the authority to form ad hoc committees requesting participation by volunteers. Ad hoc Committees can be used at Town Council's discretion to address specialized and or short-term Town issues.

The mission, specific objectives, expected products, membership and timelines of an ad hoc committee should be clearly stated and agreed to by Town Council. One Town Council member will be an ex-officio member of each ad hoc committee. Where possible, an attempt will be made to have a balanced committee membership. Minutes or verbal reports will keep Town Council informed on a regular basis. A final report will document findings and recommendations and will be presented at a Town Council meeting or workshop.

Ad hoc committees are subject to the public records laws, sunshine laws, quorum, and statutory ethical requirements. It is the Town's responsibility to ensure that each committee member is educated on these issues.

Outline of Committee Orientation Material:

- Meeting Requirements
 - Notice
 - Location Requirements, such as ADA compliance
 - Agendas
 - Quorum
- Sunshine Requirements
- Public Records Requirements
- Statutory Ethical Requirements

6. Meeting Preparation and Planning

Meeting Schedule:

Regular meetings of Town Council may be found on the website calendar. Management and Planning meetings (M&Ps) are work sessions and are scheduled to discuss financial issues for the Town. Workshops special, continued, or rescheduled meetings will be determined by consensus of the Town Council members, the Town Manager and Town Attorney.

Source of Items:

Items for Town Council agendas are generated by requests and/or legislation (ordinances or resolutions) from members of Town Council prepared by the Town Attorney, requests and actions from the Local Planning Agency, continuations from previous council meetings, in addition to anything Council members, the Town Manager or Town Attorney may wish to have included. Some of these inquiries are routine and can be handled by staff because Town Council policy and procedures have been previously approved which apply.

When an item arises that requires Town Council action either to make a decision or to direct staff or the Town Attorney how to proceed it will appear on the agenda identified as a Council member's request or as an item under the Town Manager's section of the agenda which is the "catch all" for miscellaneous items, or Town Attorney's section, as appropriate. For an item to appear on an agenda, at least two Council members must agree and shall direct the Town Manager to do so, provided time schedules allow. (Note the agenda preparation timetable below).

Whenever possible, any material written and distributed by Council members as part of the agenda should be included in Council members' packets – allowing ample time for review. This preserves the integrity of the seated Council, conforms to the Florida Public Records law, and lessens the opportunity for misunderstandings and miscommunication. No significant Town staff or Town Attorney time will be spent on an agenda item requested by an individual Council member without advance approval by a majority of the Council. Written requests to be placed on a Council agenda from the public should be submitted directly to the Town Manager. Agenda Management is reviewed at each Town Council meeting.

Timetable and Preparation Process:

A draft agenda will be sent to Town Council for review and comment within 24 hours. The Town Council chair may modify the order of the agenda subject to the approval of the Town Council. Absent an emergency or pressing need, by close of business on the Wednesday prior to the next regular Council meeting, a packet including the finalized agenda and supporting material will be placed in the Council members' mailboxes and placed on the Town website.

The Council members' packets include complete documentation for agenda items (actions required, implications, backup information, memos, ordinances, resolutions, etc.). A sincere effort is made to see that Council packets are complete; if something is not available, a written explanation will be provided. Generally, items requiring documentation (recommendations, memos, ordinances, resolutions, etc.) will not be included on an agenda until the documentation is complete.

The agenda is posted at Town Hall and on the Town website. Meetings may be announced in local newspapers. Hearing notices will be advertised as required by law and may be provided as a service to local newspapers. Occasionally an item comes up late and may be placed on an amended agenda, or as an "add on" (added too late to be included on the published agenda). Such additions should be an exception.

Continued Hearings and Legislative Issues:

It is the goal of the Town Council to complete a hearing during the scheduled meeting. If additional time is required and the hearing must be continued to a later date, any Town Council member who missed the initial hearing should attempt to review the DVD prior to participating in the continued hearing or legislative discussion and resolution. If the applicant submits new information or modification(s) to previously submitted information at the hearing, or immediately prior to the hearing, the Town Council shall consult with the Town Manager and the Town Attorney to determine if a continuance of the hearing is appropriate and proceed accordingly. Nothing contained in this section shall be construed to limit the Director's discretion to defer or continue the public hearing as set forth in LDC Section 34-213(3).

Attendance Policy:

The Charter states "A member of Council may forfeit the office, if the member: (d) Misses three consecutive regularly scheduled council meetings without an excused absence." This statement recognizes that because of the significant meeting preparation required by staff, applicants, and other supporting personnel, it is important that a quorum of the Town Council members be present for all noticed meetings. The Town Manager should be notified of a planned Council member's absence as soon as known. The Town Manager or designee will notify the Town Attorney and Mayor. It is important that the Town Council know that it will have a quorum of its members prior to notification of a meeting/hearing. Work session attendance is equally important because they are where information is shared, and issues resolved before putting the item on an agenda of a regular meeting for a vote.

Participation by Videoconference:

A Council member may participate in a Town Council meeting via videoconference if one of the following conditions is met:

1. There is a medical reason for unavailability, or
2. Permission is granted from the Council for an "extraordinary circumstance."
3. An emergency order or executive order authorizes the use of communications media technology, as provided in s. 120.54(5)(b)2, F.S.

A quorum of Town Council members must be met without the missing Council member(s) in attendance unless this requirement is suspended by emergency order or executive order.

7. Meeting Procedures

Generally, the Order of Agenda Items:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Final Agenda

5. Proclamations, Recognitions and Awards
6. Public Comment (Any issue can be discussed, but if an agenda item is addressed, the speaker cannot comment at the time such agenda item comes up. For testimony to be considered for a public hearing, it must be made during the hearing).
7. Approval of Minutes
8. Consent Agenda
9. Advisory Committee Items and Reports
10. Public Hearings of proposed ordinances (At conclusion of hearing, requires motion and roll call vote)
11. Administrative Agenda
 - a. Introduction of proposed ordinances (Requires a motion and a majority vote for scheduling the hearing).
 - b. Resolutions (Requires a motion and vote for passage)
 - c. Unfinished business (Items from previous agendas scheduled by Town Manager – should be listed separately on the agenda)
12. New business (Scheduled by the Town Manager, should be listed separately)
13. Final Public Comment (not limited to agenda items)
14. Town Manager's Items and Reports
15. Town Attorney's Items and Reports
16. Council Members Items and Reports
17. Agenda Management (generally addressed during Council work sessions)
 - a. Topics for upcoming regularly scheduled meetings
 - b. Planning and scheduling of Management and Planning, and other work sessions
18. Review New Actions from Meeting
19. Adjournment (Requires a motion and vote – no second is required. It is a privileged motion allowing no discussion before vote)

Conduct of Council Meetings:

- The Mayor will conduct Council meetings, and in the Mayor's absence the Vice Mayor will do so.
- The Town Clerk shall deliver a nondenominational invocation.
- Robert's Rules of Order shall be the reference for parliamentary procedure governing the conduct of Town Council meetings when not in conflict with the Town Charter, Town Ordinances, Florida Statutes or these Policies and Procedures. It is not intended that Council meetings be unnecessarily formalistic, but rather that parliamentary procedure will be invoked only when necessary to facilitate the business of the meeting.
- All participants and audiences at Town Council meetings are expected to exhibit common courtesy and proper decorum. No personal attacks will be tolerated. The Chair may request that someone who is being disruptive be removed from chambers.

- Individuals wishing to speak during the Public Comment times are requested to (1) fill out an index card (available in the meeting room) indicating their name and the topic they will address and (2) give that card to the Clerk prior to the start of the meeting. When recognized by the Chair, the speakers will advance to the podium and state their name for the public record.
- Public Comments will generally be limited to three minutes per speaker. The Chair may modify the three-minute limit with approval by vote of the Council. The Public Comment times are intended as opportunities for interested parties to present their viewpoints to the Council members. They are not intended as question-and-answer sessions or as dialog with the Council. Response to questions and/or clarifications requested during public comment may, with the approval of Town Council, be answered immediately if there is a straight-forward, short answer, directed to the appropriate person for response at a later time or placed on an agenda for a future Council meeting.
- After a proper motion and second, discussion by the Council members shall be limited to agenda items with expression of ideas, facts, and conclusions. No member will speak twice on the item until all others who want to speak have spoken.
- The discussion by Council members is intended as an opportunity for Council members to share their viewpoints with each other. Since this opportunity does not exist outside of Council meetings under the Florida Sunshine Law, this is the primary purpose of this time and it generally should not be used to obtain information from the Town Manager or Town Attorney, which could be obtained outside of the Council meeting. While there is no time limit or censorship on comments, Council members should take into consideration the total time available in the meeting for the published agenda and the time allocated for the specific item in the agenda.

Any Council member may present resolutions. They are reviewed by the Town Attorney and require a motion and a vote.

Rules of Civility:

The Town of Fort Myers Beach Town Council recognizes that public discourse is essential to the democratic system of government. It also embraces civility in public deliberations. Rules for Council discussion and public participation while conducting meetings and workshops are as follows:

1. Speakers are permitted to deliver his or her comments without interruption, absent inappropriate language, conduct or personal attacks.
2. Speakers and debates should focus on issues, not on persons or personalities.
3. Persons are encouraged to participate in the governmental process.
4. To allow time to hear all points of view, speakers are allotted 3 minutes.
5. Sidebar discussions while others are speaking are discouraged in Council Chambers. These discussions are to be removed from the chambers so as not to be disruptive to those conducting and following Council business.

6. Only the speaker recognized by the Chairperson has the floor. Speakers should identify themselves for the record. Speakers should utilize the microphone so that their comments can be recorded.
7. We seek to understand one another's points of view.
8. Anger, rudeness, ridicule, impatience, and lack of respect for others are not acceptable behavior. Demonstrations in support or opposition to a speaker or idea such as clapping, cheering, booing, or hissing or intimidating body language are not permitted in Council Chambers or workshop facilities.
9. We should all take initiative to make things better. Our goal is to foster an environment which encourages a fair discussion and exchange of ideas without fear of personal attacks.
10. No use of profanity will be tolerated.
11. Any email or other digital or internet platform used to communicate with the Town Council, individual members of the Town Council, Town Manager, Town Attorney, or Town staff that contain personal attacks, offensive language or slurs; that are belligerent, sarcastic, accusatory or unsigned shall be deemed non-compliant with these "Rules of Civility." Such communications place absolutely no obligation upon Town Council Members, the Town Manager, the Town Attorney or Town staff to respond.

Minutes:

Notes will be taken of all meetings and work sessions. The notes are then transcribed into summary minutes that become the written record of subjects discussed, conclusions reached, actions taken, and assignments given. The minutes include the names of all those participating in the meeting including Council members, staff, the Town Attorney, applicants, their attorneys and witnesses, and people who offer public comments. The minutes also serve as a record of motions and votes on all Council decisions.

Once completed, the minutes are provided to Council members for approval at their next meeting. The approval of the minutes is intended for Council members to accurately document the proceedings of the Town Council. Before moving approval, the minutes should be amended, if necessary, to portray more accurately what occurred at a Council meeting. This time is not intended for comment or discussion on what should have or should not have been done, but rather to document what was done. Once approved by Council, the original is filed in a secure file and a copy is placed on the Town's web page.

Video and/or audio recordings when made are available at the request of the public or anyone who wishes to listen to the meeting or a portion of the meeting. The original video and audio recordings are stored in a secured area for safekeeping. Any request for production of a verbatim transcript, in whole or in part, of any meeting, workshop or other function of the Town Council or any Town committee thereof by Town staff or paid for by the Town shall require prior consent of the Town Council, except for such requests as are initiated by a court of competent jurisdiction or quasi-judicial officer in the proper exercise of its powers. Video and audio recordings are only the legal record in the absence of approved minutes.

Council Members Items and Reports:

Items and Reports time is set aside for Council Members to report on activities of interest to fellow members, staff, and the public. Council Members are encouraged to send as much information as possible prior to the meeting. Unless an issue is time sensitive, the item will be placed on a future agenda if a vote is required.

Agenda Management:

The Town Manager is responsible for compiling and distributing a schedule of future meetings and work sessions.

Action List:

The Town Manager is responsible for compiling and distributing a list of action items that includes a short status and expected date of completion.

How Voting Order is Established for Roll Call Votes:

The voting order for calling the roll on Town Council votes shall be conducted at the direction of the Town Clerk. Votes on ordinances require a roll call vote; any Council member may call for a roll call vote on any motion before the Council.

Voting Conflicts:

Florida Statute has very specific rules regarding voting conflicts. If a Town Council member has a voting conflict, he/she must disclose that conflict in writing prior to the meeting in question and this disclosure must be publicly read. A form is available from the Town Clerk. The rules also contain an exception for disclosure at the meeting itself. A Town Council member is permitted to participate in the discussion but cannot vote on the subject. The specific rules are set out in s. 112.3143(3)(a), F.S. as amended, quoted below:

“(3)(a) No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. 112.312(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer’s interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes.”

NOTE: s. 112.3143(b) F.S. defines “relative” as follows: “any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Guidelines for Legislative Hearing Procedures:

1. The Chair opens the hearing.
2. Staff presents Affidavit of Publication or copy of the legal advertisement from the newspaper of record when available, which shall become an exhibit to the hearing's resulting ordinance or resolution.
3. The Chair or Town Attorney reads the ordinance or resolution title.
4. Staff and/or the Town Attorney present(s) a brief overview of the ordinance or resolution.
5. Public input is taken. Unless otherwise specified by state law, Code of Ordinances, or LDC only ordinances require public input.
6. Public input is closed
7. Town Council members ask questions, if any, of staff/Town Attorney
8. Town Council members discuss ordinance or resolution, including changes, deletions, etc.
9. A motion is made and seconded to either pass the ordinance or resolution as is, or with modifications, or to take some other action.
10. The motion is discussed and voted upon, with roll call voting as appropriate. Upon consideration and passage of all appropriate motions, the Chair declares the hearing on the ordinance or resolution to be concluded, continued, tabled, or other action in conformity with the motion.

Notes: There is no ex parte disclosure for legislative hearings.

Members of the public are not sworn in.

Generally, there is no discussion between Town Council and public.

The above is intended as a guide and the Council may conduct the legislative hearing utilizing another procedure, so long as due process requirements are met.

Guidelines for Quasi-Judicial Land Use Hearing:

1. The Chair opens the hearing.
2. Staff present Affidavit of Publication or copy of the legal advertisement from the newspaper of record when available, which shall become an exhibit to the hearing's resulting resolution.
3. The Chair asks if any Council member has had an ex parte communication regarding this matter. This includes any site visit, receipt of expert opinion, conducting of investigations, discussions with any person, or any direct or indirect communication in any form with any person outside a public hearing and not on the record. See section 34-52 of the Land Development Code.
4. All witnesses are sworn in. This includes Town staff, applicant and applicant's representatives, and anyone who wishes to make public sworn testimony on this case. All persons are requested to state their name and address for the record when they address the Council.

5. The applicant presents its case. Town Council may ask clarification questions of the applicant. *
6. Town staff presents its report and recommendation. Town Council may ask clarification questions of staff. *
7. Local Planning Agency representative, if available, presents LPA recommendation. Town Council may ask clarification questions of the LPA representative.
8. Public sworn testimony is opened. At its conclusion, the Chair closes the public sworn testimony portion of the hearing.
9. Applicant presents rebuttal, if any. Town Council may ask detailed informational questions of applicant. **
10. Staff presents rebuttal, if any. Town Council may ask detailed informational questions of staff. **
11. The testimony portion of the hearing is closed, and Council discussion starts.
12. Council votes on a resolution or takes other action.
13. The hearing is closed or continued, or other action is taken in conformity with the successful motion, and the time of closure is verbally noted for the record.

*Council has determined that these Council questions are to clarify the applicant's and staff's presentations of information and are intended to be short Qs and As.

**Council has determined that these Council questions are to discuss detailed, substantive matters involving the application.

NOTE: The above is intended as a guide and the Council may conduct the quasi-judicial hearing utilizing another procedure, so long as due process requirements are met.

If new evidence is submitted prior to or at a Town Council hearing for a quasi-judicial matter after the final LPA hearing, Town Council can choose to:

1. Send the matter back to the LPA for review and recommendation.
2. To continue the hearing to provide sufficient time for the staff and Town Attorney to make recommendations; or
3. To complete the hearing if agreeable to the staff and Town Attorney.

8. Reimbursement Procedures

Travel Expenses:

It is the desire of the Town of Fort Myers Beach that Town Council members be reimbursed for certain expenses incurred while traveling on Town business. Appropriate allowances, forms and procedures are documented in the Town Personnel Manual.

Business Expenses:

From time to time it may be necessary for members of Town Council to entertain various Federal, State and County officials while transacting official Town business. Such business expenses would normally include lunches and/or dinners. A Direct Expense Voucher may be submitted for reimbursement and must be signed by the person requesting reimbursement, and the Town Manager. Invoices must be attached as supporting documentary evidence.

Educational Reimbursement:

The Educational Reimbursement Program is used to encourage Town Council members to improve their knowledge and skills needed for the Town's effectiveness. Reimbursement conditions, forms and procedures are documented in the Town Personnel Manual.

9. Council Communications Policy and Processing Procedures

Council Communications Policy:

Any communication by individual Council members to the media, other governmental agencies, or in public forums should, as clearly as possible, distinguish between personal opinions and actions or direction taken by Town Council. This policy in no way means to censor viewpoints or restrict individual rights but is solely suggested to preserve the integrity of the Council, staff, and the Town.

Mail Processing Procedures:

Mail for the Town should be addressed to the current address. All mail is opened stamped and distributed (it is all public record). Council mail is given to the Administrative Assistant to log and process. Any Council mail that needs a prompt or detailed answer is pulled, copied, and a draft response is prepared for review, usually by the Mayor. The original is distributed, along with other mail; with a note stating a draft response is being prepared. When the response is finalized, it is copied and distributed to all Council members for reading at their leisure.

Communications with Potential Applicants for Zoning and Communications with Vendors or Service Providers:

Section 34-52 of the LDC specifies regulations regarding communications with public officials in non-quasi-judicial matters and ex parte communications with public officials in quasi-judicial matters.

10. Non-Discrimination and Harassment

Policies:

These policies are documented in the Town Personnel Manual

11. Interview/Selection Process for Town Attorney

The following applicant form, and ranking sheet shall be used in the selection of Legal Services candidates.

INTERVIEW PROCESS FOR LEGAL SERVICES

Individual 30-minute blocks for private interviews by each Councilor with each applicant.

