Town of Fort Myers Beach

Town Manager's Weekly Report
July 22, 2011 through July 28, 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 scheduled meetings with the Mayor and Council members in order to review items on the upcoming meeting agendas for August 1. This will be the first meeting since mid June and the workshop meeting is especially ambitious.

Parks and Recreation Manager Nicole Olsen resigned from her employment with the Town. She was successful in attaining a position with another community and has decided to make this career move. The Town Manager and Public Works Director Lewis met with Mr. Bill Potter a retired Parks and Recreation professional to discuss bringing him on board on an interim basis until we can complete a search for a P&R Director.

The Town Manager met with resident Phil Winter who presented a multi-page document detailing concerns, issues and desires he has regarding Town operations. There was a lengthy discussion about each of those items and some additional ones as well. Council will be provided with a copy of Mr. Winter's concerns.

A second conference call took place this week to further address potable water system projects and funding for the various project phases. Participants in the call were the Town Attorneys, the Town Manager, Finance and Public Works Directors, Financial Advisor Julie Santamaria, and Attorney Chris Trabor from the Nabors, Giblin firm.

The Town Manager spoke with the Manager of Estero Cove, Ms. Susan Fisher regarding a complaint about her perception of how Town building division staff was handling processing of a paving permit for that location. The Town Manager agreed to learn what was happening and to get the process on track. After some investigation it was learned that Estero Cove's project management consultants have not yet provided a complete information package that is needed to process the permit application and they were aware of that deficiency. It is also important to note that the company contracted to do the work for Estero Cove began work without a permit and work was stopped with a red tag. The project management consultant has informed us that a complete package will be presented by Monday or Tuesday of next week.

The Town Manager spoke with Captain Matt Powell of LCSO about two subjects he has received several calls about from the public. The first item was about a desire to have deputies do a focused enforcement to ensure motorists are stopping for pedestrians at crosswalks. There is a concern that too many drivers are not being as cautious regarding this traffic code requirement as they should be.The second item of concern for the Sheriff's office is a request to monitor vagrants who are camping out inside the gazebo at the end of Old San Carlos.

Week of July 22through July 28, 2011
Department of Community Development (DCD) Events

Review of outstanding permits, reviews and certificates of use, etc

Florida APA Promised Lands Section Meet the Director luncheon and walking tour of Times Square and Old San Carlos

Intake of FMBREZ2011-0001, a request to rezone 821 and 831 Estero Boulevard from RC to DOWNTOWN. Application submitted Mike Roeder from Knott Consoer Ebelini Hart & Swett, PA

Coordination with Community Development Director re: sign compliance

On-going coordination with Linda Socolow from Shutts & Bowen LLP regarding Waterside DO extension

Meeting with Thomas List of La Ola regarding TMP11-0002 (revisions to application to allow multiple outdoor display carts) and FMBSEZ2011-0001 (application requesting additional outdoor seating in Town right-of-way and live, amplified music)

Met with Mr. Peter Bell regarding 2301 Estero Boulevard and solutions for required parking

Follow up with Mary Sayre regarding sailing charter business at Matanzas Inn, FMBUSE11-0011

Coordination with John Bryan regarding FMBUSE11-0003 for The Sea Catch restaurant

Met with Ken Miller, Building Official, regarding inspections for certificates of use

Worked with Barry Schrayer of Zushi Zushi for sign permit, SGN11-0020

Meeting with Town Attorney regarding property at 131 Estero Boulevard

Met with Peter Lisich regarding his property at 131 Estero Boulevard.

Data input and analysis of public input survey responses. Compiled a preliminary report of the data analysis and conclusions.

Reviewed report from LaRue Planning and Management with results from July 20th Visioning Session.

Conference Call with Florida Department of Emergency Management regarding Flood Elevation Grants.

Coordinated with Beach Water to implement an insert of “Flood Facts” into the August Bill.

Met with property owners to discuss historic FIRM maps and requirements needed for insurance.

Prepared options for Vista Signage for the Historic Advisory Committee Meeting July 26th

Revision of the LPA Resolution for FMBSEZ2010-005 for LPA and Town Attorney signature

CONTINUED

Developed a Frequently Asked Questions flier for the 50% Rule and processes to ensure construction estimates are accurate and meet the national requirements of the NFIP when submitted to the Town for permit approval.

