



# *Town of Fort Myers Beach*

## Town Manager's Weekly Report **May 20, 2011 through May 26, 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 attended two table top sessions at the Lee County Emergency Operations Center this week. Both were scheduled on Wednesday, May 25<sup>th</sup>. The morning session utilized evacuation decision making scenarios for our area.

The Town Manager met with local businessman Steve Strauss to hear his thoughts and ideas regarding the beachfront COP issue.

The Town Manager met with Mr. Tom Easton of Snug Harbor to examine an underground void at the Old San Carlos fountain area. The area is currently cordoned off from public access. There are unresolved issues about who will be paying for the necessary repair as the problem resulted from a county water supply pipe project. This situation has existed for quite some time and must be resolved. Public Works Director Lewis was given direction to move forward with a solution and we will continue to work on the financial responsibility concerns.

The Town Manager attended the Retirement Reception for Bonita Springs City Manager Gary Price.

**Week of May 20th through May 26th, 2011**  
**Department of Community Development (DCD) Events**

**Overall Department Accomplishments:**

Prepared Rowe RPD, Merlo Special Exception, Mermaid Special Exception, Beach Renourishment Budget Transfer and EAR for Town Council Meeting and Workshop

Meeting with ABT and Sheriff's Office regarding COP ordinance

Prepared draft FY2012 Department Budget

Meetings regarding sign ordinance

In-take of FMBLDO2011-0003 GullWing Resort Turtle Lighting

In-take of FMBZVL2011-0009

Issued Certificate of Use for Sand Dollar

United Way Allocation team site visits

Amendments to Staff Reports for Town Council meeting (6/6)

Notice of Public Hearing for FMBSEZ2010-0003, FMBDCI2011-0002, FMBSEZ2010-0006

Meeting with Beach Shell Inn – questions about sign variance application

Sign Ordinance coordination

Council meeting prep

Coordination with Community Development Director

Meeting with Dennis Boback re Pelican Watch sign and new sign ordinance

In-take of FMBLDO2011-0003 GullWing Resort Turtle Lighting

Community Development Staff meeting

Coordination with Tom Lehnert re possible Waterside DO extension

Council meeting prep

Coordination with Town Attorney re sign ordinance implementation

In-take of FMBZVL2011-0009

**Building Permitting Activity: 05/19/11 THROUGH 05/26/11**

• New applications	41
• Permits issued	31
• Permits approved, not issued	14
• Applications reviewed & approved	45
• Applications under review	10
• Inspections performed	64
• Permits issued Certificate of Completion	14

**Code Enforcement Report:**

Active: 145  
Closed: 5  
Opened: 45

**Environmental Science Coordinator:**

- Attended Coastal Advisory Council meeting
- Continued sea turtle lighting enforcement
- Continued monitoring of the beach nourishment project
- Notified Personal Watercraft vendors and Parasail business about compliance issues
- Coordinated with DEP on several permitting issues

# Memo

To: Terry Stewart, Town Manager  
From: Evelyn Wicks, Finance Director  
Date: May 26, 2011  
Re: Weekly Activities

---

The Finance Department staff worked on the following projects and activities for the week of May 20<sup>th</sup> through May 26<sup>th</sup>:

## FINANCE

A bank deposit and two accounts payable check runs were processed. April month end and bank reconciliation was completed for the main operating account. Payroll was completed and the May payroll journal entries were completed and posted. As part of the annual audit, the Town is required to file an *Annual Financial Report* with the State of Florida. That report was completed and filed with the State's Chief Financial Officer. Times Square invoices were sent out.

## HUMAN RESOURCES

As part of the upcoming budget process, we are negotiating with a firm to assist us in evaluating our current benefit providers and to help us write specifications for a request for proposal for health benefits. In preparation of hiring Bay Oaks Summer Camp Counselors, we have registered the Town in the *Live Scan Digital Fingerprinting Program* as required by Department of Children & Families for prospective employees working directly with children for 10 or more hours per month.