RFP#: _____ . Interview date: _____

	9:00-9:30	9:30 – 10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00-1:00
Councilor 1	Coffee/muffins	Applicant 1	Applicant 2	Applicant 3	Applicant 4	Applicant 5	Lunch
Councilor 2	Coffee/muffins	Applicant 2	Applicant 3	Applicant 4	Applicant 5	Applicant 1	Lunch
Councilor 3	Coffee/muffins	Applicant 3	Applicant 4	Applicant 5	Applicant 1	Applicant 2	Lunch
Councilor 4	Coffee/muffins	Applicant 4	Applicant 5	Applicant 1	Applicant 2	Applicant 3	Lunch
Councilor 5	Coffee/muffins	Applicant 5	Applicant 1	Applicant 2	Applicant 3	Applicant 4	Lunch

Applicant 1: _____

Applicant 2: _____

Applicant 3: _____

Applicant 4: _____

Applicant 5: _____

NOTE: Chart for town councilor and applicant names shall be in alphabetical order for impartiality.

AFTERNOON SCHEDULE: Each applicant has 15-minute question and answer session in town hall chambers with all five Town Councilors present (5-minute transition between applicants in schedule). Applicants will address Council in alphabetical order.

TIME	Applicant Name
1:00 – 1:15	Applicant 1
1:20 – 1:35	Applicant 2
1:40 – 1:55	Applicant 3
2:00 – 2:15	Applicant 4
2:20 – 2:35	Applicant 5
2:40 – 3:00	Break
3:00	Town Councilors have open discussion. Each Councilmember uses RANKING SHEET to list order of selection, with 1 being the top choice. The Town Clerk will tally the votes and announce each applicant's combined ranking score with the lowest score being the candidate selected. In case of a tie, Town Council will have a head-to-head discussion of only the tied candidates and use

	another RANKING SHEET to list their order for only the tied candidates. Ranking scores are tallied and announced by Town Clerk. Contract negotiator from Town Council is selected. Transition period of legal services, if necessary, is discussed including assignment of representation for ongoing municipal litigation cases.
FIRST AVAILABLE COUNCIL MEETING AFTER INTERVIEW PROCESS	When contract negotiations are complete, contract is presented to Town Council for approval. Transition period, if necessary, is approved.
IF SELECTED APPLICANT DOES NOT COME TO AGREEMENT WITH TOWN ON CONTRACT	Town Council shall vote to negotiate with second ranked candidate or resolicit for applications and repeat interview process if necessary. Town Council shall vote at the first Town Council meeting following opening of applications to rank the applicants using the RANKING SHEET.

TOWN COUNCIL RANKING SHEET FOR LEGAL SERVICES

RFP# _____

DATE: _____

Councilor Name:

Councilor Signature:

Ranking (#1 is top choice)

1. _____
2. _____
3. _____
4. _____
5. _____

12. Interview/Selection Process for Town Manager

The following applicant form, and ranking sheet shall be used in the selection of Town Manager candidates.

INTERVIEW PROCESS FOR TOWN MANAGER

Councilors rank top 5 candidates from applications. Top 5 overall are invited and scheduled for individual 30-minute blocks for private interviews by each Councilor with each applicant.

RFP# _____ Interview date: _____

	9:00-9:30	9:30 – 10:00	10:00-10:30	10:30-11:00	11:00-11:30	11:30-12:00	12:00-1:00
Councilor 1	Coffee/muffins	Applicant 1	Applicant 2	Applicant 3	Applicant 4	Applicant 5	Lunch
Councilor 2	Coffee/muffins	Applicant 2	Applicant 3	Applicant 4	Applicant 5	Applicant 1	Lunch
Councilor 3	Coffee/muffins	Applicant 3	Applicant 4	Applicant 5	Applicant 1	Applicant 2	Lunch
Councilor 4	Coffee/muffins	Applicant 4	Applicant 5	Applicant 1	Applicant 2	Applicant 3	Lunch
Councilor 5	Coffee/muffins	Applicant 5	Applicant 1	Applicant 2	Applicant 3	Applicant 4	Lunch

Applicant

1: _____

Applicant

2: _____

Applicant

3: _____

Applicant

4: _____

Applicant

5: _____

NOTE: Chart for town councilor and applicant names shall be in alphabetical order for impartiality.

AFTERNOON SCHEDULE: Each applicant has 15-minute question and answer session in town hall chambers with all five Town Councilors present (5-minute transition between applicants in schedule). Applicants will address Council in alphabetical order.

TIME	Applicant Name
1:00 – 1:15	Applicant 1
1:20 – 1:35	Applicant 2
1:40 – 1:55	Applicant 3
2:00 – 2:15	Applicant 4
2:20 – 2:35	Applicant 5
2:40 – 3:00	Break

3:00	Town Councilors have open discussion. Each Councilmember uses RANKING SHEET to list order of selection, with 1 being the top choice. The Town Clerk will tally the votes and announce each applicant's combined ranking score with the lowest score being the candidate selected. In case of a tie, Town Council will have a head-to-head discussion of only the tied candidates and use another RANKING SHEET to list their order for only the tied candidates. Ranking scores are tallied and announced by Town Clerk. Contract negotiator from Town Council is selected. Transition period, if necessary, is discussed.
FIRST AVAILABLE COUNCIL MEETING AFTER INTERVIEW PROCESS	When contract negotiations are complete, contract is presented to Town Council for approval. Transition period, if necessary, is approved.
IF SELECTED APPLICANT DOES NOT COME TO AGREEMENT WITH TOWN ON CONTRACT	Town Council shall vote to negotiate with second ranked candidate or resolicit for applications and repeat interview process if necessary. Town Council shall vote at the first Town Council meeting following opening of applications to rank the applicants using the RANKING SHEET.

TOWN COUNCIL RANKING SHEET FOR TOWN MANAGER

RFP# _____

DATE: _____

Councilor Name: _____

Councilor Signature: _____

Ranking (#1 is top choice)

1. _____
2. _____
3. _____
4. _____
5. _____

12. Interview/Selection Process for Town Manager

The following applicant form, and ranking sheet shall be used in the selection of Town Manager candidates.

INTERVIEW PROCESS FOR TOWN MANAGER

Councilors-Council appoints a Staff Selection Committee. The Committee MAY contain one (1) Counselor and two (2) members of the public and will contain three (3) staff members. The Selection Committee ranks their top 5 candidates from applications. Top 5 overall are invited and scheduled for individual 30-minute blocks for private interviews by each Councilor with each applicant.

RFP# _____ Interview date: _____

MORNING SCHEDULE:

9:00-9:30 9:30-10:00 10:00-10:30 10:30-11:00 11:00-11:30 11:30-12:00 12:00-1:00 Councilor 1
Coffee/muffins Applicant 1 Applicant 2 Applicant 3 Applicant 4 Applicant 5 Lunch Councilor 2
Coffee/muffins Applicant 2 Applicant 3 Applicant 4 Applicant 5 Applicant 1 Lunch Councilor 3
Coffee/muffins Applicant 3 Applicant 4 Applicant 5 Applicant 1 Applicant 2 Lunch Councilor 4
Coffee/muffins Applicant 4 Applicant 5 Applicant 1 Applicant 2 Applicant 3 Lunch Councilor 5
Coffee/muffins Applicant 5 Applicant 1 Applicant 2 Applicant 3 Applicant 4 Lunch Applicant

1: _____

Applicant

2: _____

Applicant

3: _____

Applicant

4: _____

Applicant

5: _____

Time :	<u>9 :00 – 9 :30</u>	<u>9 :30 - 10 :00</u>	<u>10 :00 – 10 :30</u>	<u>10 :30- 11 :00</u>	<u>11 :00- 11 :30</u>
<u>Councilor 1</u>	<u>Applicant 1</u>	<u>Applicant 2</u>	<u>Applicant 3</u>	<u>Applicant 4</u>	<u>Applicant 5</u>
<u>Councilor 2</u>	<u>Applicant 2</u>	<u>Applicant 3</u>	<u>Applicant 4</u>	<u>Applicant 5</u>	<u>Applicant 1</u>
<u>Councilor 3</u>	<u>Applicant 3</u>	<u>Applicant 4</u>	<u>Applicant 5</u>	<u>Applicant 1</u>	<u>Applicant 2</u>
<u>Councilor 4</u>	<u>Applicant 4</u>	<u>Applicant 5</u>	<u>Applicant 1</u>	<u>Applicant 2</u>	<u>Applicant 3</u>
<u>Councilor 5</u>	<u>Applicant 5</u>	<u>Applicant 1</u>	<u>Applicant 2</u>	<u>Applicant 3</u>	<u>Applicant 4</u>

Applicant
1: _____

Applicant
2: _____

Applicant
3: _____

Applicant
4: _____

Applicant
5: _____

NOTE: Chart for town councilor and applicant names shall be in alphabetical order for impartiality.

AFTERNOON SCHEDULE: Each applicant has 15-minute question and answer session in town hall chambers with all five Town Councilors present (5-minute transition between applicants in schedule). Applicants will address Council in alphabetical order.

TIME	Applicant Name
1:00 – 1:15	Applicant 1
1:20 – 1:35	Applicant 2
1:40 – 1:55	Applicant 3
2:00 – 2:15	Applicant 4
2:20 – 2:35	Applicant 5
2:40 – 3:00	Break

Applicant
1: _____

Applicant
2: _____

Applicant
3: _____

Applicant
4: _____

Applicant
5: _____

NOTE: Chart for town councilor and applicant names shall be in alphabetical order for impartiality.

AFTERNOON SCHEDULE: Each applicant has 15-minute question and answer session in town hall chambers with all five Town Councilors present (5-minute transition between applicants in schedule). Applicants will address Council in alphabetical order.

TIME	Applicant Name
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1:40 – 1:55	Applicant 3
2:00 – 2:15	Applicant 4
2:20 – 2:35	Applicant 5
2:40 – 3:00	Break

AFTERNOON SCHEDULE: Each applicant has 15-minute question and answer session in town hall chambers with all five Town Councilors present (5-minute transition between applicants in schedule). Applicants will address Council in alphabetical order.

TIME _____ Applicant _____ Name _____

1:00 – 1:15 _____ Applicant 1 _____ Name

1:20 – 1:35 _____ Applicant 2 _____ Name

1:40 – 1:55 _____ Applicant 3 _____ Name

2:00 – 2:15 _____ Applicant 4 _____ Name

2:20 – 2:35 _____ Applicant 5 _____ Name

2:40 – 3:00 _____ Break

~~124774375.1~~

3:00 Town Councilors have open discussion and rank candidates:-

- Each Councilmember uses RANKING SHEET to list order of selection, with 1 being the top choice.
- The Town Clerk will tally the votes and announce each applicant's combined ranking score with the lowest score being the candidate selected.
- In case of a tie, Town Council will have a head-to-head discussion of only the tied candidates and use another RANKING SHEET to list their order for only the tied candidates.
- Ranking scores are tallied and announced by Town Clerk.
- Contract negotiations ~~on~~ with HR Manager, Town Clerk and Mayor commence from Town Council is selected.
- ~~Transition period, if necessary, is discussed. FIRST AVAILABLE COUNCIL MEETING AFTER INTERVIEW PROCESS~~
- When contract negotiations are complete, contract is presented to Town Council for approval.
- ~~Transition period, if necessary, is approved.~~ IF SELECTED APPLICANT DOES NOT COME TO AGREEMENT WITH TOWN ON CONTRACT Town Council shall vote to negotiate with second ranked candidate or resolicit for applications and repeat interview process if necessary. Town Council shall vote at the first Town Council meeting following opening of applications to rank the applicants using the RANKING SHEET

1. **Requested Motion:**

Meeting Date: March 9, 2023

FY23 Budget - First Draft Proposed Revised Annual Budget - General Fund

Why the action is necessary:

The attached FY23 Proposed Revised Annual Budget is the first draft of this document for the General Fund. Revisions will be made after Council prioritizes opening of Town facilities.

What the action accomplishes:

2. **Agenda:**

ITEMS FOR DISCUSSION

3. **Requirement/Purpose:**

5. **Background:**

Attachments:

1. FY23 Budget - Proposed Revised Annual Budget

Financial Impact:

Based on this first draft of the revised budget, the Town will need to transfer in approximately \$1,100,000 from reserves in order to have the required balanced budget. As priorities change, additional budget amendments will need to be made which will likely increase this amount.

6. **Alternative Action**

7. **Staff Recommendations:**

8. **Recommended Approval:**

_____	Date: March 01, 2023
Cheri Russ, Accounting Manager	
_____	Date: March 01, 2023
John R Herin Jr, Town Attorney	
_____	Date: March 02, 2023
Amy Baker, Town Clerk	
_____	Date: March 02, 2023
Keith Wilkins , Interim Town Manager	



ALL FUNDS - BUDGET BY DEPARTMENT FY 2022-2023

FUNDS	TOTAL PERSONNEL COST	OPERATING	TRANSFERS/OTHERS	CAPITAL	TOTAL PROPOSED BUDGET
GENERAL					
Legislative	\$ 95,850	\$ 89,734	\$ -	\$ -	\$ 185,584
Executive	\$ 500,743	\$ 160,554	\$ -	\$ -	\$ 661,297
Legal	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
Town Clerk	\$ 451,937	\$ 58,000	\$ -	\$ -	\$ 509,937
Finance	\$ 657,232	\$ 91,137	\$ -	\$ -	\$ 748,369
General Services	\$ -	\$ 824,825	\$ -	\$ -	\$ 824,825
Code Compliance	\$ 285,585	\$ 50,608	\$ -	\$ -	\$ 336,193
Short Term Rental	\$ -	\$ 38,600	\$ -	\$ -	\$ 38,600
Public Works - Admin	\$ 193,360	\$ 15,305	\$ -	\$ -	\$ 208,665
Public Works - Maint	\$ 740,500	\$ 358,159	\$ -	\$ -	\$ 1,098,659
Times Square	\$ -	\$ 8,709	\$ -	\$ -	\$ 8,709
Maritime	\$ 903	\$ 21,340	\$ -	\$ -	\$ 22,243
Mooring Operations	\$ 180,700	\$ 112,839	\$ -	\$ -	\$ 293,539
Bayside Park	\$ -	\$ 250	\$ -	\$ -	\$ 250
Town Hall Maint	\$ -	\$ 19,185	\$ -	\$ -	\$ 19,185
Parking & BASE	\$ 458,644	\$ 72,165	\$ -	\$ -	\$ 530,809
Community Development	\$ 410,688	\$ 255,388	\$ -	\$ -	\$ 666,076
Bay Oaks	\$ 800,883	\$ 103,344	\$ -	\$ -	\$ 904,227
Bay Oaks Pool	\$ 288,846	\$ 45,059	\$ -	\$ -	\$ 333,905
Mound House	\$ 436,596	\$ 108,446	\$ -	\$ -	\$ 545,042
Newton Park	\$ -	\$ 19,629	\$ -	\$ -	\$ 19,629
Totals	\$ 5,502,467	\$ 2,703,276	\$ -	\$ -	\$ 8,205,743

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
General Fund Revenue and Expenditures by Department
From 10/01/2022 to 9/30/2023

			FY23 Revised		Remaining Funds
		FY23 Budget	Budget	FY23 Actual	Available
Revenues					
Town Council	10	-	-	-	-
Town Manager	12	-	-	-	-
Town Clerk	14	-	-	-	-
Finance	16	10,231,406	6,789,000	4,654,678	-
Short Term Rentals	17	975,000	100,000	18,700	-
Legal	18	-	-	-	-
General Government	19	-	-	-	-
Community Development	20	188,500	90,000	65,764	-
Code Enforcement	21	25,000	15,500	5,040	-
Town Hall Maintenance	29	-	-	-	-
Public Works Administration	30	5,000	500	165	-
Public Works Maintenance	31	800	-	-	-
Times Square	32	-	-	-	-
Maritime	33	76,205	-	13,300	-
Parking Meter Operations	34	2,804,000	400,000	32,051	-
Mooring Field Operations	36	409,000	210,200	3,261	-
Bayside Park	37	15,000	-	-	-
Bay Oaks Recreation Center	50	112,500	6,000	-	-
Bay Oaks Pool	51	89,000	-	-	-
Mound House	70	163,500	2,000	930	-
Newton Park	71	29,400	-	-	-
Total Revenues		15,124,311	7,613,200	4,793,888	

		FY23 Revised			Remaining Funds
		FY23 Budget	Budget	FY23 Actual	Available
Expenses					
Town Council	10	230,400	185,584	61,321	124,263.25
Town Manager	12	347,205	661,297	220,094	441,202.90
Town Clerk	14	660,600	509,937	209,389	300,548.02
Finance	16	646,300	748,369	209,389	538,980.02
Short Term Rentals	17	838,150	38,600	38,588	12.50
Legal	18	250,000	250,000	55,900	194,099.98
General Government	19	5,744,644	824,825	160,697	664,128.21
Community Development	20	768,670	666,076	210,881	455,194.83
Code Enforcement	21	393,515	336,193	99,733	236,460.25
Town Hall Maintenance	29	95,690	19,185	5,800	13,384.51
Public Works Administration	30	264,972	208,665	78,071	130,594.38
Public Works Maintenance	31	1,361,040	1,098,659	219,287	879,371.61
Times Square	32	45,600	8,709	3,607	5,101.96
Maritime	33	52,785	22,243	943	21,300.38
Parking Meter Operations	34	669,890	530,809	125,554	405,254.91
Mooring Field Operations	36	340,180	293,539	68,414	225,125.20
Bayside Park	37	15,000	250	-	250.00
Bay Oaks Recreation Center	50	1,222,550	904,227	222,587	681,639.98
Bay Oaks Pool	51	444,305	333,905	93,416	240,489.10
Mound House	70	690,415	545,042	171,065	373,976.61
Newton Park	71	42,400	19,629	629	18,999.97
Total Expenses		15,124,311	8,205,743	2,255,365	5,950,378.57

Total Revenue over Expenses	-	(592,543)
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Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
10 - Town Council
From 10/01/2022 to 9/30/2023

		FY23 Pre-Storm Budget	FY23 Revised Budget	as of 01/31/23 FY23 Actual	Remaining Funds Available
Expenses					
Executive Salaries	51000	86,400	86,400	28,800	57,600
FICA	52100	6,700	6,700	2,213	4,487
Life and Health	52300	-	250	250	-
Workers Compensation	52400	2,500	2,500	-	2,500
Lobbyist	53102	75,000	75,000	22,710	52,290
Studies and Agreements	53405	-	-	-	-
Publication Advertisement	53408	18,000	-	-	-
Stenographic Services	53409	-	-	-	-
Other Contractual Service	53420	-	-	-	-
Travel and Per Diem	54000	10,000	2,500	264	2,236
Communications Services	54100	-	-	-	-
Cell Phone & Electronic Devices	54102	4,000	4,500	4,016	484
Freight and Postage Services	54200	-	-	-	-
Insurance	54500	-	-	-	-
Printing and Binding	54700	-	34	34	-
Promotional Activities	54800	-	4,000	515	3,485
Other Current Charges and Obligations	54900	6,500	1,200	700	500
Election Fees	54902	-	-	-	-
Training	55500	-	-	-	-
Office Supplies	55100	200	750	355	395
Operating Supplies	55200	-	38	38	-
Uniforms	55201	-	212	212	-
Books, Publications, Subscriptions	55400	2,600	1,500	1,213	287
Contingency	58100	18,500	-	-	-
Total Expenses		230,400	185,584	61,321	124,263

