Town of Fort Myers Beach

Town Manager's Weekly Report
December 3, 2010 through December 9, 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 Manager Stewart, Town Clerk, Michelle Mayher and Cultural Resources Director Theresa Schober visited with Mr. John Jacobsen of the Cape Coral Art Festival. Mr. Jacobsen has directed the operations of the Art Festival for the past 26 years and he graciously met with us and invested a good deal of time to answer our questions about how to create and operate an art festival.

The Town Manager and Mayor Kiker worked on preparation for a presentation and question/answer session with Condo Associations of Fort Myers Beach.

The Town Manager was out of the office Tuesday, Dec. 7th through Thursday Dec. 8th.

To: Terry Stewart, Town Manager

From: Evelyn Wicks, Finance Director

Date: December 9, 2010

Re: Weekly Activities

The Finance Department staff worked on the following projects and activities for the week of December 2nd through December 9th.

Finance and Accounting

Our usual month and year-end activities continue. We worked on year-end 1099 and W-2 preparation. Finalized the fixed assets for both the water utility and town and forwarded the files to the auditors. If the Town meets certain monetary thresholds during any fiscal year, the town is required to prepare a Single Audit for federal funds. I am preparing and reviewing our documents to begin the planning process.

Budget

I am doing the final review for submittal of the budget to the *Government Finance Officers Association*. Five copies of our budget document will be forwarded to the GFOA and the document will be reviewed by a panel of independent reviewers.

Insurance

I reviewed and authorized renewal of the Inland Marine Policy for the Mooring Field. This policy covers the buoys.

Human Resources

The Town will host an employee holiday party in the Council Chambers on Wednesday, December 22nd. Please mark your calendars and plan to attend the festivities. *Invitations to employees and Council members will be sent out next week.*

To: Terry Stewart, Town Manager
From: Michelle Mayher, Town Clerk
Date: December 9, 2010
Re: Departmental Reports

From the Clerk's Office

Records Requests

The Clerk's office is responding to the following records requests:

- Residential building Permits issued 11/10 month; commercial building permits issued 11/10 month; roofing permits issued for month 11/10
- All occupational licenses for 61 Avenue C
- Proof of Insurance 61 Avenue C / jet skis, *banaboat*
- Variances for parking & delivery trucks 61 Avenue C
- Copy of the February 10, 2004 LPA minutes

Miscellaneous

On Friday, December 3, the Town Clerk joined the Town Manager and Cultural Resources Director at the office of John Jacobsen, Executive Director, Cape Coral Community Redevelopment Agency. Mr. Jacobsen shared his knowledge and experience on organizing an Arts Festival.

The Clerk's office continues to assist the Finance department in providing requested documents to the auditors.

The Town Clerk met with a new employee in the Cultural Resources department to train on the back-end use and postings of the town's website.

Week of December 3 through December 9, 2010
Department of Community Development (DCD) Events

Overall Department Accomplishments:

1. Presented Consumption On Premises Issue to Town Council.
2. Met with representatives for Big John's Eatery CPD regarding renovations and prospective tenant and reviewing related CPD issues with Town Attorney.
3. Reviewing Zushi Zushi Restaurant building plans.
4. Coordinating FEMA applications for Public Works with Public Works.
5. Building Safety Services Coordinator attended FEMA Floodplain Workshop.

Building Permitting Activity: 12/03 – 12/09/2010

- New applications 24
- Permits issued 16
- Permits approved, not issued 14
- Applications reviewed & approved 30
- Applications under review 10
- Inspections performed 53
- Permits issued Certificate of Completion 11

Note: ***Increase in permitting trend continues.***

Code Enforcement Report:

- Cases Opened: 5
- Cases Closed: 10
- Active Cases: 83
- Cases went to Hearing: N/A-Next Hearing 12/17/10

Environmental Sciences:

- Attended Town Council meeting to provide input regarding the beach nourishment project
- Met with three property owners regarding the beach nourishment project
- Provided additional information regarding the vegetation plan to property owners
- Responded to a complaint about unauthorized mangrove violation
- Attended professional training session about aquatic plants and storm water ponds
- Reviewed zoning verification request for consistency with DEP permit issuance
- Responded to several public information requests
- Attended MRTF meeting as staff liaison
- Reviewed multiple permit applications

