



# *Town of Fort Myers Beach*

## **Town Manager's Weekly Report May 28th thru June 3rd, 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 continued working with department directors to review and pare back the original budget requests.

This week was a short week due to the Memorial Day weekend. Compliments to Public Works for preparing Newton Park for public use, including the restrooms.

The Town Manager met with Ms. Diana McGee, a representative of U.S. Senator Bill Nelson. She visited about the Town's concerns with the ongoing oil spill situation. She will likely be present at our council meeting of 6-7-10.

The Town Manager met with Lee Melsek and Frank Schilling of the Civic Association. Mr. Melsek had questions about the ongoing Ganim code violations case. His questions were answered by the manager and Community Development Director Dr. Shockey. Mr. Schilling had questions about the proposed beach re-nourishment project and the draft ILA. He requested a copy of the 2007 ATM report and that was provided via e-mail.

The Town Manager attended the Bay Oaks Seniors group and was the guest speaker and answered the group's questions. They expressed concerns about the budget available to support their group's activities and also expressed a desire to have the Town provide a full time program coordinator for senior services.

The Town Manager met with Dennis Boback of the Civic Association regarding the July 4<sup>th</sup> parade. The Association wanted to insure that everything was moving along as it should. I introduced him to our staff member, Eric, who handles permitting and will take care of any concerns.

The Town Manager joined Mayor Kiker in a meeting with County Commissioner Ray Judah and County staff to discuss the county purchase of the Seafarer Mall property and the Beach

Re-nourishment project.

The Town Manager met with Mr. Tom Giles of Avalon Engineering. His firm is interested in perhaps seeking business in our Town and he wanted to learn more about us.

Community Development Director Shockey and the Town Manager met with Mr. Mark Alexa regarding his desire to learn more about allowable signage for his business.

The Town Manager attended the annual banquet event for the Uncommon Friends Foundation held at Harbor side.

To: Terry Stewart, Town Manager  
From: Evelyn Wicks, Director of Finance  
Date: June 3, 2010  
Re: Weekly Activities

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The Finance Department staff worked on the following projects and activities for the period of May 28<sup>th</sup> through June 3<sup>rd</sup>.

The Human Resources section of the Finance Department held town-wide safety meetings. All employees were encouraged to attend. Our insurance representative assisted with the presentation and held an additional meeting for all Bay Oaks and pool employees. As the summer months and hurricane season approaches, the short seminar was intended to remind all employees to work smart and safely, wear safety equipment, keep hydrated and watch out for hazards as they traverse the island.

I was notified this week that the Town's FY 2009 Budget has received the *Distinguished Budget Presentation Award* from the Government Finance Officer's Association. The award represents a significant achievement by the community. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. The document is reviewed by an independent panel of reviewers and in order to receive the budget award, the community must satisfy nationally recognized guidelines for effective budget presentation. The guidelines are designed to assess how well the budget serves as:

- A policy document
- A financial plan
- An operations guide
- A communication guide

The Town Manager and I met with Town department heads this week to review their initial budget requests. In view of the continued decline in property values, I am analyzing the impact on the levy and the overall general fund budget.

We have completed the hiring process (background checks, drug screen, and I-9 compliance) for a number of employees. These employees will be assigned to the pool and recreation center for the summer months.

I attended the CPR class at Bay Oaks for annual recertification.

## **Cultural Resources Weekly Departmental Report 5-28 to 6-3-10**

### Educational Programming

Mound House hosted Bishop Verot 4<sup>th</sup> and 5<sup>th</sup> grader summer campers on Wednesday, June 2<sup>nd</sup> for the third consecutive year. A planning meeting for all scheduled summer camps was held the previous day with Regan McBride and intern Carolyn Morrell.

### Capital Improvement Projects

*Newton Park:* A meeting with Cathie Lewis, Theresa Schober, and Town Manager Terry Stewart was held on Friday, May 28<sup>th</sup> to coordinate completion of parking sign and meter installation. As built plans were received from Maddox Construction Company and reviewed by Greg Diserio of David M. Jones Jr., & Associates resulting in the final certification for this project. The park and bathrooms were opened to the public over the Memorial Day weekend and now open daily. FPAN staff was relocated to Seven Seas beginning on Wednesday, June 2<sup>nd</sup>.