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
12 - Town Manager
From 10/01/2022 to 9/30/2023

				as of 01/31/23	
		FY23 Pre-Storm	FY23 Revised		Remaining Funds
		Budget	Budget	FY23 Actual	Available
Expenses					
Executive Salaries	51000	173,000	173,000	160,633	12,367
Regular Wages	51200	-	196,000	-	196,000
Personnel Benefits	#REF!	7,200	7,200	600	6,600
Benefits Allowance	51700	17,000	22,143	3,239	18,904
FICA	52100	14,500	30,000	2,697	27,303
Retirement	52200	17,500	15,000	-	15,000
Life and Health	52300	22,000	56,200	1,328	54,872
Workers Compensation	52400	800	1,200	-	1,200
Contracted Services	53401	-	120,000	50,000	70,000
Travel and Per Diem	54000	2,550	500	169	331
Business Meals	54001	-	20	20	-
Cell Phone & Electronic Devices	54102	1,500	1,500	274	1,226
Insurance	54500	36,000	36,000	-	36,000
Printing and Binding	54700	-	34	34	-
Office Supplies	55100	400	500	45	455
Operating Supplies	55200	-	500	136	364
Uniforms	55201	500	1,000	643	357
Books, Publications, Subscriptions	55400	2,450	500	275	225
Training	55500	-	-	-	-
Contingency	58100	51,805	-	-	-
Total Expenses		347,205	661,297	220,094	441,203

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget

10 - General

14 - Town Clerk

From 10/01/2022 to 9/30/2023

			as of 01/31/23	
			FY23 Actual	Remaining Funds Available
Expenses		FY23 Pre-Storm Budget	FY23 Revised Budget	
Regular Wages	51200	360,000	297,500	129,610
Overtime	51400	-	9,837	9,837
Benefit Allowance	51700	36,000	17,800	9,648
FICA	52100	32,000	24,000	14,340
Retirement	52200	34,000	27,300	14,807
Life and Health	52300	87,300	74,000	26,180
Workers Compensation	52400	1,700	1,500	-
Legal Services	53101	-	-	-
Technological Services	53107	-	-	-
Professional Services	53108	-	-	-
Accounting Services	53201	-	-	-
Publication Advertisement	53408	18,000	-	-
Stenographic Services	53409	16,000	16,000	1,613
Travel and Per Diem	54000	9,000	-	-
Cell Phone & Electronic Devices	54102	2,000	2,000	1,269
Web Service	54103	-	2,500	1,548
Freight and Postage Services	54200	-	-	-
Insurance	54500	36,000	36,000	-
Other Current Charges and Obligations	54900	-	-	-
Office Supplies	55100	500	500	186
Operating Supplies	55200	-	500	252
Uniforms	55201	600	-	-
Books Publications, Subscriptions	55400	14,500	500	100
Training	55500	-	-	-
Contingency	58100	13,000	-	-
Total Expenses		660,600	509,937	209,389
				300,548

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget

10 - General

16 - Finance

From 10/01/2022 to 9/30/2023

			as of 01/31/23		
			FY23 Pre-Storm Budget	FY23 Revised Budget	Remaining Funds Available
Revenues					
Ad Valorem Taxes	31100		4,246,739	3,900,000	3,596,884 -
Public Service Tax	31410		950,000	500,000	218,389 -
Gas Utility Tax	31440		12,000	12,000	2,376 -
Communication Service Tax	31500		-	-	- -
State Communications Services	31510		550,000	375,000	133,625 -
Local Business Tax	31600		2,000	2,000	339 -
Other Licenses & Permits	32220		-	-	- -
Solid Waste Franchise	32370		80,000	80,000	25,872 -
State Revenue Sharing	33512		200,000	200,000	67,202 -
Mobile Home License	33514		13,000	13,000	2,478 -
Alcoholic Beverages License	33515		10,000	7,000	3,586 -
Half Cent Sales Tax	33518		700,000	700,000	249,538 -
Administrative Charge	34130		240,000	300,000	60,000 -
Solid Waste Fees	34340		-	-	- -
Other Fines & Foreiture	35910		-	-	125,623 -
Interest Income	36110		5,000	200,000	163,684 -
Donations (Non-Specific)	36600		-	-	2,470 -
Miscellaneous	36900		30,000	5,000	1,545 -
Miscellaneous - Claims/Premiums	36901		-	-	- -
Other Misc. Revenue	36902		10,000	-	1,066 -
Prior Year Carryover	38100		3,182,667	495,000	- -
Total Revenues			10,231,406	6,789,000	4,654,678 -

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget

10 - General

16 - Finance

From 10/01/2022 to 9/30/2023

			as of 01/31/23	
			FY23 Actual	Remaining Funds Available
Expenses		FY23 Budget	FY23 Revised Budget	
Regular Wages	51200	375,000	468,000	101,220 366,780
Overtime	51400	3,000	3,732	3,732 -
Benefit Allowance	51700	37,500	28,000	7,463 20,537
FICA	52100	31,500	38,000	10,807 27,193
Retirement	52200	15,000	18,700	6,013 12,687
Life and Health	52300	86,500	99,200	24,312 74,888
Workers Compensation	52400	1,400	1,600	- 1,600
Professional Services	53108	-	-	90 (90)
Accounting and Auditing	53200	35,000	35,000	2,500 32,500
Accounting Services	53201	16,000	20,000	16,834 3,166
Other Services	53400	-	1,302	1,302 -
Contracted Services	53401	-	-	- -
Contracted Labor	53402	-	-	- -
Publication Advertisement	53408	-	-	- -
Travel and Per Diem	54000	-	-	- -
Cell Phone & Electronic Devices	54102	1,500	1,500	1,132 368
Information Technology Services	54105	2,400	-	- -
Freight and Postage Services	54200	-	100	25 75
Insurance	54500	30,000	30,000	- 30,000
Printing and Binding	54700	-	-	- -
Other Current Charges and	54900	-	-	- -
Bank Charges	54901	6,000	2,000	82 1,918
Merchant Credit Card Fees	54916	-	119	119 -
Office Supplies	55100	2,500	116	116 -
Operating Supplies	55200	500	500	88 412
Uniforms	55201	-	-	- -
Books Publications Subscriptions	55400	500	-	- -
Training	55500	2,000	500	310 190
Total Expenses		646,300	748,369	176,145 572,225

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
17 - Short Term Rentals
 From 10/01/2022 to 9/30/2023

		FY23 Pre-Storm Budget	FY23 Revised Budget	as of 01/31/23 FY23 Actual	Remaining Funds Available
Revenues					
Lien Searches	34191	-	-	-	-
Registration Fees	34192	17,000	-	-	-
New Short Term Rental	34193	958,000	100,000	18,200	-
Right of Way	34194	-	-	500	-
Total Revenues		975,000	100,000	18,700	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
17 - Short Term Rentals
 From 10/01/2022 to 9/30/2023

			as of 01/31/23	
			FY23 Actual	Remaining Funds Available
Expenses		FY23 Budget	FY23 Revised Budget	
Workers Compensation	52400	-	-	-
Other Services	53400	35,000	38,600	13
Contracted Services	53401	13,950	-	-
Contracted Labor	53402	-	-	-
Office Supplies	55100	300	-	-
Books, Publications, Subscriptions	55400	-	-	-
Contingency	58100	788,900	-	-
Total Expenses		838,150	38,600	13

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
18 - Legal
 From 10/01/2022 to 9/30/2023

			as of 01/31/23			
			FY23 Pre-Storm Budget	FY23 Revised Budget	FY23 Actual	Remaining Funds Available
Expenses						
Legal Services	53101	150,000	150,000	55,900	-	
Other Services	53400	100,000	100,000	-	-	
Books, Publications, Subscriptions	55400	-	-	-	-	
Total Expenses		250,000	250,000	55,900	-	

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget

10 - General

19 - General Government

From 10/01/2022 to 9/30/2023

		as of 01/31/23		
		FY23 Budget	FY23 Revised Budget	Remaining Funds Available
Expenses				
Life and Health	52300	48,000	-	-
Unemployment	52500	-	5,000	4,175
Other Post Employment Benefits	52600	-	-	-
Professional Services	53100	-	-	-
Technological Services	53107	5,000	-	-
Professional Services	53108	-	-	-
Accounting and Auditing	53200	-	-	-
Accounting Services	53201	5,000	5,000	1,038
Other Services	53400	124,000	2,000	825
Contracted Services	53401	33,000	13,750	13,750
Pest Control	53407	-	-	-
Publication Advertisement	53408	-	-	-
Stenographic Services	53409	8,000	-	-
Other Contractual Service	53420	-	-	-
Travel and Per Diem	54000	-	264	-
Business Meals	54001	-	1,500	347
Communication Services	54100	-	145	-
Telephone Service	54101	75,600	7,500	1,927
Cell Phone & Electronic Devices	54102	2,000	5,000	1,681
Web Service	54103	27,000	35,000	5,885
Internet Service	54104	7,500	5,000	3,116
Information Technology Services	54105	190,000	190,000	99,675
Emergency Communications	54107	1,400	-	-
Freight and Postage Services	54200	14,000	500	500
Utility Services	54300	7,500	7,500	7,141
Electricity	54301	15,000	15,000	15,000
Storage Facility Rental	54401	-	-	-
Copier Rental	54402	20,000	1,000	3
Insurance	54500	3,281	3,281	3,281
Repairs & Maintenance Building	54601	-	-	-
Repairs & Maintenance Equipment	54603	-	-	-
Repairs & Maintenance Facilities	54605	3,000	-	-
Printing and Binding	54700	-	710	-
Keep Lee County Beautiful	54801	1,500	1,500	-
Horizon Council & Charlotte	54803	5,000	5,000	5,000
Advisory Committees	54804	29,440	2,808	-
Other Current Charges and Obligations	54900	8,000	700	260
Bank Charges	54901	-	-	-
Election Fees	54902	1,500	-	-
After School Program	54903	23,000	-	-
Licenses, Permits and Fees	54906	1,500	1,500	57
Street Performers	54907	-	-	-
Merchandise for Resale	54908	-	-	-
Other Contractual Service - Special Events	54915	-	-	-
Merchant Credit Card Fees	54916	500	900	228
Coronavirus-19	54962	-	-	-
Office Supplies	55100	17,000	5,000	2,654
Operating Supplies	55200	-	7,000	2,413
Emergency Supplies	55202	-	-	-
Drinking Water	55203	500	250	170
Small Tools & Equipment	55204	-	-	-
Books, Publications, Subscriptions	55400	-	669	-
Training	55500	-	2,174	-
Contingency	58100	658,398	-	-
Transfer Out to Gas Tax Fund	59105	-	-	-
Transfer Out to Capital	59112	3,829,025	280,000	280,000
Transfer Out to Gas	59115	-	-	-
Transfer out to General Debt Service	59117	580,000	-	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
19 - General Government
 From 10/01/2022 to 9/30/2023

Transfer Out to Beach Access Fund	59118	-	215,000	-	215,000
Communications & Information Technology	64700	-	4,174	4,174	-
Debt Interest	72000	-	-	-	-
Total Expenses		5,744,644	824,825	160,697	664,127

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
20 - Community Development
 From 10/01/2022 to 9/30/2023

			as of 01/31/23	
		FY23 Pre-Storm Budget	FY23 Revised Budget	Remaining Funds Available
Revenues				
Building Permit Fees	32200	-	5,000	1,000
Other Licenses & Permits	32220	20,000	25,000	36,100
Zoning Fees	32900	-	-	-
Sign Fees	32910	-	-	-
Code Enforcement Liens R	32931	-	-	-
Special Events Permits	32940	-	-	-
Administrative Charge	34130	60,000	60,000	33,349
Registration Fees	34192	-	-	-
Right of Way	34194	105,000	-	(4,835)
Environmental Restoration	34370	-	-	-
Flood Plain Review Fees	34390	-	-	-
Merchandise	36001	3,000	-	-
Street Performers Licenses	36700	-	-	-
Miscellaneous	36900	500	-	100
Right of Way	36902	-	-	50
Total Revenues		188,500	90,000	65,764

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
20 - Community Development
From 10/01/2022 to 9/30/2023

				as of 01/31/23	
		FY23 Budget	FY23 Revised Budget	FY23 Actual	Remaining Funds Available
Expenses					
Regular Wages	51200	134,000	298,000	86,027	211,973
Overtime	51400	-	2,388	2,388	-
Benefit Allowance	51700	13,500	17,900	6,156	11,744
FICA	52100	11,500	24,200	8,739	15,461
Retirement	52200	6,000	25,000	16,495	8,505
Life and Health	52300	27,000	40,000	3,076	36,924
Workers Compensation	52400	3,000	3,200	-	3,200
Planning Services	53106	-	-	-	-
Professional Services	53108	-	-	-	-
Other Services	53400	-	-	-	-
Contracted Services	53401	305,700	100,000	66,775	33,225
Contracted Labor	53402	-	-	-	-
Flood Plain Services	53404	-	-	-	-
Studies and Agreements	53405	166,000	75,000	-	75,000
Publication Advertisement	53408	1,000	-	-	-
Other Contractual Services	53420	27,100	25,000	19,141	5,859
Other Contractual Services - Grant Match	53425	10,000	10,000	-	10,000
Other Contractual Services - Grant Match	53425	15,000	15,000	-	15,000
Travel and Per Diem	54000	1,000	100	64	36
Cell Phone & Electronic Devices	54102	1,495	-	-	-
Information Technology Services	54105	-	-	-	-
GIS Services	54106	800	-	-	-
Freight and Postage Services	54200	2,700	2,700	-	2,700
Insurance	54500	13,000	13,000	-	13,000
Repairs & Maintenance - Vehicles	54604	13,925	7,000	2,002	4,998
Printing and Binding	54700	600	-	-	-
Other Current Charges and Obligations	54900	-	-	-	-
Licenses, Permits and Fees	54906	150	-	-	-
Merchandise for Resale	54908	1,000	-	-	-
Merchant Credit Card Fees	54916	1,300	253	253	-
Office Supplies	55100	6,100	175	175	-
Operating Supplies	55200	1,000	-	-	-
Emergency Supplies	55202	-	6,400	-	6,400
Fuel	55206	4,000	-	-	-
Books, Publications, Subscriptions	55400	1,800	175	175	-
Training	55500	-	585	(585)	1,170
Contingency	58100	-	-	-	-
Total Expenses		768,670	666,076	210,881	455,196

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
21 - Code Enforcement
 From 10/01/2022 to 9/30/2023

		FY23 Pre-Storm	FY23 Revised	as of 01/31/23 FY23 Actual	Remaining Funds
		Budget	Budget		Available
Revenues					
Other Licenses & Permits	32220	-	-	-	-
Code Case Fees	32930	-	-	-	-
Code Enforcement Liens	32931	-	-	-	-
Administrative Charge	34130	-	-	-	-
Lien Searches	34191	25,000	15,000	5,040	-
Registration Fees	34192	-	-	-	-
Right of Way	34194	-	-	-	-
Code Citation	35400	-	-	-	-
Code Enforcement Fees	35410	-	500	-	-
Total Revenues		25,000	15,500	5,040	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
21 - Code Enforcement
From 10/01/2022 to 9/30/2023

				as of 01/31/23	
		FY23 Budget	FY23 Revised Budget	FY23 Actual	Remaining Funds Available
Expenses					
Regular Wages	51200	209,000	207,500	64,207	143,293
Overtime	51400	-	575	575	-
Benefit Allowance	51700	15,000	9,000	3,511	5,489
FICA	52100	17,200	16,700	6,174	10,526
Retirement	52200	10,000	9,500	4,734	4,766
Life and Health	52300	39,500	39,500	12,576	26,924
Workers Compensation	52400	2,810	2,810	-	2,810
Special Magistrate Services	53105	10,000	608	608	-
Professional Services	53108	-	-	-	-
Contracted Services	53401	30,000	15,000	6,453	8,547
Other Contractual Services	53420	13,620	-	-	-
Cell Phone & Electronic Devices	54102	2,000	2,000	668	1,332
Freight and Postage Services	54200	1,135	-	-	-
Insurance	54500	30,000	30,000	-	30,000
Repairs & Maintenance - Vehicles	54604	4,000	2,500	166	2,334
Printing and Binding	54700	600	-	-	-
Other Current Charges and Obligations	54900	-	-	-	-
Licenses, Permits and Fees	54906	-	-	-	-
Nuisance Abatement Program	54930	-	-	-	-
Office Supplies	55100	1,000	500	60	440
Operating Supplies	55200	600	-	-	-
Uniforms	55201	250	-	-	-
Fuel	55206	5,000	-	-	-
Books, Publications, Subscriptions	55400	600	-	-	-
Training	55500	1,200	-	-	-
Total Expenses		393,515	336,193	99,733	236,461

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
29 - Town Hall Maintenance
From 10/01/2022 to 9/30/2023

		FY23 Pre-Storm	FY23 Revised	as of 01/31/23 FY23 Actual	Remaining Funds Available
Expenses		Budget	Budget		
Contracted Services	53401	9,100	-	-	-
Janitorial Services	53403	4,600	-	-	-
Pest Control	53407	1,200	-	-	-
Other Contractual Service	53420	8,590	-	-	-
Telephone Service	54101	-	-	-	-
Utility Service	54300	8,600	6,000	1,615	4,385
Electricity	54301	18,240	-	-	-
Storage Facility Rental	54401	20,000	8,000	4,000	4,000
Repairs & Maintenance - Buildings	54601	7,000	-	-	-
Repairs & Maintenance - Landscape	54602	4,800	-	-	-
Repairs & Maintenance - Equipment	54603	-	-	-	-
Repairs & Maintenance - Facilities	54605	1,300	-	-	-
Repairs & Maintenance - Street Lighting	54607	-	-	-	-
Licenses, Permits and Fees	54906	260	-	-	-
Operating Supplies	55200	12,000	5,000	-	5,000
Small Tools & Equipment	55204	-	-	-	-
Books, Publications, Subscriptions	55400	-	-	-	-
Improvements to Buildings - Non-Cap	62500	-	185	185	-
Infrastructure - Cap	63000	-	-	-	-
Total Expenses		95,690	19,185	5,800	13,385

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
30 - Public Works Administration
 From 10/01/2022 to 9/30/2023