Coordinating with regional contact for the Community Rating System Recertification. Reviewing changes proposed to CRS Manual for 2012.

Researching the history of the Town's CRA and DRA

Reviewed COP Memo and results of Community Development Department Surveys

Coordinating with Debi Taliaferro of Detail and Associates regarding Bay Beach DRI Monitoring Requirements.

Building Permitting Activity: 07/2211 THRU 07/28/11

New applications	34
Permits issued	32
Permits approved, not issued	08
Applications reviewed & approved	40
Applications under review	22
Inspections performed	51
Permits issued Certificate of Completion	27

Code Enforcement Activity

Active Cases:	175
Closed Cases:	5
Opened Cases:	16

Environmental Science Coordinator:

A sea turtle lighting compliance survey conducted. 12 new violations found
Continued sea turtle lighting compliance efforts with property owners.
Investigated a report of dead fish on the beach.
Monitoring of the beach nourishment project. Met with the county project manager for a tour of the dredge and beach sites.
Regular coordination with the US Army Corps of Engineers for the Laguna Shores project.

Memo

To: Terry Stewart, Town Manager

From: Evelyn Wicks, Finance Director

Date: July 28, 2011

Re: Weekly Activities

The Finance Department staff worked on the following projects and activities for the week of July 22nd through July 28th:

FINANCE

We completed a bank deposit and accounts payable check run. Invoices were sent out for summer camp swim admissions. We continued working on July month end. We are beginning to work on year-end projects. I reviewed a number of proposals from the RFQ for Engineering Services. I researched one outstanding special.

HUMAN RESOURCES

Processed a background check and drug test for a prospective interim employee. On Friday afternoon *(1:00-2:00 p.m.),* please join us at Bay Oaks Recreation Center to bid Nicole a fond farewell.

BUDGET

I prepared and forwarded the first of several required *State of Florida Department of Revenue* forms for the budget.

- DR420 sets the proposed operating millage rate
- DR 420-MMP is the Maximum Millage Levy Calculation – preliminary disclosure

INSURANCE

I researched several employee health insurance questions. I reviewed the Town's pollution policy and approved several upgrades to the Town's flood insurance.

Town of Fort Myers Beach

Memorandum

To: Terry Stewart, Town Manager
From: Michelle Mayher, Town Clerk
Date: July 28, 2011
Re: Departmental Reports

From the Clerk's Office

Records Requests

- All documents and communications related to building permit COM10-0290, for 6610 Estero Blvd #1023 in Fort Myers Beach FL, issued on December 17, 2010.
- All documents and communications related to building permit COM09-0169, for 6610 Estero Blvd #1023 in Fort Myers Beach FL, issued on March 26, 2010.
- A copy of the FMB Library facilities report and a copy of the petition from concerned taxpayers against the library expansion

Miscellaneous

The Contracts Manager received executed contracts and issued a Notice to Proceed to American Resource Management Corporation (AMRC) for the Mound House Lead Removal Project.

The Town Clerk and Contracts Manager sorted and distributed to the Selection Advisory Committee the responses received as a result of RFQ 11-02-PW, Ongoing Miscellaneous Engineering Services

The Contracts Manager received questions from interested parties regarding a request for proposals (RFP) for Employee Benefits Coverage. The inquiries were forwarded to Ben Few & Co. who is assisting the Town with the RFP process.

The Town Clerk met with the Town's Building Safety Services Coordinator to become acquainted with the FEMA requirements for records retention as they pertain to the National Flood Insurance Program and the Community Rating System. (FEMA requirements are more stringent than what is identified in the Florida Department of State Division of Library Services General Records Schedule for local municipalities).

Cultural Resources Weekly Departmental Report
For the Period 7-22-11 to 7-28-11

Educational Tours and Programs

Regular tours and programs including Plants and People Guided Walk, Stories Beneath our Feet Exhibit, Guided Beach Walks and Beginner's Yoga have been taking place at Mound House and Newton Park. A private tour group visited Mound House on Friday, July 22nd.

The second busiest day since re-opening the Mound House on April 6th was recorded on Wednesday, July 27th with 25 visitors taking tours.

