



Town of Fort Myers Beach

Town Manager's Weekly Report
August 19, 2011 through August 25, 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, Public Works Director Lewis and Cultural Resources Director Schober met with representatives of Wright Construction Company to review unresolved issues and closeout documents for the Mound House landscaping project.

The Town Manager met with Mr. Robin Stublen, Deputy Director/Public Liaison to the Governor. Mr. Stublen's role is to maintain contact and develop relationships with local governments in order to keep the Governor's office informed on the issues and concerns of local governments.

On Tuesday August 23rd, Town Council held a budget workshop meeting. Staff provided a presentation covering the proposed budget. Council expressed its concerns about the struggling economy and the need to hold the line on cost. Staff was instructed to achieve further expense reductions and reduce the reliance on reserves.

The Town manager met with Mr. Charles Rochleau of The Haskell Company. Haskell is a company specializing in medium to large projects. Mr. Rochleau wished to learn if the Town had any projects on the horizon.

The Town Manager sang the National Anthem at the dedication ceremony for the new Lee County Page Field Base Operations Terminal.

The Town Manager visited the Beach Re-nourishment project site along with Environmental Sciences Coordinator Keith Laakkonen in order to check on project progress. Some additional work has been accomplished but in the Manager's view that progress is still painfully slow. Sand was not being pumped at the time of our visit and had not been for at least two days due to weather.

Week of August 19, through August 25, 2011
Department of Community Development (DCD) Events

Organized the Historic Plaque Presentation for St. Raphael's Church to be held September 29th at 9am.

Responded to an inquiry regarding Residential Design Standards for planned developments.

Researched repetitive loss eligibility for 2 Palmview Boulevard.

Met with Town Staff to assign tasks for the 2011 CRS recertification and prepared mailing to repetitive loss properties. Revised the Frequently Asked Questions for the Substantial Improvement Determination. Prepared annual mailing to repetitive loss properties and requesting printing and bulk mail quotes.

Completed EAR surveys on-line with zoomerang presented to senior staff for review and approval.

Coordinating Historic Advisory Committee Agenda for September with Cultural Resources.

Coordinated with applicants and FDEM regarding FEMA elevation grants.

Provided guidance to applicants for sign variances, DEP setback consistency letters, and minimum setbacks for pool equipment.

Coordinated with Realtor regarding allowable uses, setbacks, and other requirements for construction of a residential use on a vacant lot.

Responded to inquiries about legal non-conforming uses below base flood elevation

Attendance at staff meeting, coordination with Town Attorney, and updating Track-it files.

Building Permitting Activity: 8/18/11 THROUGH 8/24/11

New applications	31
Permits issued	38
Permits approved, not issued	05
Applications reviewed & approved	43
Applications under review	10
Inspections performed	47
Permits issued Certificate of Completion	16

Code Enforcement Activity

Active:	170
Closed:	0
Opened:	5

Environmental Science Coordinator:

Developed and coordinated permit submittal for the Laguna Shores dredging project

Conducted sea turtle lighting compliance survey. Multiple violations found

Removed all postings beach nesting birds at Carlos Point and the Critical Wildlife Area. The 2011 beach nesting bird season has concluded very successfully thanks to the Florida Fish and Wildlife Conservation Commission, Audubon of Florida, the volunteer Bird Stewards, and the property owners of Carlos Point.

Began coordination of vegetation removal at Carlos Point for DEP Area Wide Permit

Continued monitoring of the beach nourishment project

Met with Community Development staff regarding FEMA floodplain regulations

Continued permitting efforts with the Florida Fish and Wildlife Conservation Commission and the United States Coast Guard for Laguna Shores channel markers

Memo

To: Terry Stewart, Town Manager
From: Evelyn Wicks, Finance Director
Date: August 25, 2011
Re: Weekly Activities

The Finance Department staff worked on the following projects and activities for the week of August 19th through August 25th:

FINANCE

We completed a bank deposit and an accounts payable check run. We sent out invoices for use of pool space. Amanda and I began planning the annual employee appreciation luncheon and anniversary party. The tentative date is Friday, September 30th from noon to 2:30 in the Council Chambers. Please reserve the date and time to share some quality time with the Town's employees. Irma (Bay Oaks), Amanda and I met with the representatives of Lee County to work on some Community Development Block Grant annual reports.