		FY23 Pre-Storm Budget	FY23 Revised Budget	as of 01/31/23 FY23 Actual	Remaining Funds Available
Revenues					
Plans Review Fee	32210	5,000	500	165	-
					-
Total Revenues		5,000	500	165	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
30 - Public Works Administration
From 10/01/2022 to 9/30/2023

				as of 01/31/23	
		FY23 Budget	FY23 Revised Budget	FY23 Actual	Remaining Funds Available
Expenses					
Regular Wages	51200	125,000	133,000	48,741	84,260
Overtime	51400	-	2,460	2,460	-
Benefit Allowance	51700	11,500	8,000	3,888	4,112
FICA	52100	9,500	10,800	5,629	5,171
Retirement	52200	9,000	10,600	6,178	4,422
Life and Health	52300	29,500	27,000	8,956	18,044
Workers Compensation	52400	1,500	1,500	-	1,500
Tuition Reimbursement	52700	-	1,500	1,259	241
Engineering Services	53104	50,000	-	-	-
Professional Services	53108	-	-	-	-
Other Services	53400	2,000	-	-	-
Contracted Services	53401	500	-	-	-
Other Services - Administrative	53410	-	-	-	-
Travel and Per Diem	54000	1,000	-	-	-
Communication Services	54100	8,240	-	-	-
Cell Phone & Electronic Devices	54102	2,500	1,800	955	845
Web Service	54103	12	5	5	-
Freight and Postage Service	54200	-	-	-	-
Insurance	54500	12,000	12,000	-	12,000
Repairs & Maintenance - Equipment	54603	-	-	-	-
Licenses, Permits and Fees	54906	50	-	-	-
Office Supplies	55100	50	-	-	-
Operating Supplies	55200	300	-	-	-
Uniforms	55201	500	-	-	-
Fuel	55203	-	-	-	-
Books, Publications, Subscriptions	55400	820	-	-	-
Training	55500	1,000	-	-	-
Total Expenses		264,972	208,665	78,071	130,595

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
31 - Public Works Maintenance
 From 10/01/2022 to 9/30/2023

		FY23 Pre-Storm	FY23 Revised	as of 01/31/23 FY23 Actual	Remaining Funds Available
		Budget	Budget		
Revenues					
Lee County Interlocal Agreement	32211	-	-	-	-
Special Events Permits	32940	-	-	-	-
Safety Grant	33430	-	-	-	-
Merchandise	36001	800	-	-	-
Miscellaneous	36900	-	-	-	-
Other Misc Revenue	36902	-	-	-	-
Refunds & Rembursement	36904	-	-	-	-
Total Revenues		800	-	-	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget

10 - General

31 - Public Works Maintenance

From 10/01/2022 to 9/30/2023

			as of 01/31/23	
			FY23 Actual	Remaining Funds Available
Expenses		FY23 Budget	FY23 Revised Budget	
Regular Wages	51200	435,000	435,000	133,687
Overtime	51400	30,000	-	(1,914)
Benefit Allowance	51700	44,000	26,000	8,739
FICA	52100	37,000	35,000	13,273
Retirement	52200	38,000	37,500	15,722
Life and Health	52300	162,000	162,000	39,637
Workers Compensation	52400	45,000	45,000	-
Engineering Services	53104	-	-	-
Professional Services	53108	500	-	-
Other Services	53400	-	-	-
Contracted Labor	53402	-	-	-
Publication Advertisement	53408	-	-	-
Other Contracted Services - Grant Match	53425	218,090	218,090	-
Travel and Per Diem	54000	250	-	-
Communication Services	54100	-	-	-
Cell Phone & Electronic Devices	54102	10,000	7,500	2,943
Web Service	54103	1,500	2	2
Freight and Postage Services	54200	250	-	-
Electricity	54301	25,000	-	-
Waste	54302	17,000	6,000	2,849
Recycling	54303	3,300	-	-
Rental and Leases	54400	-	-	-
Equipment Rental	54404	2,000	-	-
Insurance	54500	104,000	104,000	-
Repairs & Maintenance - Buildings	54601	-	-	-
Repairs & Maintenance - Landscape	54602	100,000	-	-
Repairs & Maintenance - Equipment	54603	15,000	2,500	638
Repairs & Maintenance - Vehicles	54604	10,500	4,000	1,409
Repairs & Maintenance - Facilities	54605	1,000	-	-
Repairs & Maintenance - Infrastructure	54606	400	-	-
Other Current Charges and Obligations	54900	-	-	-
Licenses, Permits and Fees	54906	300	65	65
Coronavirus - 19	54962	-	-	-
Office Supplies	55100	500	500	256
Operating Supplies	55200	17,000	7,500	860
Uniforms	55201	17,100	2,500	10
Emergency Supplies	55202	250	-	-
Drinking Water	55203	1,200	1,000	-
Small Tools & Equipment	55204	7,500	-	-
Fuel	55206	15,000	4,500	1,110
Books, Publications, Subscriptions	55400	400	2	2
Training	55500	2,000	-	-
Various Signage - Cap	63020	-	-	-
Landscaping	63300	-	-	-
Debt Principal	71000	-	-	-
Debt Interest	72000	-	-	-
Total Expenses		1,361,040	1,098,659	219,287
				879,372

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
32 - Times Square
 From 10/01/2022 to 9/30/2023

		FY23 Pre-Storm Budget	FY23 Revised Budget	as of 01/31/23 FY23 Actual	Remaining Funds Available
Revenues					
Registration Fees	34192	-	-	-	-
Right of Way	34194	-	-	-	-
Miscellaneous	36900	-	-	460	-
Total Revenues		-	-	460	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
32 - Times Square
 From 10/01/2022 to 9/30/2023

			as of 01/31/23	
			FY23 Actual	Remaining Funds Available
Expenses		FY23 Budget	FY23 Revised Budget	
Other Contractual Services	53420	850	-	-
Utility Services	54300	3,100	3,000	904
Electricity	54301	2,400	30	30
Waste	54302	15,000	-	-
Recycling	54303	-	3,000	24
Equipment Rental	54404	1,500	-	-
Repairs & Maintenance	54600	-	-	-
Repairs & Maintenance - Landscaping	54602	2,500	2,500	2,470
Repairs & Maintenance - Equipment	54603	4,850	-	-
Repairs & Maintenance - Facilities	54605	8,400	-	-
Repairs & Maintenance - Street Lighting	54607	7,000	179	179
Office Supplies	55100	-	-	-
Operating Supplies	55200	-	-	-
Small Tools & Equipment	55204	-	-	-
Total Expenses		45,600	8,709	3,607
				5,102

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
33 - Maritime
 From 10/01/2022 to 9/30/2023

			as of 01/31/23		
		FY23 Pre-Storm Budget	FY23 Revised Budget	FY23 Actual	Remaining Funds Available
Revenues					
FEDP Grant/CVA	33436	41,205	-	-	-
WCIND Grant - Law Enforcement	33420	35,000	3,920	3,920	-
FBIP Grant	33740	-	9,380	9,380	-
Harborage User Fees	34420	-	-	-	-
Total Revenues		76,205	13,300	13,300	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
33 - Maritime
From 10/01/2022 to 9/30/2023

			as of 01/31/23	
			FY23 Actual	Remaining Funds Available
Expenses		FY23 Budget	FY23 Revised Budget	
Regular Wages	51200	-	-	-
Overtime	51400	-	-	-
Benefit Allowance	51700	-	-	-
FICA	52100	-	-	-
Life and Health	52300	-	903	-
Other Services	53400	-	-	-
Contracted Services	53401	-	-	-
Other Contractual Services	53401	13,735	-	-
Other Contractual Services	53420	-	-	-
Other Contractual Services - Law Enforceme	53421	15,000	15,000	15,000
Other Contractual Services - Grant Match	53425	-	-	-
Electricity	54301	-	-	-
Insurance	54500	6,300	6,300	6,300
Repairs & Maintenance	54600	-	-	-
Repairs & Maintenance - Landscaping	54602	1,500	-	-
Repairs & Maintenance - Equipment	54603	-	-	-
Repairs & Maintenance - Facilities	54605	-	40	-
Repairs & Maintenance - Waterways	54615	12,000	-	-
Licenses, Permits and Fees	54906	250	-	-
Operating Supplies	55200	2,000	-	-
Fuel	55206	2,000	-	-
Training	55500	-	-	-
Total Expenses		52,785	22,243	21,300

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
34 - Parking Meter Operations
 From 10/01/2022 to 9/30/2023

		FY23 Pre-Storm	FY23 Revised	as of 01/31/23 FY23 Actual	Remaining Funds
		Budget	Budget		Available
Revenues					
Special Events Permits	32940	-		-	-
Right of Way	34194	-		-	-
Parking Facilities Revenue	34194	2,300,000	400,000	32,051	-
Prior Year Carryover	38100	471,000	-	-	-
Total Revenues		2,771,000	400,000	32,051	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
34 - Parking Meter Operations
From 10/01/2022 to 9/30/2023

			as of 01/31/23	
			FY23 Actual	Remaining Funds Available
Expenses		FY23 Budget	FY23 Revised Budget	
Regular Wages	51200	302,000	335,000	246,300
Overtime	31400	-	2,744	-
Benefit Allowance	51700	15,000	8,900	6,196
FICA	52100	25,000	27,000	19,076
Retirement	52200	13,000	12,000	6,024
Life and Health	52300	57,000	57,000	49,365
Workers Compensation	52400	16,000	16,000	16,000
Legal Services	53101	-	-	-
Technological Services	53107	-	-	-
Professional Services	53108	190	-	-
Accounting Services	53201	-	-	-
Contracted Services	53401	20,000	-	-
Other Contractual Services	53420	-	-	-
Cell Phone & Electronic Devices	54102	6,000	6,000	3,409
Web Service	54103	-	-	-
Information Technology Services	54105	900	-	-
Freight and Postage Services	54200	200	-	-
Insurance	54500	50,600	50,600	50,600
Repairs & Maintenance	54600	-	-	-
Repairs & Maintenance - Equipment	54603	500	-	-
Repairs & Maintenance - Vehicles	54604	7,000	862	-
Printing and Binding	54700	-	-	-
Other Current Charges and Obligations	54900	20,500	-	-
Bank Charges	54901	10,000	-	-
Licenses, Permits and Fees	54906	250	-	-
Other Contact Services - Teen Program	54911	-	-	-
Other Services - Special Events	54915	-	-	-
Merchant Credit Card Fees	54916	100,000	10,000	6,219
Office Supplies	55100	500	-	-
Operating Supplies	55200	6,000	2,203	-
Uniforms	55201	3,000	-	-
Small Tools & Equipment	55204	1,000	-	-
Fuel	55206	10,000	2,500	2,067
Training	55500	250	-	-
Contingency	58100	5,000	-	-
Total Expenses		669,890	530,809	405,255

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
36 - Mooring Operations
 From 10/01/2022 to 9/30/2023

		FY23 Pre-Storm	FY23 Revised	as of 01/31/23 FY23 Actual	Remaining Funds Available
		Budget	Budget		
Revenues					
FDEP Grant	33436	200,000	200,000	4,539	-
Harborage User Fees	34420	201,000	10,000	(1,278)	-
Pump Out Services	34425	2,000	200	-	-
Parking Facilities Revenue	34450	-	-	-	-
Parking Permits	34451	5,000	-	-	-
Merchandise	36001	1,000	-	-	-
Miscellaenous	36900	-	-	-	-
Total Revenues		409,000	210,200	3,261	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
36 - Mooring Operations
From 10/01/2022 to 9/30/2023

				as of 01/31/23	
		FY23 Budget	FY23 Revised Budget	FY23 Actual	Remaining Funds Available
Expenses					
Regular Wages	51200	82,000	126,900	36,599	90,301
Overtime	51400	1,500	-	(3)	3
Benefit Allowance	51700	5,700	7,600	2,572	5,028
FICA	52100	6,800	7,500	3,794	3,706
Retirement	52200	5,700	9,200	4,239	4,961
Life and Health	52300	13,500	26,500	7,364	19,136
Workers Compensation	52400	3,000	3,000	-	3,000
Professional Services	53100	-	-	-	-
Accounting Services	53201	-	-	-	-
Other Services	53400	5,400	3,500	899	2,602
Contracted Services	53401	50,000	-	-	-
Janitorial Services	53403	3,000	250	250	-
Publication Advertisement	53408	3,000	-	-	-
Other Contractual Service	53420	2,800	-	-	-
Other Contractual Service - Grant Match	53425	67,430	67,430	-	67,430
Travel and Per Diem	54000	500	-	-	-
Telephone Service	54101	400	-	-	-
Cell Phone & Electronic Devices	54102	4,800	3,000	1,204	1,796
Internet Service	54104	4,000	82	82	-
Freight and ostage Service	54200	-	-	-	-
Electricity	54301	1,000	600	576	24
Waste	54302	-	-	-	-
Insurance	54500	33,000	33,000	8,598	24,402
Repairs & Maintenance	54600	4,000	-	-	-
Repairs & Maintenance - Buildings	54601	-	-	-	-
Repairs & Maintenance - Equipment	54603	7,000	14	14	-
Repairs & Maintenance - Vehicles	54604	750	-	-	-
Repairs & Maintenance - Facilities	54605	-	-	-	-
Bank Charges	54901	5,000	-	-	-
Licenses, Permits and Fees	54906	-	713	713	-
Merchandise for Resale	54908	1,000	-	-	-
Merchant Credit Card Fees	54916	2,000	-	-	-
Office Supplies	55100	500	-	-	-
Operating Supplies	55200	10,500	3,000	1,286	1,714
Uniforms	55201	5,500	500	228	272
Emergency Supplies	55202	-	-	-	-
Small Tools & Equipment	55204	3,000	250	-	250
Fuel	55206	3,000	500	-	500
Books, Publications, Subscriptions	55400	-	-	-	-
Training	55500	4,400	-	-	-
Total Expenses		340,180	293,539	68,414	225,125

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
37 - Bayside Park
 From 10/01/2022 to 9/30/2023

		FY23 Pre-Storm Budget	FY23 Revised Budget	as of 01/31/23 FY23 Actual	Remaining Funds Available
Revenues					
Miscellaneous	36900	15,000	-	-	-
Total Revenues		15,000	-	-	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
37 - Bayside Park
 From 10/01/2022 to 9/30/2023

			as of 01/31/23	
			FY23 Actual	Remaining Funds Available
Expenses		FY23 Budget	FY23 Revised Budget	
Utility Services	54300	1,500	250	- 250
Electricity	54301	2,000	-	- -
Repairs & Maintenance	54600	11,500	-	- -
Total Expenses		15,000	250	- 250

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
50 - Bay Oaks Recreation Center
 From 10/01/2022 to 9/30/2023

			as of 01/31/23			
			FY23 Pre-Storm	FY23 Revised		Remaining Funds
			Budget	Budget	FY23 Actual	Available
Revenues						
BORC Revenue	34750		90,000	3,000	-	-
BORC Donations	36603		3,000	3,000	-	-
Scholarships	36606		-	-	-	-
Miscellaneous	36900		-	-	-	-
Other Misc. Revenue	36902		-	-	-	-
Prior Year Carryover	38100		19,500	-	-	-
Total Revenues			112,500	6,000	-	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
50 - Bay Oaks Recreation Center
From 10/01/2022 to 9/30/2023

				as of 01/31/23	
		FY23 Budget	FY23 Revised Budget	FY23 Actual	Remaining Funds Available
Expenses					
Regular Wages	51200	581,000	531,000	126,651	404,349
Overtime	51400	-	883	883	-
Benefit Allowance	51700	45,000	26,500	8,301	18,199
FICA	52100	45,000	43,000	13,556	29,444
Retirement	52200	24,500	23,000	8,851	14,149
Life and Health	52300	143,000	155,500	26,537	128,963
Workers Compensation	52400	21,000	21,000	-	21,000
Professional Services	53108	600	-	-	-
Accounting Services	53201	1,800	300	300	-
Other Services	53400	-	4,500	4,500	-
Contracted Services	53401	29,900	-	-	-
Janitorial Services	53403	-	-	-	-
Pest Control	53407	2,500	-	-	-
Telephone Service	54101	6,200	3,000	2,737	263
Cell Phone & Electronic Devices	54102	4,800	1,500	859	641
Internet Service	54104	5,000	-	(4)	4
Utility Services	54300	49,700	15,000	4,507	10,493
Electricity	54301	45,000	12,000	-	12,000
Waste	54302	6,000	-	-	-
Copier Rental	54402	2,600	-	-	-
Equipment Rental	54404	500	-	-	-
Insurance	54500	60,000	60,000	22,341	37,659
Repairs & Maintenance	54600	4,000	2,000	785	1,215
Repairs & Maintenance - Building	54601	500	-	-	-
Repairs & Maintenance - Landscape	54602	1,100	-	-	-
Repairs & Maintenance - Equipment	54603	1,500	-	-	-
Repairs & Maintenance - Vehicles	54604	900	900	226	674
Repairs & Maintenance - Facilities	54605	6,400	-	-	-
Repairs & Maintenance - Street Lighting	54607	800	-	-	-
Printing and Binding	54700	-	-	-	-
Promotional Activities	54800	2,500	500	28	472
Other Current Charges and Obligations	54900	-	-	-	-
Bank Charges	54901	540	-	-	-
After School Program	54903	22,000	-	-	-
Licenses, Permits and Fees	54906	3,430	-	-	-
Fireline Refunds	54910	-	-	-	-
Other Services - Teen Program	54911	5,380	-	-	-
Other Services- Youth Program	54912	11,500	444	444	-
Other Services- Athletic Program	54913	10,350	459	459	-
Other Services- Senior Program	54914	15,000	-	-	-
Other Services- Special Events	54915	45,000	165	165	-
Merchant Credit Card Fees	54916	1,200	76	76	-
Coronavirus	54962	-	-	-	-
Office Supplies	55100	2,000	-	-	-
Operating Supplies	55200	8,250	2,000	220	1,780
Uniforms	55201	700	-	-	-
Small Tools & Equipment	55204	450	-	-	-
Fuel	55206	3,000	500	166	334
Books, Publications, Subscriptions	55400	450	-	-	-
Training	55500	1,500	-	-	-
Total Expenses		1,222,550	904,227	222,587	681,639

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
51 - Bay Oaks Pool
 From 10/01/2022 to 9/30/2023

			as of 01/31/23		
			FY23 Pre-Storm Budget	FY23 Revised Budget	Remaining Funds Available
Revenues					
Pool Revenue	34720	87,000	-	-	-
Donations (Non-Specific)	36600	2,000	-	-	-
Miscellaneous	36900	-	-	-	-
Total Revenues		89,000	-	-	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget

