



Town of Fort Myers Beach

Town Manager's Weekly Report **April 30 thru May 6, 2010**

Note: The following group of departmental reports covers the period from Friday of the preceding week through Thursday of the current week. These reports provide a brief summary of departmental activities most often related to issues or actions of specific interest. It is not, nor is it intended to be a detailed or exhaustive list of every activity happening within our Town. This is provided to the Mayor and Council in order to help them remain better informed. In turn, the Council has asked staff to post the reports on the Town's website for the benefit of our residents and businesses.

The Town Manager attended the Law Week Luncheon on behalf of the Town. The event honors law enforcement officers from local municipalities and the Sheriff's Office as well as others in the field of law.

The Town Manager and Cultural Resources Director Schober met with Mr. and Mrs. Babcock from the Mound House neighborhood area to provide them with information about the 5-5-10 meeting regarding the Mound House.

The Town Manager joined Mayor Kiker in meetings with County Commissioners Ray Judah and Frank Mann. Those discussions centered on the beach re-nourishment project and how to enable the reduced project to move forward.

The Town Manager joined with Council Member Mandel in a negotiations session with the Fowler, White Law Firm for the purpose of achieving an agreement for the firm to represent the Town's legal interest.

The Town Manager participated in hiring interviews for a Code Enforcement Officer position.

To: Terry Stewart, Town Manager
From: Evelyn Wicks, Finance Director
Date: April 29, 2010
Re: Departmental Reports

Finance and Accounting

The six month financial review was forwarded to the Council. The Director is developing a Cash Flow Statement for inclusion with the financials in future months.

The Finance Director and Coordinator worked on the power point presentation for the Leadership conference.

The MD&A is in the final review process for inclusion with the Town's Basic Financial Statements. *(The MD&A Management Discussion and Analysis is a section of the Town's annual report/audit which is prepared by the Finance Director. The analysis discusses numerous aspects of the Town's financial activities, both past and present.)*

Work on the FY 2011 budget continues.

Human Resources

During the summer months, the Town expects to hire additional workers for summer jobs at the pool and Bay Oaks. As part of the hiring process, the Town requires drug tests and background checks. The Finance Department processed several new applicants and completed all the required documentation.

Risk Management

The Finance Director acts as the Town's Risk Manager. This week I submitted several claims to the insurance company.

Week of April 30 – May 6
Community Development Department Events

One resolution for an administrative setback variance was finalized.

Staff met with a condo board president and manager about permitting for a parking lot replacement project.

Waterfront Concepts Inc. alcoholic beverage license application for 1600 Estero Boulevard was signed after the May 3 Town Council meeting.

Preparation for response to the Deepwater Horizon oil spill is continuing.

Staff reviewed the complaint filed against the Town in court by Peter and Susan Lisich.

Staff received a request for outdoor seating on the public right-of-way of Old San Carlos Boulevard from John Richard.

Staff responded to a request for Town acknowledgement of an application for Letter of Map Revision to alter the Flood Insurance Rate Map affecting the vicinity of Old San Carlos Boulevard and Estero Boulevard.

Work on the sign ordinance has continued.

Interviews for the advertised code enforcement position continued.

Building department received 27 new permit applications
Building department issued 29 permits
Building department approved 6 permits not yet issued

Pending zoning and planning hearing items:

- 2 incomplete petitions for hearing to consider vacating rights-of-way
- 6 special exception applications for alcoholic beverage use
- 3 variance applications from Chapter 30 (signs)
- 3 “landmark or historically significant sign” requests
- 1 appeal of an administrative determination (appealing denial of SB 360 extension for a voided permit)

To: Terry Stewart, Town Manager
From: Michelle Mayher, Town Clerk
Date: May 6, 2010
Re: Departmental Reports

From the Clerk's Office

Records Requests

- The Clerk's Office has responded to a request for copies of records relating to the 2008 historic sign designation of the Holiday Inn (Resolution 2008-39) and supporting documents.
- The Clerk's Office has responded to a request for a copy of the supporting documents for the May 5, 2010 Mound House work session.

Special Meetings

- .On Friday, April 30, 2010, the Town Clerk attended the FACC SE District Mini-Academy in Boca Raton, Florida. The morning session was ***Managing Multiple Priorities/ Time Management*** presented by Ralph Parilla, FAU IOG; the afternoon session was ***Advanced Records Management***, presented by Steve Lewis, SML, Inc. Both sessions are MMC approved for continuing education.

Miscellaneous

- The Town Clerk responded to a request from a Council Member for a proclamation for special recognition.
- The Town Clerk has been working with various volunteers and staff in the acquisition, production, compilation and collation of materials for the upcoming FMB Leadership Program.
- The draft IT RFP has been sent to the Town Attorney for legal review.
- The Clerk's Office has been working with Comcast to fix the problem of poor video and no audio during the broadcast of the May 3, 2010 Town Council meeting. The problem is currently being investigated.
- The Clerk's Office has begun a list of volunteers who call the Town Hall expressing a desire to help with clean up efforts from the BP Gulf Oil Spill, in the event the oil/tar reaches our beaches.

