



Town of Fort Myers Beach

Town Manager's Weekly Report September 24th thru September 30th, 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.

Town Managers Weekly Report 9 24 to 9 30

Town Manager Stewart completed all interviews with candidates for the Community Development Director position. Final review and assessments will be completed by early next week with a selection by mid-week.

The Town Manager attended the Clean Marina Awards ceremony for Snook Bight Marina on Monday Sept. 27th along with Vice Mayor Bob Raymond.

The Town Manager joined Vice Mayor Raymond in attending the County Commission meeting on Tuesday, 9/27 to encourage the commission to approve a walk on item aimed at moving the Beach Re-nourishment project along as expeditiously as possible.

The Town Manager attended a United Way Board of Directors meeting on Friday 9/24.

Town Manager Stewart met with property owner Genie Goldberg and Mr. Jim Brown regarding their concerns about beach access ROW on Chapel Street.

The Town hosted its annual employees' appreciation luncheon and three employees received service pins. Amanda Anderson and Nicole Olsen each received pins for five years of service. Town clerk Michelle Mayher received her pin for ten years of service. Michelle is the Town's longest serving employee.

The Town Manager met with Ms. Dorae Smith twice this week regarding her need to transfer her parasailing business's license to a new location.

To: Terry Stewart, Town Manager
From: Evelyn Wicks, Finance Director
Date: September 30, 2010
Re: Weekly Activities

The Finance Department staff worked on the following projects and activities for the week of September 23rd through September 30th

Finance and Accounting

Month-end and year-end activities continue. There are numerous year-end schedules that are being prepared. The schedules include payroll, revenue and expenditure accruals, fixed asset inventories and depreciation schedules. As part of the inventory process, the Town has identified some equipment that is obsolete. Disposition of these items will be determined once we have completed the list.

Budget

I am working on the final budget document which will be submitted to the GFOA for review. We are updating the Town's computer software with the approved budgeted numbers for FY 2010-11.

Human Resources

The employee appreciation party was held this afternoon ... thanks to all the Town's employees for the great job they do for the Town and the citizens of Fort Myers Beach! Three employees were recognized for length of service awards.

Insurance

I have distributed the new insurance cards to the Town's vehicles.

Cultural Resources Weekly Departmental Report 9-24 to 9-30-10

Educational Programs

The Trail of Florida's Indian Heritage launched an upgraded website: www.trailoffloridasindianheritage.org that includes a description of Mound House and link to www.moundhouse.org.

This week, three local home school groups booked educational programs at Mound House in October and two east coast school tours booked visits for 2011.

Meetings/Events

Theresa Schober provided a tour of Mound House to Brian Johnson, publisher of a new Fort Myers Beach visitor guide on Friday, September 24th. A two-page story on the Mound House and Newton Park will appear in the guide.

Matt Schuld presented a talk on FPAN at the Charlotte Harbor History Center on Friday, September 24th.

On Monday, September 27th, Matt Schuld traveled to Tallahassee for a two-day joint meeting between FPAN and the Division of Historical Resources.

Other News/Projects

University of South Florida graduate student Meg Stack will be visiting the Town in late November to early December to review artifacts recovered from the Estero Island Site (Mound House) for her master's thesis on Cuban fishing Ranchos in southwest Florida.

Theresa Schober and intern Lyndsy Robinson continued compiling research materials for Synergy Design Group to develop three interpretive panels within the shell mound exhibit as well as outdoor signage at Newton Park.

Intern Meghan Prendergast has been reviewing the archaeological collections at Mound House and organizing them so that artifacts for display can be selected.

Two shell collections previously donated and/or on loan to the Mound House have been relocated to Seven Seas with the assistance of the Town's maintenance crew.

Job descriptions for three part time positions in Cultural Resources were posted on the Town's website on Friday, September 24th and advertised in Sunday's *News Press*.

To: Terry Stewart, Town Manager
From: Michelle Mayher, Town Clerk
Date: September 30, 2010
Re: Departmental Reports

From the Clerk's Office

Records Requests

The Clerk's office has responded to the following records requests:

- A copy of minutes from the Town council meeting dated October 7, 1996
- A copy of the DVD from September 21, 2010 TAX DAY 2010

Miscellaneous

The Town Clerk responded to an islander's inquiry regarding the process and forms required in order to qualify as a candidate in the Town's March 8 2011 election.

The Town Clerk assisted islanders interested in being considered for appointment to the various Town advisory committees and boards.

Friday, September 24, 2010 was the last day of employment for Susan Malay, Contracts Manager. The Clerk's office continues to accept and review applications for the position of Contracts Manager.

The Clerk's Office has run a re-broadcast on Comcast Channel 98 of the September 21, 2010 TAX DAY 2010 on Friday, September 24, 2010 starting at 9:00 AM and again on Wednesday, September 29, 2010 at 6:00 PM.