10 - General

51 - Bay Oaks Pool

From 10/01/2022 to 9/30/2023

		as of 01/31/23		
		FY23 Budget	FY23 Revised Budget	Remaining Funds Available
Expenses				
Regular Wages	51200	214,500	206,000	57,917
Overtime	51400	-	-	-
Personal Leave BuyOut	51550	-	1,008	1,008
Benefit Allowance	51700	13,500	8,500	3,389
FICA	52100	18,000	16,500	5,672
Retirement	52200	5,500	6,000	2,825
Life and Health	52300	40,000	39,000	13,262
Workers Compensation	52400	11,000	11,000	-
Legal Services	53101	-	838	838
Professional Services	53108	400	-	-
Accounting Services	53201	1,800	600	300
Contracted Services	53401	4,500	-	-
Contracted Labor	53402	-	-	-
Pest Control	53407	1,000	-	-
Communication Services	54100	-	49	49
Telephone Service	54101	685	-	-
Cell Phone & Electronic Devices	54102	1,700	453	453
Utility Services	54300	30,000	15,000	5,744
Electricity	54301	25,000	-	-
Insurance	54500	27,000	27,000	-
Repairs & Maintenance	54600	5,000	1,624	1,624
Repairs & Maintenance - Building	54601	-	-	-
Repairs & Maintenance - Landscape	54602	-	245	245
Repairs & Maintenance - Equipment	54603	2,700	-	-
Repairs & Maintenance - Facilities	54605	5,000	-	-
Repairs & Maintenance - Street Lighting	54607	750	-	-
Bank Charges	54901	640	-	-
Licenses, Permits and Fees	54906	530	-	-
Merchant Credit Card Fees	54916	900	88	88
Office Supplies	55100	1,500	-	-
Operating Supplies	55200	25,000	-	-
Uniforms	55201	1,800	-	-
Emergency Supplies	55202	900	-	-
Small Tools & Equipment	55204	1,000	-	-
Books, Publications, Subscriptions	55400	500	-	-
Training	55500	3,500	-	-
Total Expenses		444,305	333,905	93,416
				240,490

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
70 - Mound House
 From 10/01/2022 to 9/30/2023

			as of 01/31/23			
			FY23 Pre-Storm	FY23 Revised		Remaining Funds
			Budget	Budget	FY23 Actual	Available
Revenues						
Mound House Grant	33410		-	-	-	-
Mound House Programs & Tours	34710		50,000	-	-	-
Mound House Admissions	34733		50,000	-	-	-
Mound House Memberships	34734		18,500	-	285	-
Merchandise	36001		35,000	2,000	645	-
Mound House Rentals	36201		5,000	-	-	-
Sponsorship Donations	36601		-	-	-	-
Mound House Donations	36602		5,000	-	-	-
Scholarships	36606		-	-	-	-
Miscellaneous	36900		-	-	-	-
Other Misc. Revenue	36902		-	-	-	-
Total Revenues			163,500	2,000	930	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget

10 - General

70 - Mound House

From 10/01/2022 to 9/30/2023

			as of 01/31/23	
			FY23 Actual	Remaining Funds Available
Expenses		FY23 Budget	FY23 Revised Budget	
Regular Wages	51200	380,000	294,000	112,788
Overtime	51400	-	96	96
Benefit Allowance	51700	30,000	18,000	6,278
FICA	52100	32,000	24,000	10,808
Retirement	52200	20,500	21,000	11,972
Life and Health	52300	67,500	67,500	19,101
Workers Compensation	52400	12,000	12,000	-
Legal Services	53101	-	-	-
Professional Services	53108	-	90	90
Accounting Services	53201	2,000	1,200	300
Contracted Services	53401	3,000	3,000	1,557
Janitorial Services	53403	8,000	531	531
Educational Programs	53406	550	-	-
Pest Control	53704	865	900	450
Other Contractual Services	53420	-	-	-
Other Contractual Services - Grant Match	53425	4,000	4,000	-
Travel and Per Diem	54000	-	-	-
Communication Services	54100	-	109	109
Telephone Service	54101	2,000	6,000	2,766
Cell Phone & Electronic Devices	54102	2,500	6,000	2,683
Web Service	54103	-	-	-
Internet Service	54104	2,500	-	(20)
Information Technology Services	54105	3,000	600	272
Emergency Communications	54107	400	-	-
Freight and Postage Services	54200	100	-	-
Utility Services	54300	-	140	140
Electricity	54301	-	-	-
Copier Rental	54402	1,500	-	-
Insurance	54500	83,000	83,000	-
Repairs & Maintenance	54600	2,000	500	215
Repairs & Maintenance - Buildings	54601	300	-	-
Repairs & Maintenance - Landscape	54602	100	-	-
Repairs & Maintenance - Equipment	54603	-	-	-
Repairs & Maintenance - Facilities	54605	3,000	-	-
Printing and Binding	54700	350	-	-
Promotional Activities	54800	2,000	24	24
Advisory Committees	54804	-	-	(26)
Other Current Charges and Obligations	54900	-	-	-
Bank Charges	54901	-	-	-
Licenses, Permits and Fees	54906	600	-	-
Merchandise for Resale	54908	16,000	-	-
Other Services - Special Events	54915	-	-	-
Merchant Credit Card Fees	54916	3,000	600	178
Office Supplies	55100	1,200	492	492
Operating Supplies	55200	4,000	1,000	-
Uniforms	55201	500	-	-
Emergency Supplies	55202	-	-	-
Educational Supplies	55205	-	260	260
Fuel	55206	100	-	-
Books, Publications, Subscriptions	55400	1,000	-	-
Training	55500	850	-	-
Total Expenses		690,415	545,042	171,065
				373,977

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
71 - Newton Park
 From 10/01/2022 to 9/30/2023

			as of 01/31/23		
		FY23 Pre-Storm Budget	FY23 Revised Budget	FY23 Actual	Remaining Funds Available
Revenues					
Newton Classes	34731	400	-	-	-
Newton Park Rentals	36200	7,000	-	-	-
Other Misc. Revenue	36902	22,000	-	-	-
Total Revenues		29,400	-	-	-

Town of Fort Myers Beach
FY23 Proposed Revised Annual Budget
10 - General
71 - Newton Park
 From 10/01/2022 to 9/30/2023

		as of 01/31/23		
		FY23 Budget	FY23 Revised Budget	Remaining Funds Available
Expenses				
Regular Wages	51200	-	-	-
Overtime	51400	-	-	-
FICA	52100	-	-	-
Contracted Services	53401	550	-	-
Janitorial Services	53403	2,950	-	-
Pest Control	53407	200	-	-
Other Contractual Svc - Grant Match	53425	-	-	-
Telephone Service	54101	1,800	139	139
Internet Service	54104	4,600	209	209
Utility Service	54300	-	281	281
Electricity	54301	-	-	-
Insurance	54500	19,000	19,000	-
Repairs & Maintenance	54600	1,600	-	-
Repairs & Maintenance - Building	54601	4,500	-	-
Repairs & Maintenance - Facilities	54605	5,200	-	-
Promotional Activities	54800	1,750	-	-
County Fees	54905	250	-	-
Licenses, Permits and Fees	54906	-	-	-
Operating Supplies	55200	-	-	-
Total Expenses		42,400	19,629	629
				19,000

1. **Requested Motion:**

Meeting Date: March 9, 2023

FY24 Budget - Discussion of Timeline

Why the action is necessary:

What the action accomplishes:

2. **Agenda:**

ITEMS FOR DISCUSSION

3. **Requirement/Purpose:**

5. **Background:**

The timeline for the FY24 Budget needs to be decided. On July 1st, the Lee County Property Appraiser will certify the Town's taxable value. By August 4th the Town must certify the DR-420 and inform the Property Appraiser of the proposed millage rate.

Attachments:

Financial Impact:

6. **Alternative Action**

7. **Staff Recommendations:**

8. **Recommended Approval:**

John R Herin Jr, Town Attorney

Date: March 01, 2023

Amy Baker, Town Clerk

Date: March 02, 2023

Keith Wilkins , Interim Town Manager

Date: March 02, 2023

1. **Requested Motion:**

Meeting Date: March 9, 2023

Comparison of local area parking fees

Why the action is necessary:

What the action accomplishes:

2. **Agenda:**

ITEMS FOR DISCUSSION

3. **Requirement/Purpose:**

5. **Background:**

Comparison of 6 different local parking fee schedules.

Attachments:

1. Parking Fee Comparison 2023.02.23
2. Passport Parking App Presentation 2023.02.23

Financial Impact:

6. **Alternative Action**

7. **Staff Recommendations:**

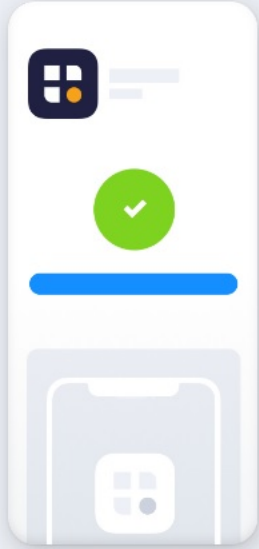
8. **Recommended Approval:**

_____	Date: March 01, 2023
John R Herin Jr, Town Attorney	
_____	Date: March 02, 2023
Amy Baker, Town Clerk	
_____	Date: March 02, 2023
Keith Wilkins , Interim Town Manager	

Community Development Department
 Beach and Street Enforcement Division
 February 2023 - Parking Rate Comparison

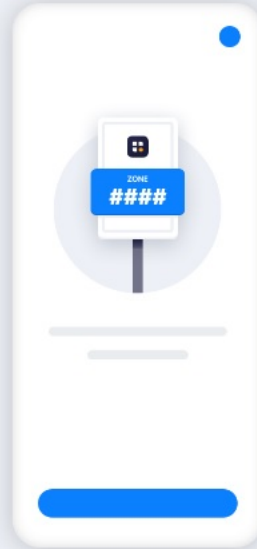
	<u>CHARLOTTE COUNTY</u>	<u>BOWDITCH/LYNN HALL</u>	<u>CITY OF NAPLES</u>	<u>FORT MYERS BEACH</u>	<u>SANIBEL ISLAND</u>	<u>MIAMI</u>
<u>Hourly Rate</u>	0.75	\$2	\$2.50	\$5	\$5	\$4-\$7
<u>Residential Permits</u>	\$53.50 per/yr	\$60 per/yr	\$0 with proof of residence	\$25	Varies from \$14 to \$118	\$25 per/yr in designated areas
<u>Citation Fees</u>	\$40 expired meter \$118 improper parking	\$42 expired meters	\$77 if paid before 30 days \$200 if paid after 30 days	Meter Violations: Within 3 days = \$35.00 4-10 days \$50.00 After 10 days= \$70.00 Prohibited Violations: Within 3 days: \$50.00 4-10 days: \$60.00 After 10 days: \$75.00 Handicap: Within 3 days= \$200.00 4-10 days= \$225.00 After 10 days= \$250.00 Immobilization Fee: \$45.00	\$77 if paid before 30 days \$100 if paid after 30 days	\$36 expired meter before 30 days \$46 expired meter after 30 days \$46 prohibited before 30 days \$56 prohibited after 30 days \$124 obstructing before 30 days \$154 obstructing after 30 days

Let's Get You Parked.



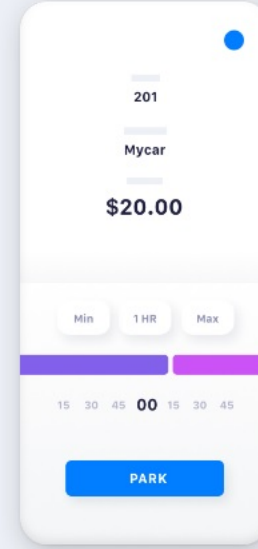
Download the App

Create, register, & verify your account.



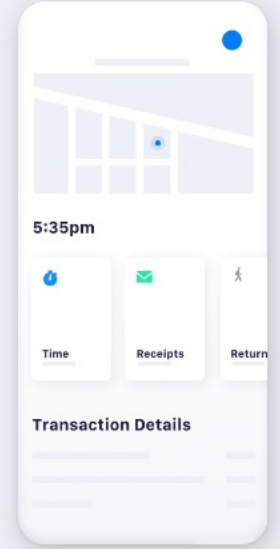
Find Your Zone

Look for the unique zone number on Passport Parking signs and decals.



Pay

Enter your session information & choose a payment method.



Manage on the Go

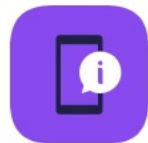
Receive alerts & send email receipts of your parking session.

We're Serious About Simple Parking.



Pay On The Go

Pay quickly and securely through your smartphone.



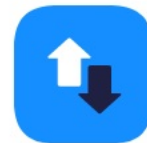
Stress-Free Parking

Get alerts when your parking session is about to end.



No Need to Rush

Add time to your parking session directly from your phone.

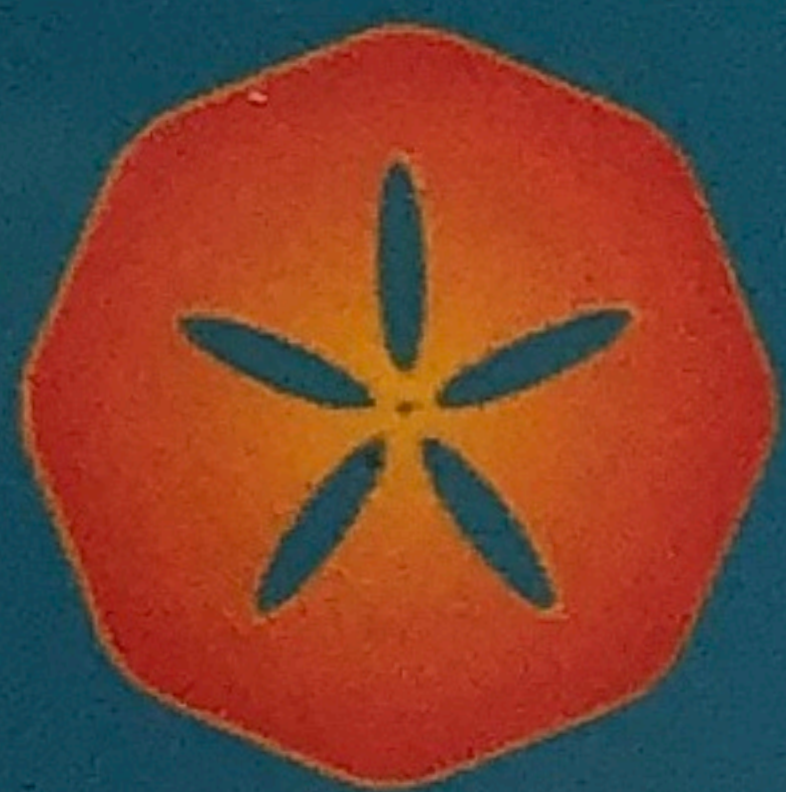


No Price Surprises

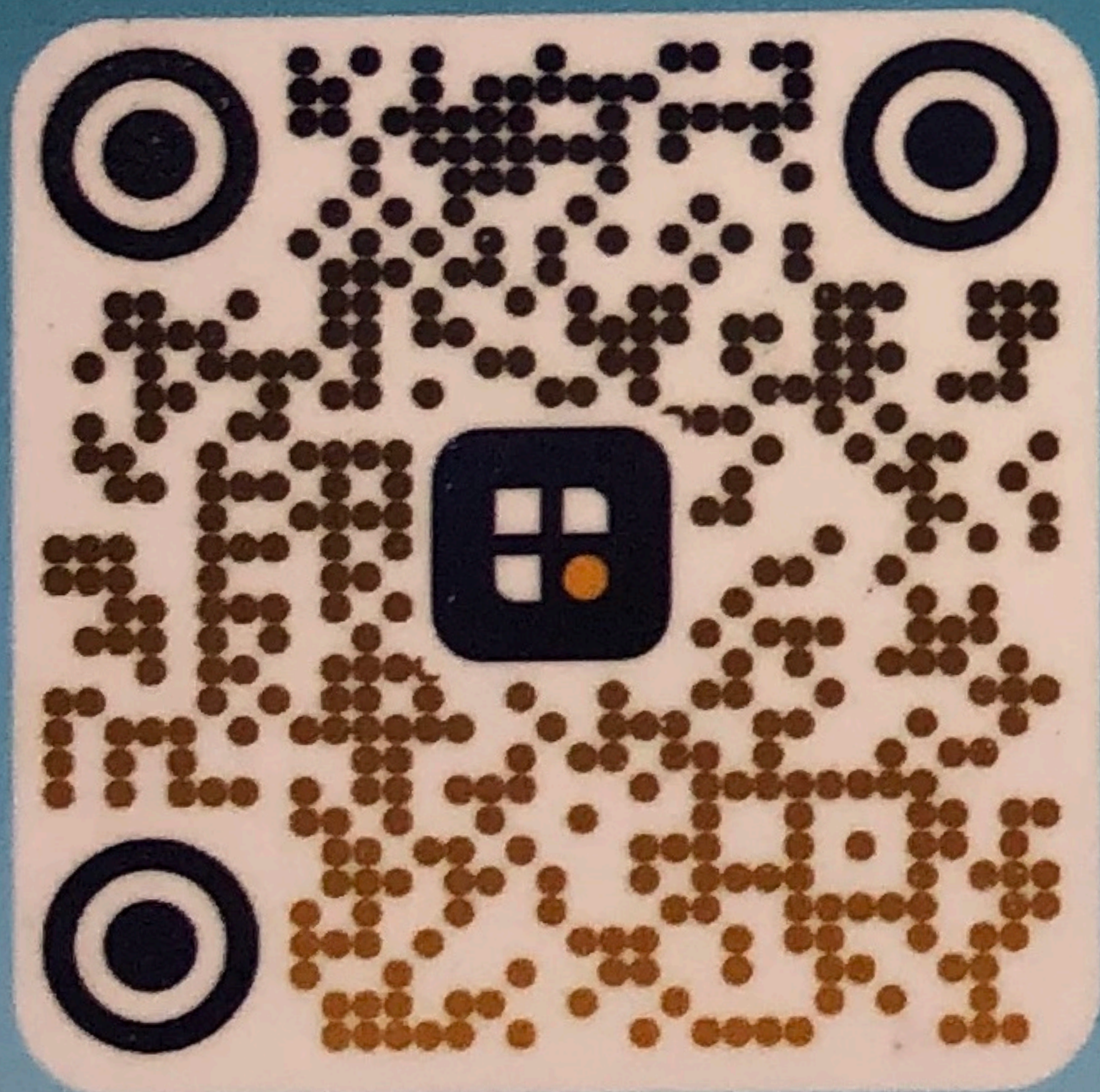
See when parking rates will change in the future - even when there's free parking!

PAY BY PHONE

\$5 PER HOUR



HOW TO PAY BY PHONE:
SCAN THE QR CODE



OR

GO TO: PPPRK.COM

ZONE
2391

SPACE
196



PARKING ENFORCED
9AM - 9PM 365 DAYS
FOR ASSISTANCE CALL
(239) 463-5888



Passport Parking



Get Started



Terms & Conditions

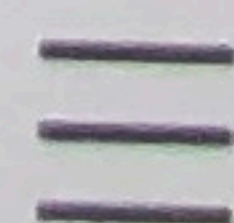
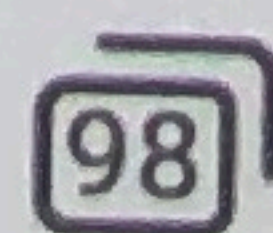
You must accept the terms and conditions before using this application.