- The Town Clerk has facilitated a member of the FMB Pilot Club in bringing a donation to the Bay Oaks Recreational Campus.
- The Town Clerk has accepted service of the summons in the Case #10-CA-001727, Peter and Susan Lisich vs. Town of Fort Myers Beach.

Week of April 30, 2010 – May 6, 2010

Public Works Department

Bay Oaks –

- Community Pool – The pump that services the play structure in the kiddies' pool is not working properly and prices are being obtained to replace it. Until replacement it will only be used when capacity at the pool warrants it.
- Pool staff is beginning in-service training this week. This program is being implemented to gear up for summer demands, but will remain in place and become standard on-going training for pool staff.
- Work is moving forward with Summer Camp registration. To date 51 children have been registered. To date three scholarship applications have been received.
- Aerobics classes will resume in November; Zumba classes will continue through the summer.
- Upcoming Events/Rentals –
 - Taste of the Beach – Sunday, May 16, 2010
 - Sports Authority Gymnastic Tournament – May 20, 2010 – May 22, 2010
 - YBOA Basketball Tournament – children's division – June 4, 2010 – June 5, 2010
 - Summer Camp Open House- June 11, 2010
 - Wrestling Event – June 25, 2010
- Summer employment positions for camp counselors and life guards have been posted. Summer staff should be in place within 4 weeks.
- Registration for several new sports leagues has started – Adult Basketball, Dodge ball and Softball; Youth Basketball;

North Estero Blvd. Drainage Improvement Project

- The transfer of all connections and appurtenances to the new water lines is approximately 98% complete. The switch over to the newly installed water lines is scheduled for the week of May 10, 2010. Water is scheduled to be shut off to most of North Estero Boulevard at 2:00 AM, Friday, May 14, 2010 for approximately 3 hours to make the final connections. Notices to property owners affected will be distributed in advance of the shut down.
- Once the old water lines are out of service construction of the stormwater infrastructure will begin.
- All utility companies are nearing completion of the relocation of their utilities. All relocations that were in direct conflict with the Town's contractor have been completed.

Newton Beach Park

- The final grading and landscaping is nearly complete. The Bocce court has been completed. Temporary irrigation to assist with the establishment of the landscape will be operational by May 7, 2010.
- The landscape being used are native varieties typically found in a beach environment. It is drought resistant and salt tolerant and an attractant to many native species of birds. The retention areas are a great addition to the Town's PRISM (Personal Responsibility for Island Storm Water Management) program. This system was constructed to enable the retention of stormwater generated from a 5 yr storm event. Very little to no stormwater will exit the property. The retention area directly adjacent to the building is designed to act as a rain garden, in that the rain gutters will discharge directly into this area to provide the water that these plants love, it can then overflow into the other retention areas. This project confirms that stormwater conservation methods can be incorporated and used effectively on the island.

Mound House

- Contract punch list items associated with the mound exhibit room are being finished.
- Trimming of the mangroves has been completed..

General

- Special Event Permit Applications received this week –
 - 1st Annual Fort Myers Beach Spring Sandsculpting Festival, April 27 – May 1, 2011
 - 24th Annual American Sandsculpting Competition, November 10-14, 2010
 - 4th of July Fireworks Fundraiser, May 22, 2010, Surf Club (1167 Estero Blvd.)
 - 4th of July Holiday Weekend, July 3 – 4, 2010, Surf Club (1167 Estero Blvd.)
 - 57th Anniversary Party, October 23, 2010, Surf Club (1167 Estero Blvd.)
 - Turkey Testicle Festival, November 20, 2010, Surf Club (1167 Estero Blvd.)
 - New Year's Eve Party, December 31, 2010, Surf Club (1167 Estero Blvd.)
 - Shark Fest 2010, June 12-13, 2010, Old San Carlos Blvd.
 - 2010 Open Water Festival, June 12-13, 2010, Lynn Hall Memorial Park (950 Estero Blvd.)
 - Mermaid Lounge 4th of July Beach Party, June 5, 2010, Mermaid Lounge (1204 Estero Blvd.)
- Hurricane Re-Entry Passes – On Thursday, May 6, 2010, staff issued re-entry passes from Santini Plaza with approximately 50 people receiving passes. Re-entry passes will be issued from that location on Thursdays through May

13, 2010, from 1:00 PM – 4:00 PM. Beginning Monday, May 3, 2010 passes will be issued on Monday's and Wednesday's between, 1:00 PM – 4:00 PM from Town Hall. Applications can also be mailed to Town Hall or dropped off anytime, and re-entry passes will be sent by mail. Information needed to complete the reentry pass application is: copy(s) of your vehicle registration, photo ID, and proof of residency (property appraisal, deed, lease, business license, utility bill, etc.). All questions should be forwarded to Town Hall at 239-765-0202.