Week of December 4, 2010 – December 9, 2010

Public Works Department

General

- Beginning on or about December 15, the roofing contractors will begin replacement of the roof at Town Hall. This will require that the radio station antenna be removed for the duration of the roof replacement. A notice regarding this will be placed on the Town's website and a notice on the station will air until it is shut down.
- Farmers Market – is well underway with activity picking up on a weekly basis.
- Effective December 1, 2010, Hurricane Re-Entry Passes will no longer be issued. The program will be reactivated spring 2011.
- The resurfacing of the various side streets is nearly completed. Street edging and clean-up is needed. Striping will be completed in approximately 30 days.
- Special Events – there were no new applications received this week nor are any scheduled for the coming week. Resulting from the Almost Acoustic Christmas Concert, that was held Sunday, December 5, 2010 in the parking lot at the north end of Old San Carlos Blvd., it will be necessary to modify how events similar in venue are managed in the future.
- PW and Community Development staff attended a telephone conference with a representative from the Department of Emergency Management regarding the pending grant applications.
- Staff attended and participated with the Gazebo Lighting, held on Saturday, December 4, 2010. A glitch with the light switch caused the lights to turn on in advance of the set time but everyone present enjoyed singing the Christmas carols after the gazebo was lit.
- Staff attended the Town Council meeting and afternoon workshop on December 6, 2010.
- On Wednesday, December 7, 2010, PW staff attended, with B.A.S.E., animal rescue training provided by C.R.O.W.
- Staff attended the annual Condo Association meeting to review the water utility rate structure and answer other questions generated by the group. Resulting from that meeting staff met with two separate condo representatives regarding water rates and North Estero Blvd.
- Mooring Field/Marine Related –
  - Average occupancy to date this month is 24 boats.
  - A date has not been set for the installation of the new mooring systems, quotes are not complete.
  - No more action has occurred with the 3 boats anchored off Bowditch Point but staff continues to work with Lee County Marine Patrol regarding this.

Bay Oaks Recreation Campus –

- The pool has remained closed for the week due to the cold weather.
- Adult Softball – Games are underway each and every Sunday.
- Flag Football will begin practice on December 29, 2010.
- Adult Basketball is back; registration is underway and will begin on January 10, 2011.
- The teen trip to the Dolphins football game was cancelled due a lack of funding.
- Approximately 45 people attended the piano concert held at the First Assembly Church on Friday, December 3, 2010.
- Participation with Pickle Ball and Mah Jung are picking up.
- The Senior Games Power Lifting meet at Bay Oaks is scheduled for December 10, 11, 12 2010. Set up will begin on Friday, with the events both Saturday and Sunday. Bay Oaks will be closed during this event.

- Final preparation is underway for the Holiday Party, December 18, 2010. Staff is receiving many donations for this annual event.

North Estero Blvd. Drainage Improvement Project

- Good progress continues as the project moves toward completion. The sidewalk in front of Lynn Hall Park and on the bay side of the street to Lagoon St. is complete. Much of the curbing in this area is also completed.
- Installation of treatment area #4 is complete and work has been started on area #5.
- The Town's contractor is well underway with reconstructing the road bed, moving from north to south.

Mound House Landscape Restoration & Park Improvements

- Wright Construction is in the process of submitting their schedules and shop drawing submittals. Review of some of the stormwater structures is complete. Based on their schedule they are due to begin mobilization the week of December 13, 2010. Some minor work is scheduled to begin during December, but work will begin in earnest at January 1, 2011.

Cultural Resources Weekly Departmental Report
For the Period 12-3-10 to 12-9-10

Upcoming Programs

The Friends of the Mound House are hosting their annual holiday luncheon fundraiser on Saturday, December 11th at Diamondhead from 12 to 3pm.

The Mound House is offering a pontoon boat tour to Mound Key on Saturday, December 18th and a guided kayak paddle to Dog Key on Wednesday, December 22nd. A press release was sent to area media.

Meetings/Other

Theresa Schober met with Community Development Director Walter Fluegel and Building Official Ken Miller on Friday, December 3rd regarding set back requirements for the kayak storage building to be constructed at Mound House.

Town Manager Terry Stewart, Town Clerk Michelle Mayher, and the Cultural Resources Director met with John Jacobsen, Executive Director of the South Cape Community Redevelopment Agency on Friday, December 3rd. Mr. Jacobsen spearheaded efforts by the Cape Coral Rotary Club to offer an art festival that has now operated for 26 years.

The Cultural Resources Director attended portions of the Monday, December 6th Town Council regular meeting and afternoon work session.

Cultural Resources provided background information regarding interpretive signage on Estero Bay prehistory for the FGCU Field Station in Bonita Springs.

Theresa Schober participated in a conference call on Wednesday, December 8th with landscape architect David Sacks and irrigation designer George Smith regarding the installation of a well at Mound House to support new plantings.

Cultural Resources Director Theresa Schober and Education Coordinator Barb Kreamer attended the Friends of the Mound House board meeting on Thursday, December 9th.

A campaign pledge form for the Mound House landscape lighting was developed for distribution in holiday cards and at the Friends of the Mound House event on December 11th.

Cultural Resources completed review of administrative submittals relative to the Mound House landscape restoration project and forwarded comments to Public Works.

Maintenance

The Mound House office was painted and cleaned in advance of a reconfiguration to support new staff members. Work was conducted by Public Works.

The large gumbo limbo tree near the Mound House entrance drive was evaluated by a Lee County arborist and determined to have dry rot. The tree has been fenced off in preparation for demolition as part of the landscape installation work.