## BUDGET

I am assembling all the budget requests from departments. We are expecting the preliminary property valuation numbers on Wednesday, June 1<sup>st</sup>.

## INFORMATION TECHNOLOGY

MainStreet conducted a software upgrade. We expect to post the electronic book version (*Flipping Book*) of the Town Council minutes for 2006 through 2010 on the website on Friday afternoon. You will be able to find the electronic book version under the Town Council Department, Council meeting minutes tab.



*Town of Fort Myers Beach*

## Memorandum

To: Terry Stewart, Town Manager  
From: Michelle Mayher, Town Clerk  
Date: May 26, 2011  
Re: Departmental Reports

### **From the Clerk's Office**

#### **Records Requests**

- for all legal counsel invoices and time sheets relative to 5858 Lauder Street.
- request to view the campaign treasurer's reports from the 2010 campaign for Larry Kiker, and the treasurer's reports from the 2011 campaigns for Jo List and Bob Raymond.
- request for all e-mails – sent and received – for the five council members and Town Manager Stewart for the period of May 11 – 25, 2011 with the subject COP, or Consumption on Premises.

#### **Miscellaneous**

The Clerk's Office assisted with various requests for information, for example, whether the Town ever established a streetlighting district; any documentation related to the Town's pension plan being formally adopted by Council; information regarding the beach accesses for CRAB; LPA resolution for Ocean Harbor's landmark sign designation; whether the Town has established a contact for disaster debris removal for the upcoming hurricane season; whether the Town currently uses a 'P'-card purchasing program.

The Town Clerk facilitated in the process for a donation to the Fort Myers Beach Elementary School Parent Teacher Organization from Council Member Kosinski.

The Contracts Manager has submitted the lead paint abatement bid documents for the Mound House.

## **Cultural Resources Weekly Departmental Report For the Period 5-20-11 to 5-26-11**

### Upcoming Programs

- On Friday May 27<sup>th</sup>, Mound House is hosting three 4<sup>th</sup> grade classes from Highlands Elementary in Immokalee.
- On Saturday, June 4<sup>th</sup>, Mound House is hosting the attendees of the Society for Ethical Ecotourism annual meeting for a picnic and tour.

### Educational Tours and Programs

Saturday May 21<sup>st</sup> was the first annual Shell Mound Soiree at Mound House. Over 35 people from the immediate neighborhood joined staff and Mayor Kiker for light refreshments and good conversation. The new landscaping and shell mound exhibit were showcased.

On Thursday May 26<sup>th</sup>, Mound House hosted an educational program for two 4<sup>th</sup> grade classes from Highlands Elementary in Immokalee including 34 students and 3 adults.

Regular tours and programs including Plants and People Guided Walk, Stories Beneath our Feet Exhibit, Guided Beach Walks, Open Bocce, and Beginner's Yoga have been taking place at Mound House and Newton Park.

### Meetings/Other Events

Materials were prepared and submitted for the Monday June 6<sup>th</sup> Town Council meeting.

Cultural Resources staff submitted an application for research/collection permit to relocate 24 wild cotton plants from Mound Key to Mound House. Wild cotton was designed as an integral part of the Plants & People Trail but was not obtainable by Wright Construction due to issues with the commercial availability of wild cotton.

An invitation to bid on the lead paint abatement project at Mound House was advertised in the Fort Myers News Press on Thursday, May 26<sup>th</sup>. The lead abatement technical specifications were completed Greenfield Environmental in consultation with Cultural Resources. The work plan for lead abatement has been forwarded to Florida Communities Trust and the Division of Historical Resources for review.

The CELCAB meeting was postponed on Thursday May 26<sup>th</sup> due to a cancellation of the Friends of the Mound House meeting in which a discussion of membership programs had been scheduled. A workshop with the Friends of the Mound House is being scheduled.

Repairs to the waterproofing material over the shell mound exhibit roof were completed on Friday, May 20<sup>th</sup> at no cost to the Town. Damage to the waterproofing appeared to have resulted from set up of a transit for surveying. This damage appeared to be cumulative from repeated use of surveying equipment for planning purposes as well as current and past construction projects.