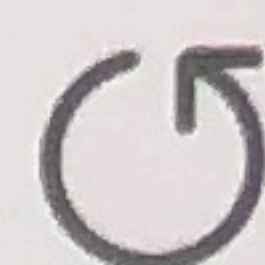
[Terms & Conditions](#)

[Privacy Policy](#)

Accept

Decline





Mobile Verification

Phone**E-mail**

Please enter your 10 digit phone number

+1 - United States

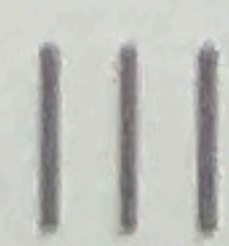
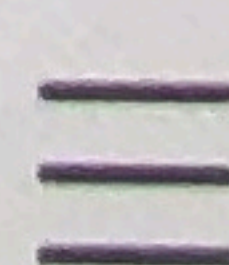
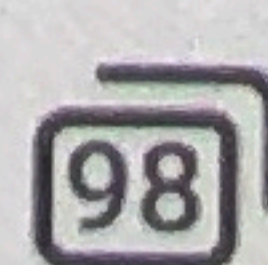
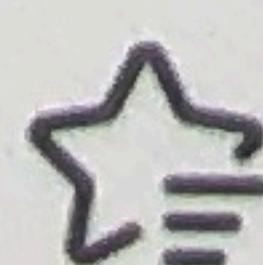
Phone number

Phone number

How should we contact you?

**Text Me****Call Me**

We use your phone number to identify you in our system, so we just need to verify your phone number by sending a 3 digit code to you via text or call.





ark.passportparking.com



Please confirm

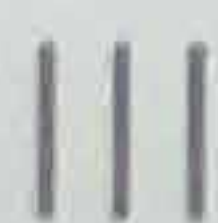
We will send a text with your
verification code to

(239) 123-4567

Is this number correct?

Yes

No





ark.passportparking.com

 Code Verification

Please enter the verification code

Press 'Verify' to confirm consent to receive auto-dialed texts from Passport about your parking and account.

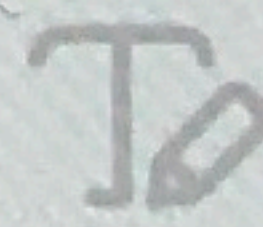


Verify



Retry

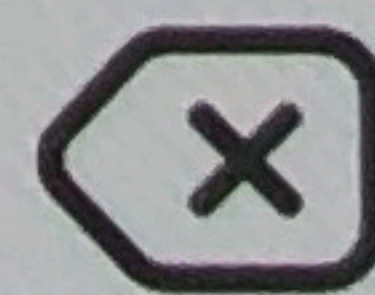
We just sent a text to (239) 443-0513. If you don't hear from us in about a minute or if



1

2 ABC

3 DEF



4 GHI

5 JKL

6 MNO

Go

7 PQRS

8 TUV

9 WXYZ

*+ #

*

0 +

#

,



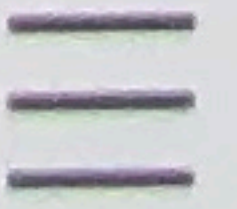
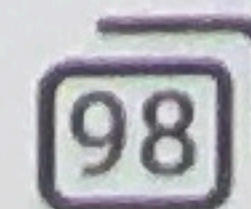
ark.passportparking.com



Success!

Congratulations! Your account has been verified. Let's get parking.

Ok





ark.passportparking.com



Secure Login

Phone Number

(239)

Change Number



Please enter your PIN

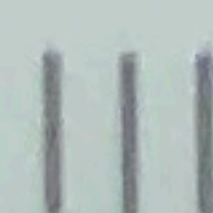
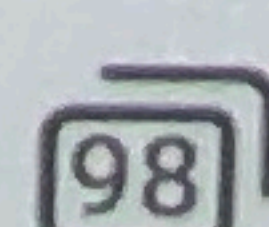
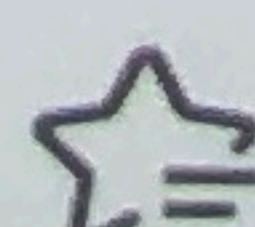
4 Digit PIN

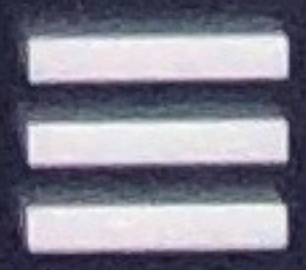
Sign In



Reset PIN

This is the same PIN you would use with our voice system and to log in to your account online



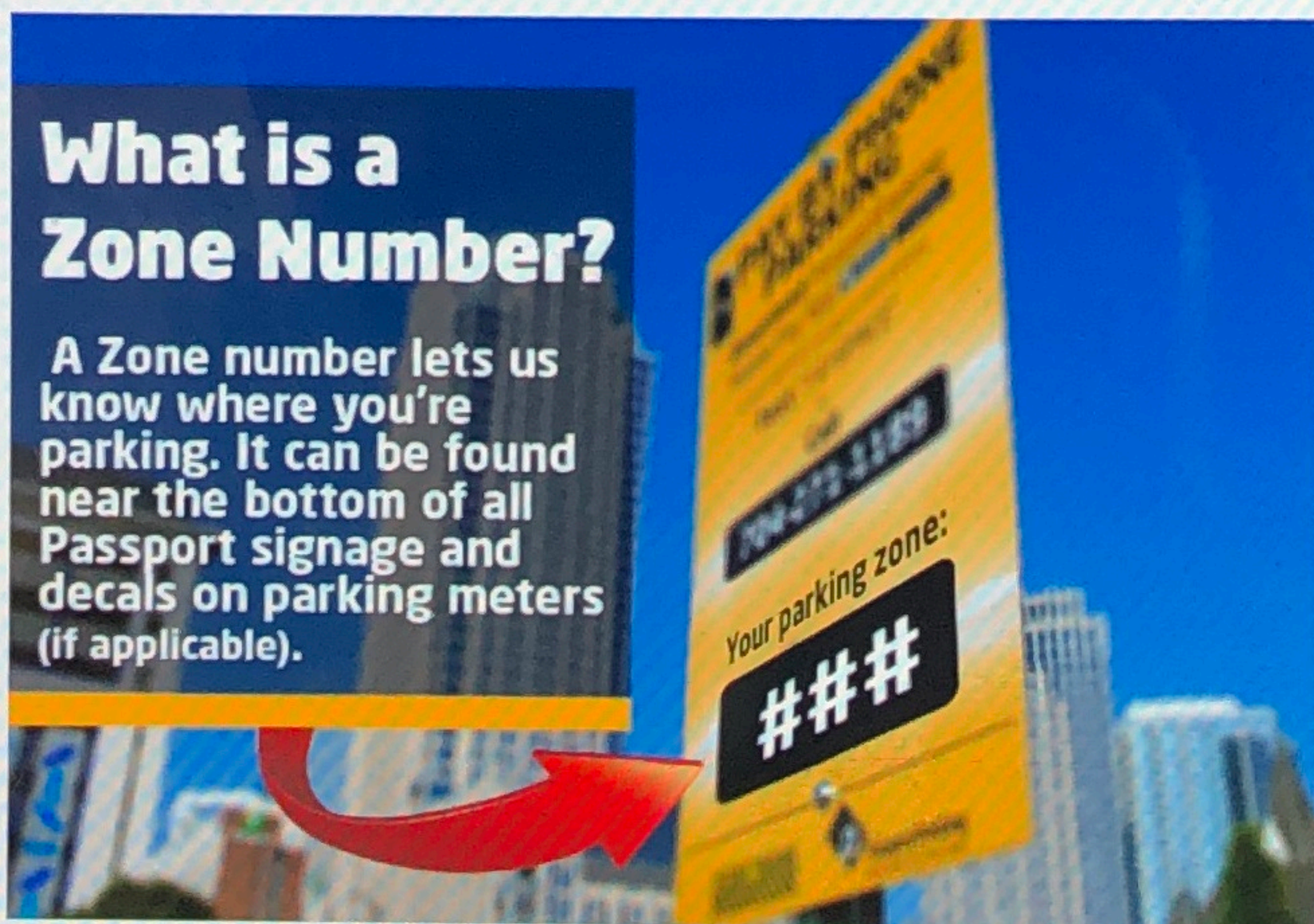


Enter Zone

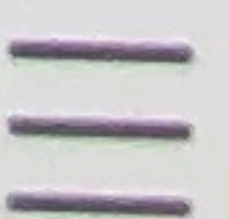
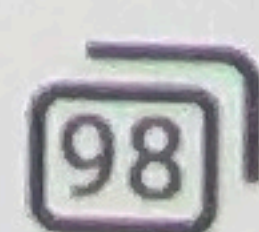
Enter the zone number posted at this location:

Zone Number

Continue



By continuing you agree you are abiding to all zone signage on restrictions and rules.





ark.passportparking.com



Enter Space

Enter the space number in zone 2392 (Town Of FMB; Street) in which you would like to park:

Next

Zone Information

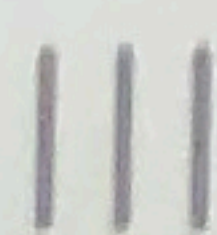
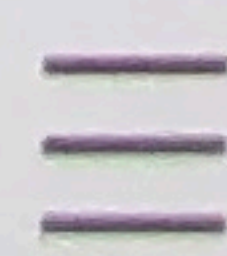
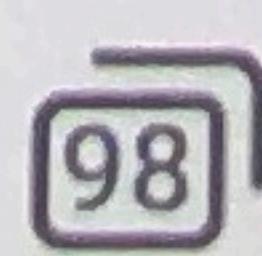
\$5 per hour. Please note: If you fail to follow instructions and receive a parking violation, it will not be voided and monies will not be refunded.

By continuing you agree you are abiding to all zone signage on restrictions and rules.

Save sign-in information?



This includes your username and password for this site.

Never**Remember**



Duration

Please select the duration of your stay

1 hour

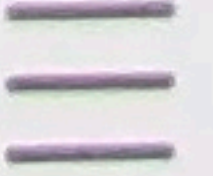
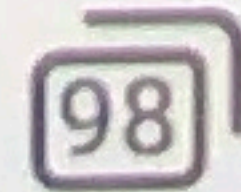


1

hours



Next





Add Payment Details

Enter your debit/credit card number:

Enter Card Number

Exp. month:

Exp. year:

01



2023



Billing Postal Code:

Postal Code

Name this card:

Friendly card name

Save



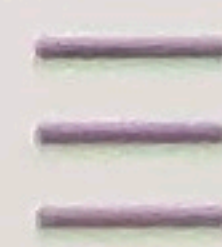
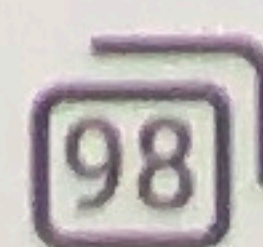
VISA

MasterCard

**AMERICAN
EXPRESS**

DISCOVER

[Read our privacy policy.](#)



1. **Requested Motion:**

Meeting Date: March 9, 2023

Placement of large ballfield and status of Redevelopment Plan for Bay Oaks Campus

Why the action is necessary:

What the action accomplishes:

2. **Agenda:**

ITEMS FOR DISCUSSION

3. **Requirement/Purpose:**

5. **Background:**

On October 20, 2020, the Town Council approved the Bay Oaks Redevelopment Plan. The plan included relocation of the large ball field to make room for the new community building and to define the new boundaries of the property now owned by the Town of Fort Myers Beach. The new community building is on hold for an undetermined length of time. With the closure of the debris site and exit of debris activities, it is time to repair the large ball field and commence with park restoration. Should restoration, including relocation of the large ball field, follow the Redevelopment Plan design, or be restored on the existing site?

Attachments:

1. FMB Bay Oaks Park - Arial overlay

Financial Impact:

6. **Alternative Action**

7. **Staff Recommendations:**

8. **Recommended Approval:**

Date: February 28, 2023

Alison Giesen, Director of Cultural, Parks & Recreation

Date: February 28, 2023

John R Herin Jr, Town Attorney

Date: March 01, 2023

Amy Baker, Town Clerk

Date: March 01, 2023

Keith Wilkins , Interim Town Manager

1. **Requested Motion:**

Meeting Date: March 9, 2023

PRESENTATION: Canal Maintenance Program

Why the action is necessary:

Hurricane Ian has filled Fort Myers Beach Canals with overwash material, impacting navigation.

What the action accomplishes:

2. **Agenda:**

ITEMS FOR DISCUSSION

3. **Requirement/Purpose:**

5. **Background:**

In January of 2002, the Town of Fort Myers Beach solicited input from the residents concerning the need or desire to maintenance dredge the canals. "The Town of Ft. Myers Beach Canal Front Property Owners Survey" was mailed to the property owners requesting information on property condition, canal depths, condition of seawalls, docks present, canal dredging needs, and funding sources. The survey results (See attached report) indicated that there was a strong interest in pursuing the feasibility of maintenance dredging the canals.

A public workshop was held on January 8, 2003 with the intent of obtaining specific input from property owners, including seasonal residents. The workshop included discussing five specific areas of concern (Navigation, Support, Spoil Disposal, Environment, and Funding) as selected by the Marine Resources Task Force (MRTF). The outcome of the public workshop was to develop an order of importance for the five topics, and apply the public input to develop a ranking system as to which canals would be dredged first.

The only canal dredged as part of this work was the interior of Canal 15 between Madera and Glenview Manor.

Attachments:

1. FMB4CanalNumbering
2. Fmb4FinalReportApril2003

Financial Impact:

6. **Alternative Action**

7. **Staff Recommendations:**

Start the canal evaluation process over with advisory committee and public input, canal assessment and permitting.

8. **Recommended Approval:**

Steve Poposki, Community Development Director

John R Herin Jr, Town Attorney

Date: March 01, 2023

Date: March 01, 2023

Date: March 02, 2023

Amy Baker, Town Clerk

Date: March 02, 2023

Keith Wilkins , Interim Town Manager



Canal Number System - Ft. Myers Beach

Not to Scale

PERMIT USE ONLY, NOT FOR CONSTRUCTION

HANS J.M. WILSON
REGISTERED PROFESSIONAL ENGINEER
FLORIDA REGISTRATION NO. 39680
DATE: JANUARY 02, 2003 12:40:07 P.M.
Drawing: 24X36AERIALS.DWG (EB)

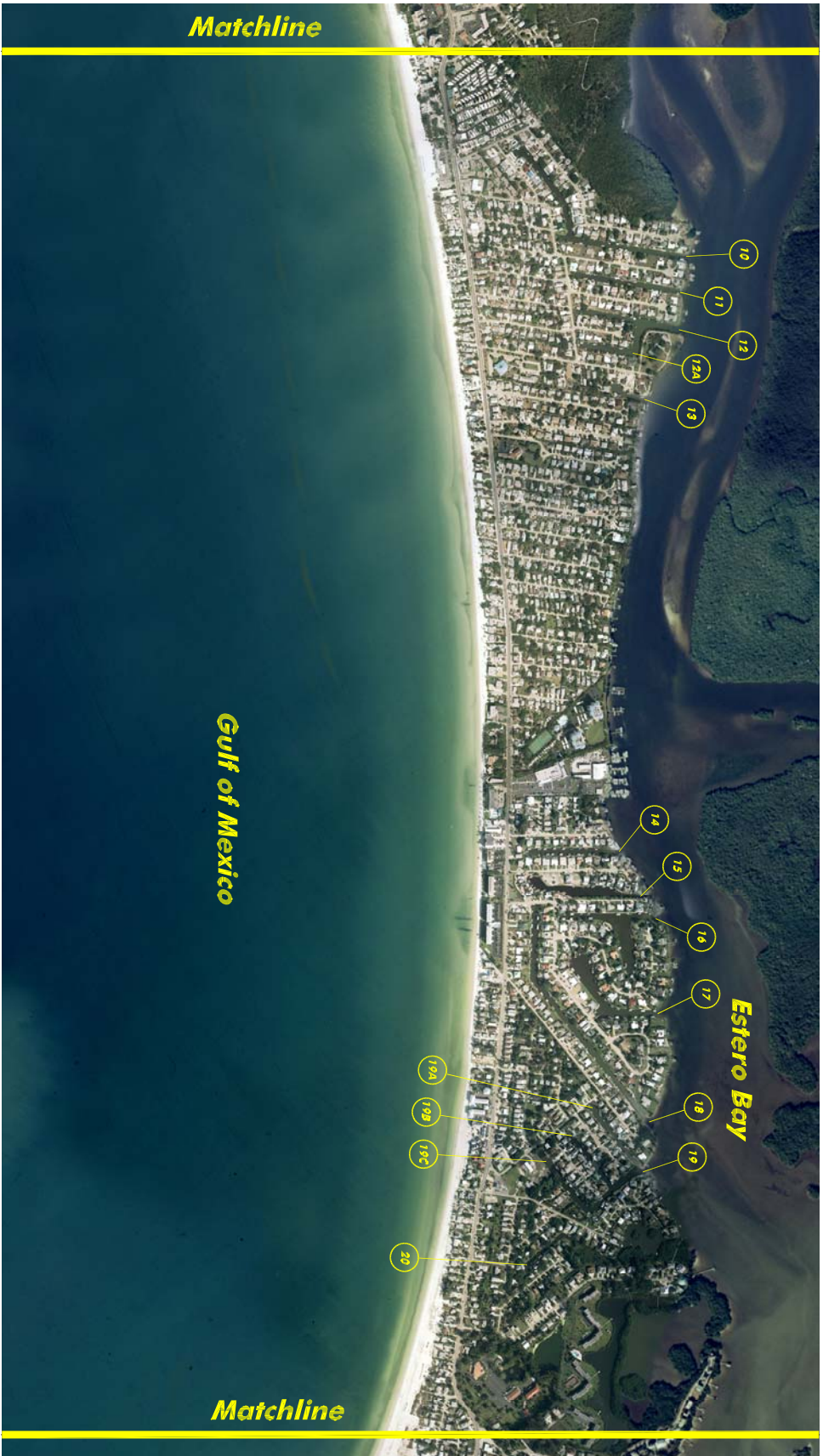


HANS WILSON & ASSOC., INC.
1938 Hill Ave. Ft. Myers, Florida 33901
Tel: 239-334-6870 Fax: 239-334-7810
MARINE and ENVIRONMENTAL CONSULTANTS

6/25/02

Town of Ft. Myers Beach

SHEET



Canal Number System - Mid Island

Not to Scale

PERMIT USE ONLY, NOT FOR CONSTRUCTION



HANS WILSON & ASSOC., INC.
1938 Hill Ave. Ft. Myers, Florida 33901
Tel: 239-334-6870 Fax: 239-334-7810
MARINE and ENVIRONMENTAL CONSULTANTS