*Mound House:* Edits to the rough cut of the documentary film inside the shell mound exhibit were prepared leading up to a conference call with John LoCastro of Synergy Design Group on Thursday, June 3<sup>rd</sup>. Comments are due to the production firm on Monday, June 7<sup>th</sup>.

### Coordination with Town Advisory Committees/Friends of Mound House

CELCAB met on Wednesday, June 2<sup>nd</sup> at 3:30pm to review a position statement. The meeting was followed by a tour of facilities at Newton Park.

CRAB met on Thursday, June 3<sup>rd</sup> at 3pm to conduct a post-conference assessment of the Beach Leadership program.

### Meetings

Theresa Schober delivered a letter on Saturday, May 29<sup>th</sup> from herself and Terry Stewart to Warren and Mary Ann Babcock concerning mangrove trimming at Mound House along Estero Bay.

Cultural Resources staff attended a Safety meeting at Town Hall on Tuesday, June 1<sup>st</sup>.

Theresa Schober met with Terry Stewart and Evelyn Wicks on Tuesday, June 1<sup>st</sup> regarding the Cultural Resources Department FY11 budget request.

Theresa Schober met with members of the Conservancy of Southwest Florida to review upcoming summer camp programs on Wednesday, June 2<sup>nd</sup>.

Theresa Schober and Regan McBride met with Diane Schwartz of Del Nor Wiggins State Park to view and assess artifacts in her possession on Thursday, June 3<sup>rd</sup>.

Steve Archer and Matt Schuld visited Big Cypress to meet with the educational coordinator on Thursday, June 3<sup>rd</sup>.

**Week of May 28 – June 3**  
**Community Development Department Events**

The vacant position of Zoning Coordinator was advertised.

Staff has been reviewing the development order plans for the Library District's expansion project.

A staff report for one appeal of an administrative determination is being prepared.

A staff report for one special exception for alcoholic beverage use is being prepared.

Materials for 6/7 Council meeting and 6/8 LPA meeting were prepared simultaneously.

Building department received 28 new permit applications

Building department issued 26 permits

Building department approved 4 permits not yet issued

Building department received 54 requests for inspections

Inspectors completed 59 inspections

Pending zoning and planning hearing items:

- 1 incomplete petition 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: June 3, 2010  
Re: Departmental Reports

**From the Clerk's Office**

**Records Requests**

- The Clerk's Office has responded to a request for copies of all complaints filed against Quicky Scooters.
- The Clerk's Office has responded to a request for a copy of the legal opinion regarding the fine in Code Enforcement Case # 2005-051F (HEX), Town of Fort Myers Beach v. Ganim.
- The Clerk's Office responded to a request for a copy of a map of the property known as the Seafarer's Property (the materials were pulled from the County's website as supporting documents to the BOCC).
- The Clerk's Office responded to a request for records reflecting the proceeds from the forfeiture actions of personal or real property by the Town's law enforcement agency for FY 07, FY 08 and FY 09; proceeds from the forfeiture actions of personal or real property by the Town's law enforcement agency participating in any Federal Task Forces, IRS Special Units or similar investigative bodies for FY 07, FY 08 and FY 09; proceeds from the forfeiture actions of personal or real property by the Town's law enforcement agency participating in any other law enforcement actions for the fiscal years 07, 08 and 09. (The response is that the Town does not have a law enforcement agency, therefore no such records exist).

**Miscellaneous**

- The Clerk's Office submitted an advertisement in the FMB 4<sup>th</sup> of July Fireworks Committee's special advertising supplement.
- The Clerk's Office attended a special meeting on safety in the workplace, presented by Wayne Anderson, Risk Control Consultant for Florida League of Cities.
- The Town Clerk facilitated a meeting between Senator Nelson's office and the Town Manager.

