# *Town of Fort Myers Beach*

Town Manager's Weekly Report
**February 4th, 2011 through February 10th, 2011**

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 joined with staff in a meeting with the representatives of Wright Construction, the contractor performing the Mound House site development and landscaping work. The purpose of the meeting was to discuss several items about that work and to insure the company is fully aware of Council's concern about finishing the project on time and within budget.

Public Works Director Lewis and the Town Manager met with FP&L representative Kate Donofrio and their landscape/vegetation expert to listen to their concerns about the Town's planting of Royal Palms along the North Estero project. They were very emphatic about FP&L's concerns regarding the use of Royal Palms in such close proximity to their power lines. They insist that those trees in those locations will contribute to frequent power outages and that the trees are so close that a number of them may be killed when the fronds contact the wires. These FP&L representatives may be contacting the Mayor and Council members to further plead their concerns.

On Wednesday, February 9th, the Town Manager joined Vice Mayor Raymond, CRAB Chair Jim Rodwell and Volunteer Assistant to the Manager, Vince Cummings in a meeting/site tour with the Commander of the Fort Myers Beach Coast Guard Station. The main purpose of the meeting was to enable a better understanding of the Station's mission and to work toward an enhanced relationship between the Coast Guard and our Town.

The Town Manager and Community Development Director Fluegel met with Mr. Jim Jamieson and Ms. Joanne Semmer to review matters related to a property on Mango Street owned by Mr. Jamieson. Mr. Jamieson is attempting to resolve some zoning and land use questions about the site.

The Town Manager joined Mayor Kiker at a meeting of BUPAC where the Mayor was the featured speaker and then answered questions from attendees.

Mayor Kiker and the Town Manager met with Lee County Commissioner Bigelow at the Commissioner's office to discuss a number of matters related to Town/County business.

The Town Manager met with Mr. Bob Conadaris and his hotel manager to hear Mr. Conadaris' concerns about illegal consumption of alcohol on the beach near his hotel site. He is very much concerned about persons purchasing alcohol at nearby locations and then having to deal with those persons when they come onto his property. He had questions about enforcement, etc.

**Week of February 4th through February 10th, 2011**
**Department of Community Development (DCD) Events**

## Overall Department Accomplishments:

1. LPA Hearing: Staff presented 216 Connecticut Street CPD Rezoning, LPA Membership requirements discussion, Evaluation and Appraisal Report for Comprehensive Plan discussion and scheduling of Carter Cottage Historic Designation Plaque..
2. Attended Lee County 2035 Conference.
3. Times Square site visit to discuss vending cart issues with business owners.
4. Research and review requirements for Fort Myers Beach Golf Course change in COP license.
5. Coordinated application revisions for Mermaid and Surf Club Special Exceptions.
6. Introduction and first hearing Sign Ordinance to Town Council.
7. Reviewing current projects and ordinances for March LPA agenda.
8. Meeting with Joanne Semmer regarding wetlands mapping error process.

## Building Permitting Activity: 02/04 through 02/10/2011

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|---|---|
| • New applications | 27 |
| • Permits issued | 24 |
| • Permits approved, not issued | 07 |
| • Applications reviewed & approved | 25 |
| • Applications under review | 11 |
| • Inspections performed | 64 |
| • Permits issued Certificate of Completion | 03 |

## Code Enforcement Report:

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|---|---|
| Active: | 57 |
| Closed: | 7 |
| Opened: | 5 |

## Environmental Sciences:

Attended Florida Marine Turtles Permit Holders meeting.

Met with contractor about storm water management

Attended MRTF as staff liaison

Conducted various permit reviews

To: Terry Stewart, Town Manager

From: Evelyn Wicks, Finance Director

Date: February 10, 2011

Re: Weekly Activities

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The Finance Department staff worked on the following projects and activities for the week of February 4rd through February 10th.

FINANCE

An accounts payable check run and deposit were processed. We completed the general fund bank reconciliation for January and posted all activities to the general ledger.

HUMAN RESOURCES

The Town outsources payroll; Amanda and I met with their representative to discuss the changes in year-end payroll reporting for 2011.

BUDGET

I am preparing the preliminary work papers for the FY 2012 budget.

INSURANCE

I am monitoring three liability claims and one on-going employment claim.

**Cultural Resources Weekly Departmental Report**
**For the Period 2-4-11 to 2-10-11**

Upcoming Programs
Mound House Volunteer Training continues with a tour of Manatee Park on Tuesday February 15th and a presentation on Estero Island's early history at Seven Seas on Thursday February 17th.

Educational Tours and Programs
Education Coordinator Barb Kreamer led a group of 22 volunteers to the Southwest Florida Museum of History for volunteer cross training on the history of southwest Florida Wednesday February 9th.

The Cultural Resources Director provided a tour of Seven Seas and Newton Park on Thursday, February 10th for Lee County Staff members Pam Houck, Shawn Lamey, Becky Penfield, and Beth Workman; Kathy Rooker of the Captiva Erosion Prevention District; and fellow Historic Preservation Board member James Ink.

Meetings/Other Events
The Cultural Resources Director participated in an on-site construction meeting with the project consultant, contractor, and Public Works staff on Friday February 4th.

The Cultural Resources Director attended the LPA hearing regarding the rezoning of 216 Connecticut Street on Tuesday February 8th to answer committee questions regarding the application.

The Cultural Resources Director participated in a meeting with Public Works Director Lewis and Wright Construction representations George "Andy" Powell and Scott Loiacano regarding contract issues on Tuesday February 8th. This meeting was concluded with the Town Manager to address project scheduling.