6/25/02

Town of Ft. Myers Beach

SHEET

HANS J.M. WILSON
REGISTERED PROFESSIONAL ENGINEER
FLORIDA REGISTRATION NO. 39680
DATE: JANUARY 02, 2003 12:40:07 P.M.
Drawing: 24X36AERIALS.DWG (EB)



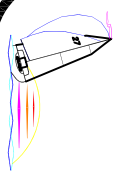
ESTERO ISLAND
Canal System Aerials
(SWFWMD 2000/CCL 2001)

Canal Number System - Carlos Point

Not to Scale

PERMIT USE ONLY, NOT FOR CONSTRUCTION

HANS J.M. WILSON
REGISTERED PROFESSIONAL ENGINEER
FLORIDA REGISTRATION NO. 39680
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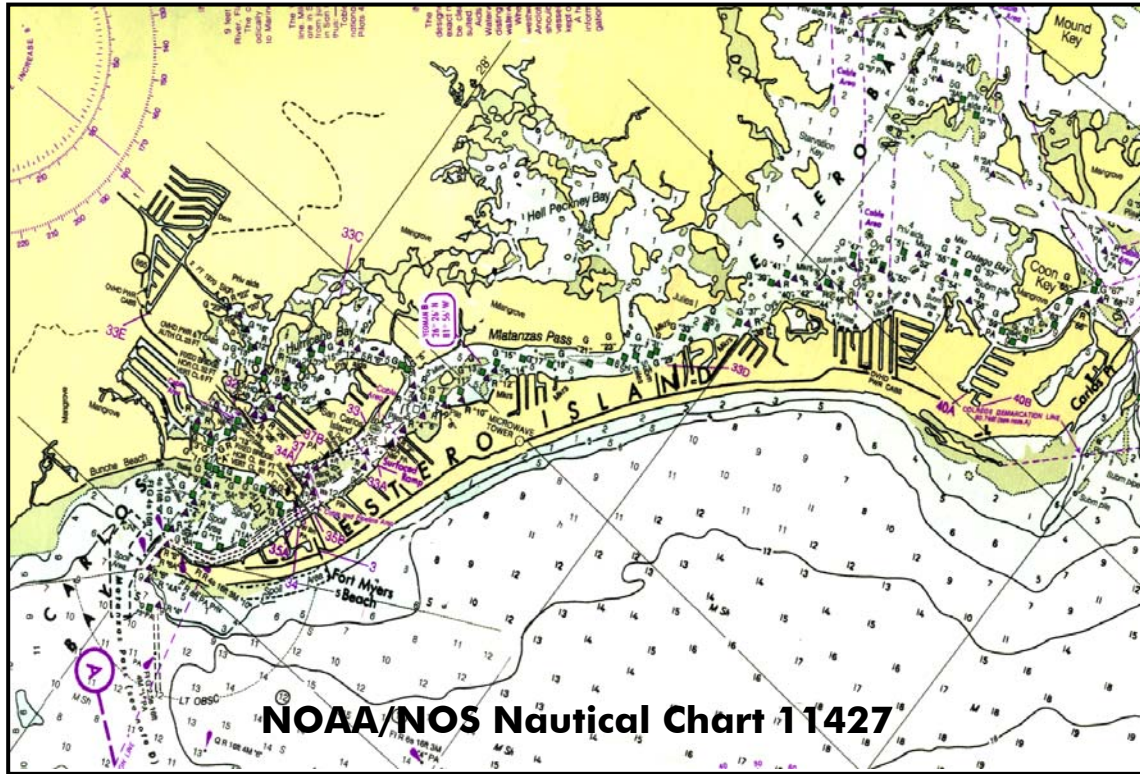
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6/25/02

Town of Ft. Myers Beach

SHEET

WATERWAY EVALUATION **METHODOLOGY**



Prepared For: The Town of Fort Myers Beach

April 2003

Prepared By: HANS WILSON & ASSOCIATES, INC.

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CANAL PRIORITIZATION SCORING WORKSHEET

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- The Town of Ft. Myers Beach Canal Front Property Owners Survey
- Canal Site Inspection
- Report on the Jan. 8, 2003 public hearing on canal maintenance
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EXECUTIVE SUMMARY

Estero Island is a barrier island located in Lee County that is approximately 7 miles long and as much as 1 mile wide. From the northwest point to the southeast tip the white beaches of the Gulf of Mexico dominate the shoreline. This island is also known as the Town of Fort Myers Beach, home to a beachfront and waterfront community whose lifestyle revolves around the water.

The first subdivision was platted in 1911. Canal lots were platted and sold in the 1920's, however, no residential building took place on them until the 1950's. The canals were dug in the early 1950's and most of the existing canals were constructed before the early 1960's. Over the years the canals have silted in causing adverse impacts to navigation and possible degradation of water quality.

The standard of living associated with this waterfront community is tied to maintaining the canals for access, aesthetic, and environmental purposes. The Town has decided that the condition of the canals is important enough to bring the canal maintenance issue to the residents for their input.

In January of 2002, the Town of Fort Myers Beach solicited input from the residents concerning the need or desire to maintenance dredge the canals. **"The Town of Ft. Myers Beach Canal Front Property Owners Survey"** was mailed to the property owners requesting information on property condition, canal depths, condition of seawalls, docks present, canal dredging needs, and funding sources. The survey results (See attached report) indicated that there was a strong interest in pursuing the feasibility of maintenance dredging the canals.

On September 19, 2002 a site inspection of all of the canals on the island was conducted (Refer to **Canal Site Inspection**). The purpose for the review was to establish whether dredging on public/private land would be required, what the general mix of boating types existed in the canals, types of habitats potentially affected by dredging, the level of shoreline development and type (seawall, riprap, natural), and what type of upland access was available for dredged material storage and transfer.

In addition, the *"Regional Waterway Management System for Lee County, Phase I prepared by Sea Grant, August 2000"* was reviewed to assess the current condition of the adjacent waterways and traffic sheds. This survey indicated that 3,877 boats existed within the traffic shed areas defined as Matanzas Pass and Big Carlos Pass Vicinities. Speed, Open Utility, and Recreational Fishing boats account for the majority of boat types in this area. 57% of the boats in this area are restricted by water depth for navigation. 17% of these vessels are severely restricted (2' to 2.5' Mean Lower Low Water available depth for access). This report breaks down specific boat types, drafts, and uses in detail and should be considered a critical reference for the individual canal assessments.

A public workshop was held on January 8, 2003 with the intent of obtaining specific input from property owners, including seasonal residents. The workshop included discussing five specific areas of concern (Navigation, Support, Spoil Disposal, Environment, and Funding) as selected by the Marine Resources Task Force (MRTF). The outcome of the public workshop was to develop an order of importance for the five topics, and apply the public input to develop a ranking system as to which canals would be dredged first. At the public hearing

a second survey was solicited from those property owners not able to attend but willing to participate with their input via the Town's Website. The results of the workshop (**Report on the Jan. 8, 2003 public hearing on canal maintenance**) was prepared by Gooderham and Associates, Inc. and is attached.

The outcome of the surveys, town meetings, public workshop, and general research is a recommended methodology for assessing individual canals for needs relative to the subject areas, and finalization of a ranking methodology for all of the canals upon completion of the individual assessments. The Town may opt to conduct the canal assessments on a regional basis to expedite permitting, design, and construction, or may decide to evaluate the entire canal system as a whole. We believe that, based on extensive public input, the assessment methodology for ranking canal priority reflects the wishes of the canal property owners and will provide the Town Council with a tool to make informed decisions regarding future maintenance dredging of the canals.

PUBLIC WORKSHOP

In the early stages of discussion with MRTF and the Town Council, it was established that a public workshop and public participation would be critical to securing concurrence with any proposed action by the Council. Information gathered in the public workshop, along with input during various meetings with the MRTF, was utilized to help develop an assessment matrix to determine which canals warranted dredging, and in what priority. The assumptions used were taken from the public hearing, surveys, field data, and input from the Marine Resources Task Force (MRTF) Committee.

Workshop Program - The public workshop held on January 8, 2003 was made up of local residents and MRTF members. Gooderham and Associates, Inc. moderated the meeting and Hans Wilson and Associates, Inc. presented technical information as it applies to dredging and permit issues. Residents were provided the opportunity to assemble into five subject areas, forming groups to discuss the major topics and answer questions applicable to each area. After the discussion the working groups presented their results and recommendations to the MRTF. A summary of the public hearing is attached titled "**Report on the Jan. 8, 2003 public hearing on canal maintenance**".

Workshop Results - The outcome of the workshop and public input resulted in the following conclusions and assumptions regarding the topics discussed. It was clear in the workshop that a community wide canal maintenance program was desirable. The committees had various opinions regarding the level of participation by the Town, particularly regarding the funding of projects. There was a general consensus that the Town should take the lead role in public education and seeking as many alternative funding sources as available.

Navigation - Initially the Navigation committee suggested a controlling depth of -3', as recommended by experts in the business. Further clarification in the last MRTF meeting indicated that the intent was -5' mean low water (MLW), which is consistent with the state legislature exemption from the need for state permitting for excavation of artificial canals to this depth. Hence, the conclusion is that the ideal canal depth will be considered to be -5.0 feet MLW. The focus of dredging area within the canals would be to restore centerline access to the design depth or -5' MLW. Generally the dredging should be limited to the center 50 percent of the canal,

leaving the remaining 25 percent on either side untouched. However, consideration should be given to the uniqueness of each canal. Individual owners should have the option to contract for additional dredging around their docks and seawalls during the construction, but on a separate agreement with the contractor. This minimizes any potential for compromising the integrity of the seawalls and docks within the project limits of construction managed by the Town.

Environment - The Town of Fort Myers Beach and its residents place a high priority on the natural resource and aesthetic value that the island has to offer. Canal improvements benefit not only individual property values but the overall appeal of the community as well. Water appearance and odor were specific priorities, and there was a willingness to pay additional to achieve this goal, depending on the cost.

Spoil Disposal - The quality of dredged material and its characteristics will dictate the spoil disposal methods to be used as well as the type of transport and containment devices. Soil probes should be taken at the potential dredging locations to determine the general quality of the material. The type of material, for example, sand, clay, or organics will indicate how the material will settle out of the water column and what the general conditions will be for handling the material through the transfer location.

Property owners were willing to allow the use of a road abutting the canal as a transfer location, including temporary impacts to existing vegetation and fencing. Temporary impacts would consist of staked turbidity screens surrounding the site, turbidity curtains in the water, soil spilled onto the road surface, removal of vegetation, removal and replacement of fixed structures like fences, benches, gazebos, etc. The general consensus was that abutting roads should be used but don't leave the dredged material to on the site for any length of time. Using a vacant lot in the neighborhood to transfer the dredged material to trucks for off-site disposal was acceptable if the transfer takes place immediately and the vacant lot would not be used for long term storage. When asked if a vacant lot could be used 60 days of each year for material transfer or storage the overall response was negative.

Since spoil handling is a major component in a dredging project, spoil handling sites should be used temporarily and the time spent handling the material should be as quick as possible.

Funding - The Funding committee determined that the benefits of canal restoration to the community as a whole include a cleaner back bay (Estero Bay), better water flow, and better boat access. This is consistent with the determination by the Marine Resources Task Force and the Town of Fort Myers that canal maintenance increases property values and maintains a quality standard of living, which benefits the entire community. Funding for such projects should be a mix of property owners, the Town, and the West Coast Inland Navigation District. Overall, taxpayers should pay as little as possible.

Community Support - Community support for a project should be determined through community input, in the form of workshops and public relations programs. Publicizing Town success stories fosters trust in the local government and support for Town (hence taxpayer) sponsored projects. Reluctant participants in a canal dredging project should be encouraged by neighborhood leaders with information and data supporting a favorable cost to benefit ratio.

Stormwater Improvement - The Town of Fort Myers Beach is presently implementing a stormwater management retrofit project that improves water quality in the canals by treating

stormwater runoff before it enters the waterway. The retrofit project involves improvements to upland areas for stormwater treatment, and voluntarily creating a littoral shelf for habitat creation. All components of the project improve canal water quality.

The Marine Resources Task Force committee agreed that incorporating the Town's stormwater improvement project with canal maintenance would be an integral component to determine ranking. Therefore, a sixth category titled Stormwater Improvement has been added to the prioritization ranking.

SPECIFIC CANAL ASSESSMENT METHODOLOGY

It is the goal of the Town to evaluate each canal under the same criteria in order to determine a priority ranking. This reduces dissention among neighborhoods regarding the assessment of need to dredge. A general evaluation of the depth, habitat, soils and stormwater runoff should be completed, reflecting the priority issues discussed in the workshop. Controlling depths and excavation volumes will determine the scope of maintenance/restoration dredging. Habitat impacts and restoration, along with general water quality improvement needs will also be evaluated. The field methodology will determine physical characteristics, such as depth, upland runoff conveyance, stormwater outfalls, wetland vegetation, shoreline condition, etc. This information will be used to prioritize which canals require maintenance and identify the issues associated with each canal.

Bathymetry

- Conduct a continuous centerline profile of each canal documenting breaks in elevation on half foot (0.5') intervals.
- Utilize the centerline survey to narrow areas of concern within the canals that are less than 5' mean low water.
- Conduct cross section profiles within the subject areas on 100' stations and document breaks in elevation on half foot (0.5') intervals within the subject areas.
- Determine if excavation to restore canal access includes work on state owned submerged land, typically beyond the entrance to the canal.

Sediment Probes

- Collect sediment probes to determine silt thickness and hard bottom locations. Samples will be taken using a standard Range Pole using 150 to 200 lbs of penetration.
- Take three probes per canal dredge area, at the shallowest locations, not closer than 100' spacing. Generalize soil type and characteristics to assist in evaluating dredged material needs.

Stormwater Runoff

- Determine if roadway runoff is being treated before entering the canal.
- Identify all outfalls in the canal as a potential sediment source. Determine the number, size, and location.
- Approximate the percent of pervious or impervious upland surface adjacent to the canal.
- Determine if upland vegetation is being used as a filter for stormwater runoff.

Environmental

- Document the linear feet of mangroves in each canal.

- Determine if there is existing or potential for habitat creation or restoration, and identify potential locations. If existing, note general condition.

Spoil Disposal Site

- Identify the size and location of vacant lots as potential spoil handling sites. Note existing vegetation types and any improvements on the site.
- Identify the location and number of any direct road accesses for loading and unloading material, including boat ramps. Determine if alteration of the site is necessary and to what extent (vegetation removal, fence relocation, etc).

As far as prioritization ranking of canals, credit should be given to neighborhoods that consistently retrofit their shorelines with improvements to treat stormwater run off and manage horticultural by-products. Any creation of habitat over the past five years should be looked upon favorably as an improvement to the environment. A seawall that has been replaced with riprap or includes extensive near shore habitat should rank higher than a seawall that has been replaced with the same kind. It is undesirable to remove mangroves or replace natural shoreline with a seawall without habitat restoration. It is important not to penalize property owners that have mangrove shorelines or improved intertidal habitats relative to prioritizing their need for dredging. This can be addressed through a public education component of an overall maintenance program.

QUANTITATIVE EVALUATION/PROJECT ANALYSIS

- Determine the quantity to be dredged to restore –5’ MLW controlling depth within the canal. Approximate the volume necessary to restore/establish navigational access on state owned lands utilizing a 40’ box cut template. Segregate volume estimates by public/private land ownership.
- Prepare an opinion of probable cost, based on recent, similar projects utilizing the best available spoil handling option.
- Establish a per parcel cost for the entire community surrounding the canal that will directly benefit from a dredging project.
- Confirm whether dredging of state owned submerged land will be required.
- Determine if bottomland within the canal is owned by individuals or in common ownership.

CANAL PRIORITY RANKING

Using the input from property owners in the workshop, discussions with town staff, MRTF members, and Town Council, we have developed a **Canal Prioritization Scoring Worksheet** (attached) to assist in prioritizing dredging needs in the community. This is subject to Town Council final input, and may be modified based on preliminary results of the canal surveys and public input. Based on the information summarized in the questionnaire distributed to participants in the workshop (copy attached) and made available to the public, the following is a ranking of the level of importance each of these issues has in a community wide canal maintenance dredging

program. The numbers associated with the ranking process reflect the level of priority of each element

1. Funding - The most critical element of any successful project is how to pay for it. Defining the benefits is important to garner support for the project. Costs on a per parcel basis will vary depending on the extent of dredging required. Generally, maintenance of existing canals is based on available access to the main waterway. The cost to dredge can vary significantly depending on the total volume, access to marked channels, the availability of a site to transport the dredged material, etc. The focus of the Town will be to minimize cost and maximize value, specifically through seeking outside funding sources to accomplish the work. The Town needs to establish the value of the community benefits, in addition to the direct benefit to the property owner, of a canal restoration project. The worksheet ranks projects that have total financial support from the canal front community as having the highest rating while anything less ranks lower on the priority scale.

2. Support – If no one living along a canal wants the canal dredged, it is unlikely it will ever be dredged. In addition, funding sources and the permitting agencies respond better to projects with strong public support. Before the Town moves forward with a canal dredging project, we need to know how strongly a particular canal community supports a project. Support can come in a number of forms, ranging from people signing easements to allow dredging on their submerged land to signing a petition of support without a specific cost commitment for the future work. The Town needs to work with neighborhood leaders on how to deal with owners who refuse to participate. The goal is to create a cost effective approach to the project, reduce the overhead administration, and rely heavily on the individual canal community to show strong support for a project. Within the matrix, as measured by either signed petitions or referendum, 100% community participation rates highest in terms of priority.

3. Navigation – Adequate water depth is necessary for safe boating, year round. It is key to retaining water access from waterfront property, which has a direct impact on the value of the property. Regardless of the rest of the factors associated with a canal dredging project, navigation is considered the third most important aspect relative to completing a project. The depth and width of each canal and access to a navigable waterway varies in each neighborhood. In numerous cases, dredging beyond the canal entrance to secure access to a navigable waterway is necessary. This entails dredging on sovereign state lands and creates a significant set of issues in the permitting process. If it were determined by the residents that additional channel length beyond the canal entrance was warranted, a more comprehensive evaluation of the resource impacts would have to be conducted. This additional dredging would include more stringent requirements for permitting purposes imposed by the regulatory agencies. Weighing the cost of permitting beyond the simple maintenance of the canal is beyond the intent of this program. However, this issue does have a consideration in the ranking worksheet.

4 Environment – While the depth of water in the canals is critical to navigation, the quality of the water is important, too. Everyone would like to have water in their canal that is clean enough to fish in and swim. We can improve water quality in canals by changing its depths, planting vegetation, and improving tidal connections. The Town has made it clear that they wish to coordinate canal maintenance projects with the upland storm water runoff improvements.

The focus of the ranking worksheet is relative to existing habitat and what opportunities exist to improve habitat. The site assessment regarding potential restoration is somewhat subjective, but encourages a higher rating if homeowners recognize the value of installing intertidal habitat in their canals.