Week of May 28, 2010 – June 3, 2010

## **Public Works Department**

### **Bay Oaks –**

- Community Pool – The new pump to service the play structure in the kiddies' pool is scheduled for replacement in approximately 2 weeks.
- Beginning Monday, May 31, 2010 the pool will be open 10:00 AM – 7 PM, 7 days per week.
- Swim lessons are scheduled to begin June 14, 2010. Four, 2 week sessions are scheduled for all level of swimmers. Information will be posted on the Town's website and registration is taking place at the pool.
- Summer Camp counselors will be in a training session on June 2, 2010 in Naples. To date 66 children have been registered. Six scholarship applications have been received, all of which should be funded.
- Aerobics classes will resume in November; Zumba classes will continue through the summer; Acting classes will continue on Wednesday's through the summer.
- The Golf Tournament scheduled for June 26, 2010 has been organized to raise money for Bay Oaks. The tournament will be followed up with a party from 6pm – 8pm at which attendees will have the opportunity to give donations to Bay Oaks or participate in raffles that will also benefit Bay Oaks. The organizers of the tournament have indicated that they would like the proceeds donated equally to the seniors and youth programs.
- Upcoming Events/Rentals –
  - YBOA Basketball Tournament – children's division – June 4, 2010 – June 5, 2010
  - Private Graduation Party – June 5, 2010 – 7:00 PM – 12M
  - Summer Camp Open House- June 11, 2010 – 5:00 – 7:00 PM
  - Wrestling Event – June 25, 2010 – 7:30 PM – 10:00 PM
- Registration for several new sports leagues continues – Adult Basketball, Dodge ball and Softball; Youth Basketball;

### **North Estero Blvd. Drainage Improvement Project**

- Construction of the stormwater infrastructure has started. Conflicts with the TECO gas lines continue which has slowed progress. The Town's consultant is putting TECO on notice regarding this matter.
- Southwest Utility Systems Inc. has requested to perform some of the stormwater work at night. This request will be brought forward to Town Council on June 7, 2010.
- All utility companies are nearing completion of the relocation of their utilities.

### **Newton Beach Park**

- The park development is completed. A certificate of substantial completion has been issued. The park was open for use over Memorial Day weekend and experienced great use.
- The public restrooms are now open 7 days per week, closed daily at 5:30 PM.

## Mound House

- Contract punch list items associated with the mound exhibit room are being finished.

## General

- Memorial Day Weekend – It is estimated that there was an increase of approximately 30% of folks enjoying the beach from last year. Staff spent additional time each day cleaning the beach and handling solid waste.  
As a reminder no fires are permitted on the beach. There were visitors up and down the beach that brought barbeque grills or made open fire pits in the sand. Thankfully there were no injuries or incidents reported regarding this.
- CPR Training for Town staff was held on June 2, 2010 at Bay Oaks; 9 staff members were certified.
- Hurricane Re-Entry Passes – Re-entry 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 May was 27%. Maintenance within the mooring field is continuing and expect replacement of 10 mooring systems to begin in approximately 15 days.
- Lee County Utilities completed the annual conversion of its disinfectant process from chloramines to free chlorine residual at midnight on May 29, 2010. Lee County Utilities encourages customers on home dialysis to continue to utilize additional filters for an additional 2 weeks.
- Lee County Utilities sent a notification with the recent water billings informing customers that an increase to "retail" rates is being brought forward to the County Commissioners. This proposed increase will ONLY AFFECT the wastewater charges for Fort Myers Beach customers. The increase proposed to the wastewater charges is 5%. The Town purchases its' water from Lee County Utilities as a bulk customer so the proposed increase will not impact the water rates of our customers.
- Pump Stations Re-Build - The invitation to bid the pump station rebuild was advertised on Sunday, May 23, 2010. Bid opening will be on July 9, 2010 at 2:00 PM.
- Very close attention is being paid to the status of the oil spill in the Gulf of Mexico. Procedures are being implemented to guarantee readiness should the oil approach the area. Lee County has now been included in the Florida State of Emergency issued by Governor Crist.