A notice was submitted to island papers indicating public tours and programs would run through July 30th with the Mound House being closed to the public from August 1st to September 30th for the lead paint abatement project.

Meetings/Other Events

Two proposals for landscape maintenance at Mound House and Newton Park were received by the Monday, July 25th deadline. Following review for sufficiency by the Contracts Manager, reference projects are being checked in preparation for a selection committee meeting.

Mound House survey results were supplied by Johnson Engineering. Following review, the data has been made available to AECOM and Renker Eich Parks Architects to finalize the kayak building siting.

A draft brochure was designed for the Citizen's Recognition Program and provided to CRAB Chair Miffie Greer.

Lead Paint Abatement Project

On July 22nd, the pre-construction meeting for the lead paint abatement project was held at Mound House with the Cultural Resource Director, Public Works Director Lewis, Contracts Manager Boers, and representatives from Greenfield Engineering and American Management Resources Corp (AMRC).

A conference call was held earlier in the week with Eric Goeller from AMRC, Cultural Resources Director Schober, and Phillip Wisley of the Division of Historical Resources (DHR). Various products for lead paint abatement and results of product testing were discussed. The DHR has provided a letter to the Town approving the work plan developed by AMRC.

Various chemical product tests continued throughout the week to ensure the gentlest means possible would be used on the historic structure. Contracts for the project have been fully executed and a Notice to Proceed was issued for Monday, August 1st.

Week of July 22, 2011 – July 28, 2011

Public Works Department

General

- Special Events Scheduled – None
- Special Event Applications Received – None
- Hurricane Re-Entry Passes – Applications continue to be processed at Town Hall. As we move into the season, issuance of Re-Entry Passes will be discontinued when within 6 days of an impending storm.
- PW Director and Deputy held the monthly meeting with Woodard & Curran. The majority of the meeting was spent discussion the proposal that is going to Town Council at the 8/1/11 Workshop.
- PW Director and Town Manager met with Bill Potter to discuss the potential of his working on an interim basis as Parks & Recreation Manager until a replacement is found. Confirmation was received from Bill Potter, that he is interested and will begin work on August 1, 2011.
- Central Parking notified PW Director that two of the pay stations located under the bridge are out of service. PW Director is looking at alternatives to these stations.
- Beach Water collected the asbestos sample from the water system and has submitted for analysis. This is a regulatory requirement every nine years; results will be available in approximately 6 weeks.
- PW Director participated in a telephone conference with the Finance Director, Town Manager, Fowler, White, Boggs, and Nabors, Giblin to discuss the debt financing of the water utility in preparation for the 8/1/11 Workshop.
- PW Director met with Lee County DOT and LeeTran staff as well as the project consultant regarding the small scale improvement projects. The meeting was used to work on the trolley pullout at the Newton Park and the sidewalks/trolley pullouts from Flamingo to Lenell Road. Lee DOT is looking to bid these projects in September.
- Lee County DOT and PW Director met regarding the last phase of paving. DOT is looking for direction as to whether paving will occur at night or day. The work is likely to begin in October or November.
- Deputy PW Director met with Southwest Utility Systems, Inc. and the landscape consultant to perform another landscape walk through on North Estero Blvd.
- PW Director attended the quarterly Lower West Coast Utility Council meeting. A tour was provided of the North Cape Coral RO production plant. It was a productive meeting mostly related to operations.
- PW Director continues to process Special Events Permit Applications and submitting the weekly report to the SFWMD regarding water restrictions.
- Matanzas Bridge Repairs – Work is proceeding at a steady pace, the painting on the outboard side of the bridge is scheduled for completion within two weeks. Once that is complete asphalt and concrete work will begin.
- PW Maintenance mowed and weeded at the Mound House. PW Maintenance spent time weeding at the Newton Park as well. Community Service workers are being used to assist with this effort.
- PW Maintenance mowed various rights-of-way, pulled weeds in traffic medians at the base of Matanzas Bridge, started the quarterly maintenance on the stormwater inlets, cut palm trees on beach accesses, repaired the OSC fountain; started crosswalk painting on OSC.
- Mooring Field/Marine Related –
    - Average occupancy to date for July is 11 boats.
        - The installation of the new engine on the work boat was completed.