Parke Lewis has joined the staff of Cultural Resources as part time Environmental Educator responsible for Mound House kayak tours and the Treasures of the Sea program from Newton Park, among other environmental programs. Parke brings experience as an environmental consultant and biologist in southwest Florida.

Landscape Restoration
Archaeological monitoring services have continued to be provided. Volunteers have assisted with hand excavations of the ca. 1909 pathway to the Mound House as part of the landscape renovation and park improvement project.

To: Terry Stewart, Town Manager
From: Michelle Mayher, Town Clerk
Date: February 10, 2011
Re: Departmental Reports

## From the Clerk's Office

### Records Requests

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

- Permission from the Property Owner for business at 1560 I Street, Proof of Insurance for tractor and 4 wheeler for said business

- DVD of the 2.7.2011 town council meeting

- DVD of the 2.7. 2011 town council meeting, 1.18.2011 council meeting and work session, and 1.3.2011 council meeting and work session.

### Miscellaneous

Request for Qualifications RFQ 11-01-CD Ongoing Coastal Engineering Services was issued 2/09/11. Responses due back 3/11/11.

Softrim Corporation has completed the first phase of upgrades to the audio and video equipment in the chambers. Staff training is on-going.

Week of February 4, 2011 – February 10, 2011

**Public Works Department**

General

- Special Event Applications Received –
  - Taste of Santini – Santini Plaza – February 26, 2010
  - Miss Shorty Pageant – Lani Kai –March 19, 2011
  - Neighborhood Block Party – Carlos Circle – February 20, 2011
- Special Events Scheduled –
  - Snowbird Reunion Party – Shamrock Irish Pub – Sunday, February 13, 2011
  - Home of Distinction – 110 Sabal Drive – February 17, 2011 – March 6, 2011
- Matanzas Pass Bridge – A construction kick-off meeting is scheduled for February 25, 2011. PW staff will attend.
- Due to concerns expressed by residents in the vicinity of the Farmers Market the music has been cancelled for the remainder of the season. Consideration is being given to relocating the Farmers Market for next year.
- PW staff attended the Town Council meeting and workshop held on February 7, 2011.
- PW staff and Town Manager attended a meeting with Wright Construction related to the Mound House Landscape Project
- PW staff and Town Manager attended a meeting with representatives of FPL regarding the palm trees on North Estero Blvd.
- PW staff assisted with a water main break on Buccaneer.
- PW maintenance worked on the fountain moved furniture to and set up at Seven Seas, pulled wires for IT at Town Hall and began work to refurbish the fence at the Bay Oaks walkway.
- PW staff is finishing the FY12 TDC application for submittal by February 18, 2011.
- PW staff began to interview applicants for the Public Services Supervisor position.
- PW staff prepared for the February 22, 2011 Town Council meetings.
- PW staff began data collection at the crosswalks designated for the new pedestrian signs. This will continue until the County's requirements are met.
- Mooring Field/Marine Related –
  - Average occupancy through January was 35 boats.

Bay Oaks Recreation Campus –

- The pool will continue to be closed during periods of cold weather. It is currently open for winter hours, but the Kiddies pool is mostly closed as it has been difficult to keep the water temperature warm enough.
- Water aerobics has been held for 2 weeks straight as the weather has cooperated.
- The drainage maintenance work on the ball fields is underway. It has been determined that the existing sod will be saved, which will be a savings to the project. It is expected that the fields will be ready for use in approximately one week.
- On Friday, February 11, 2011 the annual Youth Valentine dance will be held, this year's theme will be based around a skating party.
- The second annual Arts & Crafts Fair has been rescheduled to coincide with the Town Open House on March 26, 2011. This was done due to an Arts & Craft Fair on Sanibel and the Edison Festival of Lights taking place that weekend.
- The Annual Health & Safety Fair will be held on March 5, 2011.
- FMB Community Foundation Casino Night – March 5, 2011.

- 26 seniors attended “39 Steps” at FL Rep Theatre on Wednesday, Feb 9th, On February 18th the seniors have a visit to the Naples Botanical Gardens planned.
- Tweens will be traveling to Busch Gardens, February 20, 2011
- Flag Football season ended on February 5, with a banquet on February 13, 2011.
- Adult Basketball has 4 teams registered and play will begin on February 21, 2011.
- Staff is finalizing a program to offer dance lessons on Saturday mornings, a start date has not been identified but it will be geared to children between the ages of 5 -10.
- Planning for summer Camp and the pool’s summer classes/programs is well underway. Registration begins April 4, 2011.

North Estero Blvd. Drainage Improvement Project

- Planting of the palm trees is approximately 99% complete, there will be a few more added to areas that were not planned. Gumbo Limbo trees have been planted and the remaining landscape will continue into next week.
- The entire roadway received the first paving lift on Friday, February 4, 2011, due to traffic it took until approximately 6:30PM to complete.
- The final paving is scheduled for February 15 & 16, 2011 and will be performed at night. It will include paving Fifth Street and a portion of Old San Carlos Blvd. including the three way intersection. Final striping will occur on Friday 18, 2011. A message sign board will be installed on Monday notifying the neighborhood of the scheduled work. Information regarding this will also be placed on the Town’s website.
- The add on drainage work along the southern portion of Carlos Circle was started. The water line needed to be relocated to a conflict. It is expected that this work will be finished and the curbing will poured next week.

Mound House Landscaping Restoration Project

- The retaining wall has been completed and backfilled.
- Grading, cutting and filling is underway.
- The driveway/pathway is coming along well as are the other pathways.
- Wright Construction submitted a price for replacing the water line, but staff is obtaining additional prices for a comparison.
- Issues associated with the irrigation system are not yet resolved.