- The mooring field average occupancy for April was 41%. Maintenance within the mooring field is continuing and expect replacement of 10 mooring systems to begin in approximately 15 days.
- Lee County Utilities will be performing the annual conversion of its disinfectant process from chloramines to free chlorine residual during the month of May. This is a routine measure. The complete notification can be found on the Town's website, effective April 23, 2010
- Very close attention is being paid to the status of the oil spill in the Gulf of Mexico. Preliminary steps are being implemented to guarantee readiness should the oil approach the area.

Cultural Resources Weekly Departmental Report 4-30 to 5-06-10

Educational Programming

Staff in Cultural Resources have been preparing for the Florida Anthropological Society (FAS) conference on May 7-9 and Florida Trust for Historic Preservation conference May 13-15 including volunteer, special events, and program coordination.

The FAS conference includes the following events:

- Opening reception and presentation at Mound House, Friday May 7th
- Artifact scanning workshop at Seven Seas, Friday May 7th
- Annual FPAN board meeting at Harborside Event Center, Friday May 7th
- Downtown Fort Myers archaeological walking tour, Friday May 7th
- Randell Research Center and Ah Tah Thi Ki Musuem field trips, Sunday May 9th

To promote a Project Archaeology teacher workshop at Seven Seas in June, mailings were sent to teachers in Lee, Collier, and Charlotte Counties.

Capital Improvement Projects

Newton: Maddox Construction completed installation of the beach crossover, vegetation and irrigation, and compaction of base rock for pavers, bocce courts, and drive lanes. Inspection for substantial completion is expected to occur next week.

Mound House: Exhibit installation is nearing completion in the shell mound. Numerous firms and contracted services worked through last weekend to prepare the room for the Friday, May 7th FAS reception. Additional installation is scheduled to occur next week before the Florida Trust opening reception on May 13th.

Coordination with Town Advisory Committees/Friends of Mound House

The CRAB (Community Resources Advisory Board) committee meeting scheduled this week was cancelled for lack of quorum. The committee is attempting to meet early next week to finalize details for the Leadership Beach conference. Supplies, program packets, and reservations for food, transportation, and other program requests have been coordinated.

Volunteers, CELCAB (Cultural and Environmental Learning Center) members and members of the Friends of the Mound House are assisting with the reception events at Mound House on May 7th and 13th. An orientation meeting was held on Tuesday and a fact sheet was distributed for their reference and preparation for the events.

Miscellaneous

Another successful Arbor Day tree distribution occurred from Mound House on Friday, April 30th thanks to Lois Poff and the Estero Island Garden Club.

The kayak enclosure at Mound House was broken into, with one kayak and one paddle stolen. This event was reported to the Sheriff's Department on Friday, April 30th.

Volunteer, Carolyn Morrell assisted with archiving Jim Newton documents received as a donation to the Town from Fort Myers Beach from resident Dan Park. A catalogue of received materials is being prepared. Carolyn will continue to assist over the summer assisting with educational programming.

Meetings were held with Terry Stewart and Councilmember Jo List on Monday, May 3rd and Terry Stewart and Mayor Larry Kiker on Tuesday, May 4th in preparation for the May 5th Town Council worksession on Mound House.

To: Terry Stewart, Town Manager
From: Evelyn Wicks, Finance Director
Date: April 29, 2010
Re: Departmental Reports

Finance and Accounting

The Finance Director and Coordinator completed the internal accounting activities for the month and quarter ending March 30, 2010; these activities include bank reconciliations, payroll journal entries, investment journal entries and budget analysis of all expense and revenue accounts.

The Finance Coordinator has completed one of the two required ICS emergency management classes.

The Annual Audit for the Town and Water Utility are in the final review process for presentation to the Council.

Human Resources

The Finance Director acts as the Town's Human Resource Officer. Over the course of the last month, I have reviewed several existing policies to determine if they need to be updated.

From time to time, the town provides training courses for the entire workforce. These courses range in substance from safety issues to emergency management to customer service. I am presently exploring the available courses for the upcoming summer months.

I prepared initial injury reports for two work related injuries and submitted both reports to our worker's compensation carrier.

I signed and forwarded pension documents to the Town's pension provider. These documents updated the Town's plan to remain in compliance with the IRS rules and regulations.

Risk Management

The Finance Director also acts as the Town's Risk Manager. This week I reviewed the Town's current flood coverage for accuracy and adequacy. I also researched and answered a number of coverage and liability questions for Town Departments.