HUMAN RESOURCES

I met with the representative of ICMA to complete the process of setting up an additional pension/retirement plan for the Town's employees.

BUDGET

I have been working on the documents for the September 6th budget meeting. The revisions will be posted on the Town's website. The preliminary budget is on the Town's website in PDF and electronic book format. A hand-out will be available at the meeting and at the front desk.

INSURANCE

As you may recall, we upgraded the Town's flood insurance. We received the revised policies and declaration pages effective September 2nd, 2011.



Town of Fort Myers Beach

Memorandum

To: Terry Stewart, Town Manager
From: Michelle Mayher, Town Clerk
Date: August 25, 2011
Re: Departmental Reports

From the Clerk's Office

Records Requests

Record(s) that support the participation numbers at Bay Oaks Recreation Center and the Community Pool.

Miscellaneous

The Contracts Manager has received five submittals for the RFP 11-01-FIN, Employees Benefits Coverage.

Advertisements:

The Clerk's Office has placed advertisements in the beach weekly newspapers informing islanders of the upcoming public hearings to adopt the tentative millage and proposed budget for fiscal year 2012. These ads will pub 8/31/11 and 9/2/11.

We have placed a recruitment advertisement in the News-Press for the position of Parks and Recreation Director. This ad will pub in the classifieds on 8/28/11.

The statutorily required legal notice has been placed in the News-Press (the News-Press as the newspaper of general paid circulation) for the upcoming public hearings being held at the Local Planning Agency meeting on September 13, 2011.



Memorandum

To: Terry Stewart, Town Manager
From: Theresa Schober, Cultural Resources Director
Date: August 25, 2011
Re: Weekly Department Report

Educational Tours and Programs

Guided Beach Walks and Beginner's Yoga have continued at Newton Park. Cultural Resources Environmental Educator provided field training to Mound House volunteers for the Treasurers of the Sea beach walks.

Meetings/Other

Along with Town Manager Terry Stewart and Public Works Director Lewis, Cultural Resources Director Schober attended a closeout meeting with representatives from Wright Construction on Monday August 22nd.

Cultural Resources Director attended the Town Council budget workshop on Tuesday August 23rd and attended follow up meetings with Town management regarding budget modifications. In coordination with the Contracts Manager, materials were prepared for the September 6th Town Council meeting.

On Tuesday August 23rd the Fort Myers Beach Fire Department Battalion Chief conducted an analysis of Mound House for fire truck access. It was determined that an additional tactical training day will be needed.

Also on Tuesday August 23rd Cultural Resources staff and volunteers planted mangrove propagules on the rip rap shoreline surrounding Mound House. This will enhance the view to the property for visitors arriving by boat or kayak and for surrounding property owners. This effort and other mangrove trimming is coordinated by Cultural Resources staff member Parke Lewis, in coordination with Keith Laakkonen.

On Thursday, August 25th, the Cultural Resources Director met with representatives from the Sanibel Captiva Conservation Foundation (SCCF). The Mound House and SCCF have partnered on volunteer training efforts at both facilities. The CR Director provided some suggestions on planning for restoration and interpretive signage at the newly acquired Bailey Homestead property.

Cultural Resources Director and new Education Coordinator Brent Newman attended the monthly CELCAB meeting. CELCAB reviewed the revised Vision Statement for Mound House following their joint meeting with Town Council. The committee also discussed a membership program and rate schedules for Mound House and Newton Park.

Planning is underway for a series of fall programs and participation in off-site festivals including tour offerings during the annual Calusa Blueway Festival, Ding Darling Days, a reception for descendant families at Mound House, and other programs.

Lead Paint Abatement Project

Cultural Resources staff attended the second construction meeting with AMRC and Greenfield Engineering on Friday August 19th. It was mentioned that there was a need for a 10YD covered and lockable dumpster in order to handle current and future debris. Delivery of the dumpster is waiting on additional work scheduled by Wright Construction. On August 25th the Cultural Resources Director walked through certain cleared test areas to view the considerable progress to date.

Newton Park Repairs and Maintenance

Maintenance work was initiated at Newton Park including installation of an outdoor footbath and shower proximate to the restrooms, repainting walk-ways, installing a mop sink and commercial grade fiberglass door to the restrooms. Public Works coordinated installation of the new security system at the site.

Mound House Landscape Restoration

Labelle Well Drilling, subcontracted by Wright Construction, visited Mound House Tuesday August 23rd to scope out sites for the new well that is to be installed by the end of the week.