### Landscape Restoration Project

A construction walk through was held with Wright Construction, Public Works, Cultural Resources, and landscape architecture and civil engineering consultants on Tuesday, May 24<sup>th</sup>. Some work remains to be completed from the substantial completion punch list.

Subsequent meetings on May 25<sup>th</sup> were held between Cultural Resources and landscape architect David Sacks regarding a series of outstanding items including the kayak building site and shell road alignment, site furnishings, landscape maintenance specifications, and permanent site irrigation.

Week of May 20, 2011 – May 26, 2011

## **Public Works Department**

### **General**

- Special Events Scheduled –
  - O'Brien Hyundai Promotion at Yucatan Beach Stand – Saturday, May 28, 2011
- Special Event Applications Received –
  - 4<sup>th</sup> of July Parade – Civic Association
  - 4<sup>th</sup> of July Fireworks Display – FMB Fireworks Team
- Hurricane Re-Entry Passes – Mailing of re-entry decals has been completed. The data base is being up-dated. It is estimated that to date 1,000 applications have been made. Applications can be hand delivered or mailed to Town Hall. Information needed to complete the reentry pass application is: copy(s) of 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.
- PW Director reviewed and approved the dewatering plan for the Library renovation. Review of the water/sewer connections and MOT is underway.
- PW Director, Finance Director and P & R staff attended a meeting with Lee County to review the CDBG grant program.
- PW Director began preparation for the June 6, 2011 Town Council meeting.
- PW Director provided site visits to the Mound House and North Estero Blvd. to oversee the project punch list work that is going on.
- PW Director submitted the weekly report to the SFWMD regarding water restrictions. To date no violations have been cited.
- PW staff submitted the Lee County Right-of-Way permit applications for the placement of the banner poles.
- PW staff is moving along the purchase of Mobi-mats for several beach accesses
- PW Maintenance finished the removal of sod and fill from the roof of the exhibit area so that repairs to the water proof barrier could take place. After water proofing was completed the area was restored. Staff finished the set-up for the Mound House Soiree scheduled for Saturday and provided bread-down of the same.
- PW Maintenance had planned to re-install the three pedestrian signs that were recently knocked down, however due to the continued hits the mounting bolts size needs to be increased. These units will be reinstalled next week. PW will also be ordering 1 or 2 more units to maintain in inventory due to the consistent hits and damage being done. Since initial installation two have been damaged to the point of needing replacement.
- The water service to the location of the Palm Street Public Restroom has been completed. It is expected that the sanitary sewer connection and setting of the electric pole will occur next week.
- Matanzas Bridge Painting – Deputy PW Director attended a project meeting. Wright Construction Group is scheduled to begin mobilization on June 6, 2011. Concrete removal and replacement is scheduled to begin on June 7, 2011. This work will occur during normal work hours and will require that pedestrian traffic will be detoured. Power washing of the inside barriers will also begin during that week as well and will take approximately 2-3 weeks to complete, this work will also be performed during daytime work hours.
- Mooring Field/Marine Related –
  - Average occupancy to date in May is 25 boats.

Bay Oaks Recreation Campus –

- Summer program registration continues with the programs beginning at the completion of the school year.
- The teens/tweens had a great time at Busch Gardens on Saturday.
- The next session of swim lessons has 4 children registered to date.
- Summer employment placements are nearing completion. Summer Camp Counselor training will take place on June 4, 2011.

#### North Estero Blvd. Drainage Improvement Project

- Final completion acceptance is scheduled for the June 6, 2011 Council Meeting.
- Planning for the ribbon cutting is underway; it is now tentatively scheduled for June 20, 2011.

#### Mound House Landscaping Restoration Project

- The final walk through took place on May 24 and 25. There are still outstanding punch list items that need to be addressed.
- The repairs to the water barrier on the mound exhibit were completed and are being tested.