5 Spoil Disposal – A key component of completing any canal-dredging project will be transporting the dredged material to a suitable off site location. There are a variety of methods available to do this, including trucking, barging, and hydraulic pumping. The method chosen can have a dramatic impact on a project's cost. In many cases, trucking the material is the best, most economical option for removal of spoil material, but requires a landside access within the working area to be the most cost effective.

Dredged material is often odiferous, because it is a wet soil that usually contains organic materials that break down when exposed to the air. Even though this is a temporary condition, it is a concern. Without a temporary handling site near the actual project, handling the dredged material can be costly.

Dredging should coincide with the time of year that would least effect residents, i.e., the off-season summer months when the population is smaller than in winter months. The Town may consider dedicating a community property for long-term spoil handling and transfer.

For ranking purposes, if good access and a property adjacent to a canal is available, the project secures the highest ranking. This is based on the assumption that the property owner would consent to its use. If there is no access available, the project would rank the lowest.

Stormwater Improvement – This was not one of the featured subject areas in the public workshop but is an important component of canal maintenance in the long term. The Town has implemented a number of stormwater improvement projects along roadways adjacent to canals. In addition, as part of the assessment of the Crescent Street/Primo Drive project, a number of recommendations on shoreline treatment to improve stormwater runoff were included. This was tied directly to the upland improvements. As a result, we felt that this should be an item included in the prioritization worksheet. If there is an existing or near future stormwater treatment program implemented on the upland, tying this into the canal dredging gives it a very high ranking.

SUMMARY

A quantitative analysis will be completed for each canal using the assessment methodology. Once the data is collected, the volume of material to be dredged for each canal will be calculated. The type of material, available disposal sites, and access will determine the recommended disposal method. An opinion of probable cost to dredge and remove the material off site will be necessary for property owners to make a decision as to their level of support. From this exercise, property owners will have an opportunity to discuss their level of support with community leaders. Property owners can demonstrate their support for their project by signing over an access easement if they own the submerged land in the canal, or provide a petition signed by the canal community in favor of the project. Similarly, Town staff or consultants can determine available funding sources and provide input to Town Council in this regard. As soon as community support and funding issues are addressed, a final priority ranking using the canal prioritization worksheet will determine the order in which the canals will be dredged.

The information contained within this report is developed from various sources and is accurate to the best of our knowledge and understanding. This information package is intended to assist the Town in evaluating the feasibility of a community wide canal dredging program and is subject to change.

The report was prepared by:

Hans John M. Wilson, P.E.
Florida Professional Engineer #39680

The Town of Fort Myers Beach Survey Results
Marine Resources Task Force
January 2002

The Town of Fort Myers Beach, Marine Resources Task Force prepared a survey questionnaire to be distributed to the citizens of the Town. The survey was published in the quarterly newsletter that is mailed to property owners according to the tax roles. Since the Island Town's quality of life is based on waterfront living, the survey was intended to get input from residents to develop a canal management plan. This included determining if property owners were interested in maintenance dredging the canal system. 126 residents responded to the eleven-question survey. The results show a strong interest in maintenance dredging with concerns such as, funding for the project and waterway ownership.

The following data was compiled based on the responses to the survey.

1. Canal frontage varied between 9' and 500'

2. The property ends at:	Seawall	73%
	Center of Canal	19%
	Other	8%

Property ownership for each parcel would have to be researched. This is a key issue as far as easements and access to properties are concerned.

3. Do you have:	Seawall	98%
	Mangroves	2%
	Other	0%

4. Seawall condition was:	New	7%
	Good	86%
	Needs Repair	7%

5. Dock present	91%
No Dock present	9%

6. Dock Condition	New	20%
	Good	72%
	Needs Repair	8%

7. Estimated depth of water at property during normal low tide. Varies between 0 to 5'

A number of responses included varying depths for one parcel. The general trend showed shallower depths at the seawall and deeper depths at the center of the canal. Cross sectional areas would have to be taken to determine accurate depths.

- | | | | |
|----|---|----|-----|
| 8. | How deep should it be at normal low tide? | 3' | 40% |
| | | 4' | 42% |
| | | 5' | 18% |

- | | | | |
|----|---------------------------------|-----|-----|
| 9. | Do you want your canal dredged? | Yes | 85% |
| | | No | 15% |

10. How should the dredging be paid for?

Property Owners/Assessment	23%
Government (Town of Fort Myers Beach/County/State/Federal)	27%
Combination of Above	29%
Need more information on options	21%

A variety of responses were submitted along with asking for options and costs.

11. Would you volunteer to work with your neighbors and the MRTF in collecting the necessary information and/or permits for this project?
- | | |
|-----|-----|
| Yes | 74% |
| No | 26% |

CANAL SITE INSPECTION
THE TOWN OF FORT MYERS BEACH
SEPTEMBER 19, 2002

CANAL NO.	SAIL-BOAT	MAN-GROVES	SW COND	CONTROLLING DEPTH	SPOIL SITE	ACCESS	USE
2	NO	YES	OLD	PRIVATE	YES	YES	C
3	NO	YES	OLD	PRIVATE	YES	YES	R
3A	NO	YES	OLD	PRIVATE	NO	NO	C
4	NO	YES	OLD	PRIVATE	YES	YES	R
5	YES	YES	MIXED	PRIVATE	NO	NO	CB
6	YES	YES	MIXED	PRIVATE	YES	YES	CU
7	YES	YES	OLD	STATE	YES	YES	CU
8	YES	YES	NEW	STATE	NO	NO	R
9	YES	YES	NEW	STATE	YES	YES	R
10	YES	YES	NEW	STATE	YES (3)	YES	R
11	YES	YES	NEW	PRIVATE	YES	YES	R
12	YES	YES	NEW	PRIVATE	NO	YES	R
12A	NO	YES	NAT SL	PRIVATE	NO	YES	R
13	NO	YES	MIXED	PRIVATE	YES	YES	R
14	YES	YES	NEW	STATE	NO	NO	R
15	YES	NO	NEW	STATE	YES (2)	YES	R
16	NO	NO	MIXED	STATE	NO	NO	R
16 BASIN	YES	NO	MIXED	PRIVATE	NO	NO	R
17	YES	YES	NEW	STATE	NO	YES	R
18	YES	YES@EO	MIXED	STATE	NO	NO	R
19 & 19C	YES	YES & @E	MIXED	PRIVATE	YES	YES RAMP	R
19B	NO	NO	NEW	PRIVATE	NO	NO	R
19A	YES	YES@EO	NEW	PRIVATE	NO	NO	R
20	NO	YES,EXT	NEW	STATE	NO	NO	R
21	YES	YES	NEW	STATE	NO	YES	R
22	NO	NO	NEW	STATE	NO	YES	CU
23	YES	NO	MIXED	STATE	NO	YES	R
24	NO	YES	MIXED	STATE	NO	YES	R
25	YES	YES@EO	NEW	STATE	YES	YES	R
26	YES	NO	MIXED	STATE	NO	YES	CU
27	YES	NO	MIXED	STATE	YES (2)	YES	CU

CANAL NO.	SAIL-BOAT	MAN-GROVES	SW COND	CONTROLLING DEPTH	SPOIL SITE	ACCESS	USE
28	YES	NO	NEW	STATE	YES (2)	NO	R
28C	NO	NO	MIXED	PRIVATE	NO	NO	R
28B	NO	NO	MIXED	PRIVATE	NO	NO	R
27A	NO	NO	NEW	PRIVATE	YES	YES	R
29	NO	YES	MIXED	PRIVATE	NO	NO	CU CB
29C	NO	NO	MIXED	PRIVATE	NO	NO	CU
29B	YES	YES@EO	MIXED	PRIVATE	NO	YES	CU
29A	NO	NO	MIXED	PRIVATE	NO	YES	CU

LEGEND

SW COND - Seawall Condition

C – Commercial

R - Residential

CB – Commercial Boat

CU – Commercial Upland

@EO – At End of Canal Only

NAT SL – Natural Shoreline

EXT - Extensive

**Town of Fort Myers Beach
Marine Resources Task Force**

***Report on the Jan. 8, 2003,
public hearing on canal maintenance***

In attendance:

Public: 44 residents (partial roster attached)

MRTF: Terry Cain
Charles Hester
John Naylor
Russell Davison
Bill Perry
Tom Cameron

TOWN STAFF: Marsha Segal-George
Julia Campbell
Damon Grant

CONSULTANTS: Hans Wilson, PE
Margaret Bishop
Kate Gooderham, APR
Ken Gooderham

The workshops format included:

- 1 -- Welcome and introduction:** Vice Mayor Terry Cain, MRTF chair
- 2 -- Background and research:** Hans Wilson, P.E., Hans Wilson & Associates Inc.
- 3 -- Hearing procedure and schedule:** Kate Gooderham, Gooderham & Associates Inc.
- 4 -- Working groups' discussion:** Members of the MRTF served as recorders for this step, which occupied an hour. MRTF members, Wilson, Bishop and the Gooderhams were available to answer group questions as needed throughout the discussion period. During this period, the TV coverage shifted to pre-recorded materials on this subject; coverage resumed when the groups came back together to make final reports.
- 5 -- Working groups' report:** Each group had 5 minutes to summarize its discussions.
- 6 -- Summary and questionnaire:** Kate & Ken Gooderham
- 7 -- Final public comment:** Vice Mayor Terry Cain

All participants (by group) were asked to address two fundamental questions prior to discussing their specific issues:

Town's role

When asked about the role of the Town in canal maintenance, the five working groups responded as follows:

Do the people of Fort Myers Beach want a community-wide canal maintenance program?

All five groups concurred that Beach residents want a community-wide canal maintenance program. Among the reasons cited were the impact of flooding and runoff on canals community wide, business considerations

How involved should the Town be in maintaining the island canal system?

- *Should the Town sponsor and fund maintenance of the system?*
- *Should the Town provide partial support in the form of providing technical expertise and obtaining the necessary permits? (What should the split be between the Town and canalfront property owners?)*
- *Or should responsibility for maintaining the canals be left entirely to property owners living on the canals?*

The Support group said the Town should be involved, particularly in public education of the community and non-canalfront owners. As far as funding, the town should look into public funding options and grants on the local, state and federal levels. The cost should be divided among all Beach property owners, with the issue of easements focused more specifically on canalfront owners.

The Environment group opted for a split between the Town and canalfront owners, with the Town taking the main role in funding and leaving the owners with some responsibility for funding and input.

The Navigation group felt the costs should be shared between the Town, the state, the federal government and property owners

The Funding group also felt the Town should share responsibility with property owners, offering partial support while working with all property owners.

The Spoil Disposal group viewed canal maintenance as care of public infrastructure, and felt the Town should take the lead on funding.

Then the five working groups addressed questions specific to each subject area, charged with coming to consensus on a solution:

Navigation

How deep and how wide should the navigation channel in your canal be? (Should all canals be the same width and depth?)

Three feet below mean low water, based on technical advice of professionals. Dredging should be in the center 50 percent of the canal, leaving the bordering 25 percent on either side alone unless individual owners contracted for additional dredging. Recognized it can't be uniform for all canals.

If your canal is dredged, should it be limited to the canal as exempt maintenance dredging, or extend the dredging to the nearest county-marked waterway?

All the way out to the marked waterway

If this created a more difficult permitting problem, how would you suggest addressing the differences?

Town should obtain the necessary permits

Should the long-term depth and width of a canal be specific to each canal or standard for all the canals?

Should be specific to each canal.

Support

What's the best way to show community support for a project?

Workshops, public relations programs and publicizing success stories such as the Old San Carlos project.

How should the Town deal with owners who refuse to participate?

Work neighbor-to-neighbor; craft convincing arguments to encourage participation (such as the benefit to property values; remind them it's a way to ensure our tax dollars stay at home, benefiting the community.

What ideas do you have to increase community support?

Those mentioned above; look at how other cities and counties nearby have addressed the problem.

Spoil disposal

Would you be willing to allow the use of a road abutting the canal as a transfer location, including temporary impacts to existing vegetation and fencing? (Temporary impacts would consist of staked turbidity screens surrounding the site, turbidity curtains in the water, soil spilled onto the road surface, removal of vegetation, removal and replacement of fixed structures like fences, benches, gazebos, etc.)

Yes, abutting roads should be used but don't leave spoil out to sit.

What do you think about using a vacant lot in your neighborhood to transfer the dredged material to trucks for off-site disposal?

No, transfer immediately, not for storage.

Does the time of year make a difference to you?

Yes, off-season projects preferred.

Should the town consider dedicating a community property for long-term spoil handling and transfer?

Yes, Bowditch Point Park was suggested as possibility.

What if that property was in your neighborhood and was used 60 days each year?

No.

Funding

What are the benefits of canal restoration projects to the community as a whole?

Cleaner back bay; better water flow; cleaner canals; better boat access.

Who should fund your canal restoration project?

All property owners, the Town, the West Coast Inland Navigation District

If you think there should be a combination of funding sources, what percentage breakdown seems fair to you?

Taxpayers should pay as little as possible

Environment

Would you pay extra for a project if it would improve water quality?

Yes, depending on the cost. We'd need to know the options to decide.

What percentage extra would you pay and how would you quantify the value?

Depends on the cost. We'd need to know the options to decide.

What suggestions do you have to improve water quality in the canals?

Cleaning up the bay; cleaning out the spooge; educate canalfront owners concerning the benefits of good seawall design to drainage and runoff control and yard contractors to keep horticultural material out of the canals

Do you believe the quality of the water in your canal directly affects your property values?

Yes, due to appearance and odor

Bonus question

Is there a question about canal dredging we didn't ask that you would like to answer?

No group opted to offer comments on this question.

Questionnaire

A postcard questionnaire was distributed to participants in the canal workshop, as well as made available to the general public at town hall and the Town's Web site.

Preliminary results:

*Which best reflects your belief about Town involvement in a canal maintenance program:
(mark only one)*

The Town should sponsor and fund maintenance of the system	28
The Town and canalfront property owners should split the cost.	8
Canalfront property owners should be entirely responsible	0
Other responses or no response	4

Please rank the five subjects below (1 is the highest and 5 is the lowest) for their importance to the canal maintenance program (lowest score has most support):

Funding	86	29 ranked as 1 or 2
Community support	91	16 first place votes
Navigation	111	Even rankings throughout
Environment	119	10 ranked as 1, but 11 ranked as 4
Spoil disposal	151	16 ranked as 5

Comments:

Public participants:

L. Bailey
J.P. Bailey
Lynn Buchholz
Stanley Buchholz
Charles Cook
Joanne Dahler
Leroy Dahler
Roger Dombroski
Joe H. Grant
Doris Grant
Don Harris
George Haskell
Phyllis Haskell
Larry Hiday
Mark Himelick
Audree Inglis
Kelly Leary
Beth Leys
John Leys
Lou Marrone
Jack D. Metz
Jean Ellen Morris
Jim Ohliger
Nancy Ohliger

Keith Olson
Kathi Olson
George Palko
Dave Parilla
Sam Paris
Anna Paris
Dan Parker
Peter Poholik
Sally Poholik
Christopher Riley
Susan Riley
Frances Santini
Larry Shafer
Gertrude Short
Michael Short
Rick Smith
Don Waddell
Kim Waddell
John Worden
Kim Worden
Dolores Yost
Dave Young
Mimi Young

TOWN OF FORT MYERS BEACH CANAL PRIORITIZATION SCORING WORKSHEET

This worksheet is used, as a consistent approach, to assign a numeric value to each canal. It allows the Town to prioritize which canals require dredging and identify the order in which canals will be dredged.

PROJECT # _____

CANAL DESCRIPTION:

FUNDING

Score	16	100% Participation by community
	12	Primarily property owner funding & some Government Funding
	8	50/50 participation by Town & Community
	4	100% funding available by Town
	0	No funding sources can be identified

COMMUNITY SUPPORT

Score	12	100% community participation
	9	75% community participation
	6	50% community participation
	3	25% community participation
	0	No community support available

NAVIGATION

Score	8	C/L depth less than 3' deep
	6	C/L depth less than 4' deep
	4	Canal entrance controlling depth privately owned
	2	Canal entrance controlling depth state owned
	0	No obstruction to waterway

ENVIRONMENTAL

Score	4	Restoration areas present
	3	Potential habitat creation sites available
	2	Scattered mangroves/wetlands present
	1	Large amounts of mangroves/wetlands present
	0	No environmental interest

SPOIL DISPOSAL

Score	4	Access and spoil site available
	3	Spoil site available and no access available
	2	Access available and no spoil site available
	1	Spoil site or access available on adjacent street
	0	0 No spoil site or access available

STORMWATER IMPROVEMENT

Score	8	Neighborhood consistently retrofits canal shoreline or has improved roadway stormwater for water quality improvement
	6	Wildlife habitat improvements for the past 5 years
	4	Stormwater improvements on individual lots
	2	Seawall construction with riprap
	0	Vertical seawalls replaced with the same type of seawall, or Mangroves removed for seawall construction

Compilation of Scores	
Scores	Issues
	Funding
	Support
	Navigation
	Environment
	Spoil Disposal
	Stormwater Improvement
	Total Score

AGENDA MANAGEMENT

	Subject	Dept		Mtg Date
23-46	Resolutions Extending Local State of Emergency through April 2, 2023	Clerk	added 02.28.2023	03.20.2023
23-36	Carousel Residential Planned Development Amendment	P&Z	added 02.22.2023	03.20.2023
23-28	2nd reading Ordinance 23-05: Mobile Homes on Residential Lots	P&Z	added 01.31.2022	03.20.2023
23-47	Presentation: Corradino Group / Comp Plan-LDC updates	P&Z	added 02.15.2023	03.20.2023
23-20	Award of Bid: ITB-23-06-PW Road Signs	Public Works	added 01.25.2023	03.20.2023
23-41	Award of Bid: Permanent Road Repairs	Public Works	added 02.22.2023	03.20.2023
23-42	Award of Bid: Debris Removal	Public Works	added 02.22.2023	03.20.2023
23-43	Award of Bid: Monitoring Services	Public Works	added 02.22.2023	03.20.2023
23-44	Rec of Award: RFQ-23-09-UT; Underground Utility / Emerg. Srvs	Utilities	added 02.22.2023	03.20.2023
23-46	RFQ-22-25-AD recommendations	Contracts	added 03.01.2023	04.20.2023
23-45	Classification and Compensation Study	Administration	added 02.23.2023	05.01.2023 TC(?)
23-05	Beach school: partnering w/Chamber, employers, PTA to enroll children	Council	added 11.21.2022	TBD M&P
23-06	Veteran's Tribute at Bayside Park (JA)	Council	added 09.08.2022	TBD M&P
23-07	Times Square & CB Zone: Laying the framework/What can we do? (BV)	Council/P&Z	added 12.12.2022	TBD M&P