Week of August 19, 2011 – August 25, 2011

Public Works Department

General

- Special Events Scheduled - N
- Special Event Applications Received –
 - Bauman/Walker Wedding, Estero Island Beach Club – October 6, 2011
 - Caloosa Summer slam Fishing Tournament – Pink Shell – September 22 – 25, 2011
 - Santini Key West Celebration – Santini Plaza – September 17, 2011
- 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.
- Director, Town Manager and Cultural Resources Director attended a meeting with Wright Construction Group regarding pending matters associated with the MH Landscaping Restoration project.
- PW Harbor Maintenance staff reported that the mooring systems installed in June, 2010 were showing extensive wear. The wear is being caused by a washer that is chafing the line. Director provided a plan for immediate removal of these 10 systems and replacing them with inventory that do not include the washer. Staff was requested to expedite this work due to the safety concerns and it was accomplished by 8/24/11.
- Director met with Recreation staff to discuss pending and upcoming programs and events, including the BOSS open forum meeting, Bi-Monthly newsletter, Bay Oaks Committee Meeting, planning for BORC Bash, planning for Fright Night, facility modifications including the weight room/teen room modifications.
- Director attended the Town Council budget workshop.
- Director met with Deputy Director and Streets Foreman for the Semi-Monthly work meeting.
- Director and Council person Jo List attended the BOSS open meeting. Although it was a small group that attended, good information was shared.
- Director attended the monthly operations meeting with Kelly Starnes, Woodard & Curran. Discussion included the results of the 10 year asbestos testing, the status of PCI compliance with AVR, 3 large meters that need replacement and potential of a water rate increase to reflect the County's increase to the wholesale water rates.
- Director began interviews for the Special Projects Supervisor position.
- PW Director spent time at Bay Oaks handling pending matters.
- Modified Phase II water restrictions remain in effect and weekly reports to the SFWMD are being submitted.
- Matanzas Bridge Repairs – Asphalt repairs were completed including the temporary striping for the designated trolley lane. Final striping will occur in approximately 30 days. Some of the new paving was placed over the striping that the Town recently completed, this will be corrected. The railing is being manufactured and once completed will be installed. The project is on schedule. All work will take place at night.
- PW Maintenance finished the installation of the new parking spaces on OSC, mowed, raked and weeded at the Mound House and Newton, cut grass in swales at south end of the island, weed

wacked and tended to weeds in the downtown area, cut retention area at the pool. Work continued on painting the crosswalks on OSC, delayed due to weather.

- Maintenance delivered and retrieved vehicles for maintenance, repaired concrete at the fountain park.
- Deputy Director supervised the work at Newton Park associated with the installation of a slop sink, new door and foot bath.
- Lead Abatement work at the Mound House is moving along well. Director is finishing review of the design plans for the kayak building and restoration plans for the house.
- Work started with the installation of the new modifications to the entry system at Town Hall. The Palm St. restroom and Newton Park have been completed.

Bay Oaks Recreation

- The Beach Elementary PTO held their annual Back to School party at the pool on August 12th.
- Kiwanis sponsored swim lessons continue at the pool on Saturday's.
- The off season pool hours began this week and are as follows- 10am to 6pm on Monday, Wednesday, Friday and Saturday; 12pm-6pm on Sunday; closed on Tuesday and Thursday.
- The Men's Basketball League season play ends on August 29, 2011, with playoffs scheduled the following week. The fall league is due to begin on October 3, with 10 teams registered. The league will continue on Monday nights.
- The Wiffle ball league will begin on September 7, with 4 teams registered.
- The final plans for the BORC Bash community event scheduled for October 1, between 11 – 3 PM. There will be no admission fee for this event, hamburgers and hotdogs will also be provided free of charge. Entertainment will include face painting, waterslides, bounce house and other family activities.
- The weight room relocation has been completed and inspected. It is now reopened.
- An open forum meeting was held on Wednesday, August 24 with the Bay Oaks Social Seniors group. Council person Jo List attended the meeting with Director and Senior's staff. Attendance was not great but what is expected this time of year. Good sharing and input was received from the group.
- Participants continue to register for the Club Rec after school program. There are currently 14 children registered and attending.
- A Tween lock-in scheduled for August 19 was cancelled due to lack of advance registration.
- The September/October Bay Oaks Newsletter was finished and distributed.