Week of September 24, 2010 – September 30, 2010

Public Works Department

Bay Oaks –

- Beginning October 1, 2010 the pool will begin reduced hours of operations. The pool will be open Monday, Wednesday, Friday and Saturday from 10:00 AM – 6:00 and Sunday 12N – 6:00PM.
- Club Rec is active with new programs being implemented. Each day in addition to homework, free time and organized activities the children are working on arts & crafts type projects. Some of these projects are designed to be completed in one day while others take numerous days to complete. A survey will be sent home with elementary children regarding the Club Rec program.
- Aerobics classes will resume in November; Zumba classes will continue through the summer; acting classes will continue on Wednesday's through the summer.
- The Teens visited Bush Gardens for the day on September 25, 2010.
- Upcoming Events/Rentals –
 - Hallow Scream 10/9 –
 - Annual Halloween Haunted House – October 22 - 24 -Bigger and better this year – The lay-out for the “haunted house” has started. The planning for the games and activities are nearly finished. There will be some new activities this year. The costume contest will be held Friday, October 22, 2010. Volunteers will be needed for construction, set-up, during the event and breakdown – contact Bay Oaks if interested.
 - NBA – Fit Dribble, Dish & Swish – October 8, 2010, 6:00PM – for youth between the ages of 7-12. The National Basketball Association provides all the supplies needed for the program including prize ribbons. Bay Oaks staff is organizing and running the event.
 - Karate Tournament – October 15, 2010, 9:00 – 5:00 PM. This will hopefully become an annual event and is being organized by the Karate program instructor.
- Adult Softball – Planning started for the league scheduled to begin in late October – Contact Bay Oaks to sign up.

North Estero Blvd. Drainage Improvement Project

- Slot pipe installation is continuing on the gulf side of the roadway. Curbing and sidewalk construction is following behind the slot drain installation. Field changes continue on a regular basis due to conflict issues. SUSI continues to be quite willing to work through these on-going issues with Town staff.
- Planning has started with respect to placing the overhead electric underground. SUSI is pricing the cost for conduit installation and survey work associated with easements will begin the week of October 4, 2010.i
- Work is continuing on the replacement seawalls. Progress is good.
- SUSI is experiencing some vandalism to fresh concrete work.

- Change Order No. 10 was completed in an amount of \$15,200 to replace existing stormwater piping that crosses N. Estero Blvd. in 2 locations. At one site the pipe was replaced to the seawall. In both instances the pipe had deteriorated to the point that normal maintenance was no longer possible.

Fort Myers Beach Water Utility

- The Lee County Interlocal Agreement has been received for the emergency potable water inter-connection and is being reviewed by the Town Attorney.
- The Operations & Maintenance Contract RFP submittals were opened on September 30, 2010 with three companies providing proposals.

General

- A TDC reimbursement request in the amount of \$141,000. Work is underway for the next submittal.
- Various quarterly reports associated with grants have been worked on this week –
 - West Coast Inland Navigational District (WCIND) – Marine Law Enforcement and Mooring Field Maintenance
 - FDEP Clean Vessel Act – Maintenance and Pump-Out
 - Hazard Mitigation Grant Program (HMGP) – North Estero Drainage Project and Basin Based Neighborhood Project
 - SFWMD - Water Sip Grant – Hydrant Flushers (Annual Report) and North Estero Drainage Project
- The Inter-Local Agreement for trolley service has been received and is being reviewed.
- A letter was drafted to State and Federal Representatives associated with the Laguna Shores dredging project requesting assistance.
- Veolia finished distributing recycling containers to all residential properties. Single stream recycling will begin with the next scheduled pick-up day. The new days that are planned for pick-up are: Recycling and Yard Waste – Each Wednesday and Trash – Each Thursday.
- Single stream recycling will be implemented at Town Hall, Bay Oaks and Community Pool by Friday, October 8, 2010.
- Beach Access Recycling – the pilot recycling project is underway. The three accesses that will have recycling containers added at the access and on the beach are: Avenue C, Strandview, and Dakota. October is being used as a control month, recycling will be collected for the months of November, December, and January.
- Lee County Solid Waste Lee County has confirmed that paving along Estero Blvd. will begin in mid-November.
- Hurricane Re-Entry Passes will continue to issue 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.
- Public Restrooms – Permitting and contract placement is underway.
- Special Events – There were no new special event permits received and none planned for the upcoming week. Staff is working with the Chamber of Commerce to finish up the Sandsculpting event permit.

- Times Square – Maintenance staff is in the process of pressure cleaning and painting the pavers in the square.
- Fountain - recent work has been completed and the fountain is now operational.
- Mooring Field –
 - Average occupancy for the month of September is 14 boats.