

Town of Fort Myers Beach

Town Manager's Weekly Report April 27, 2012 through May 3, 2012

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 met with Mr. Jim Burch of Wright Construction to answer questions about the upcoming potable water system rebuild. Wright is determining if they will participate in the competitive bidding process.

The Town Manager met with Mr. Keith Arnold. Mr. Arnold is a lobbying associate of the Fowler, White law firm which is the Town's legal counsel. The Manager answered a number of questions about the Town's important issues and how actions in Tallahassee are affecting the Town's services and operations.

Vice Mayor Raymond met with the Town Manager and Parks and Recreation Director Patti Evans to go over P&R operations and to receive information from the Vice Mayor regarding his review of the draft budget.

The Town Manager joined the COP Task Force in an information gathering effort at Crescent Beach Family Park. The group performed measurements of the proposed areas of alcohol service areas beginning at Top of the Mast and proceeding south to Diamondhead. The group then reassembled at Town Hall Council Chambers to discuss the results of those measurements and begin working on some recommendations. An opinion was expressed by some that the group should be working on language for a referendum vote. Task Force Chair Council Member Kosinski stated that was not the Council's intent and debate on that issue ensued. It was decided to take the question to Council as to whether that is an expectation of the Council.

The Town Manager and Finance Director met to work on budget information and prepare for the next budget workshop.

Vince Cummings met with the Town Manager to discuss offered grants through the Florida Defense Alliance that will support programs to enable closer and improved working relationships between the Town and the Coast Guard station. We will examine those grants to determine if this might be available to the Town and be of benefit to us.

Week of April 27, through May 3, 2012

Department of Community Development (DCD) Events

Submitted by the Zoning Coordinator:

- Coordination with Community Development Director regarding numerous on-going zoning cases
- Coordination with Code Enforcement regarding sign compliance and other code compliance cases
- Coordination with Town Attorney regarding numerous on-going zoning cases
- Community Development Department Staff meeting
- Updated Community Development and Building Department permits and forms on Town website
- Town Council meeting preparation
- Meeting with Town Council members
- Meeting with Morris-Depew regarding Beach Shell Inn
- Meeting with Community Development Director, Building Safety Services Coordinator, Lt. Martin (FMB FD) and Carl Conley regarding a certificate of use for property at 2915 Estero Boulevard
- Meeting with Robert Mueller regarding property on the beach
- Fielded 41 phone calls and voicemails with general zoning and signage questions
- Reviewed 5 plans for building or sign permits
- Intake FMBCPD2012-0002 for CVS
- Met with 12 walk-in customers with sign, use, zoning or other related questions

Submitted by Planning Coordinator:

- Continued drafting Minimum Use Determination memo for MUD2012-0002 for the properties at 200 Chapel Street and 266 Mango Street.
- Continued drafting staff report for VAR2011-0006. Received additional survey materials from agent, clarifying earlier submittals.
- Researched and completed Zoning Verification Letter for 371 Donora Blvd. Inquiry filed by a prospective purchaser of the property, wondering required setbacks for the construction of a single family residence and pool enclosure.

- Attended 3-day training at Florida Gulf Coast University covering “Introduction to Coastal GIS.” Charlotte Harbor National Estuary Program brought in experts from the NOAA Coastal Services Center to teach the course. The course taught attendees to:
 - Recognize and describe basic GIS concepts and terms
 - Display, query, and edit spatial and attribute data
 - Recognize the benefits of metadata
 - Understand coordinate systems and projections
 - Creation of map layouts and symbology customization

- Responded to a phone call inquiring about the possibility of the construction of a pool at 169 Chapel Street. Informed the caller of the side and rear setback requirements for residential accessory structures.

- Responded to a phone call inquiring whether the existing duplex on the property at 2617/2619 is legal. Built in 1981, prior to the density requirements of the comprehensive plan, and located in the RC zoning district where duplex dwelling units are permitted, it appears to be legally nonconforming. The property was found to be on the approved accessory apartment list for an accessory dwelling unit on the property.

Building Permitting Activity: 4/27 THROUGH 5/03/12

| | |
|---|----|
| <input type="checkbox"/> New applications | 34 |
| <input type="checkbox"/> Permits issued | 23 |
| <input type="checkbox"/> Permits approved, not issued | 10 |
| <input type="checkbox"/> Applications reviewed & approved | 33 |
| <input type="checkbox"/> Applications under review | 22 |
| <input type="checkbox"/> Inspections performed | 53 |
| <input type="checkbox"/> Permits issued Certificate of Completion | 27 |

Memo

To: Terry Stewart, Town Manager
From: Evelyn Wicks, Finance Director
Date: May 3, 2012
Re: Weekly Activities

We worked on the following projects and activities for the week of April 27, 2012 through May 3, 2012:

FINANCE

Council payroll was completed. An accounts payable check run was completed and a bank deposit was made. The audit committee met on Monday 4/30/2012 to finalize their auditor recommendations to the Council. Their next scheduled meeting is Monday, May 14th at 9:00 a.m. in the council chambers. At that meeting, they will discuss several issues including the FY 2012 audit reports. The director and accountant met with one member of the audit committee to review policies and procedures and the FY 12 financials for the water utility. We also met with one other member of the committee to review the Financial Statements.

HUMAN RESOURCES

We are continuing work on the personnel manual. The department heads are presently reviewing the document and we expect those reviews to be complete and returned to us in the near future.

BUDGET

April expenditures for all funds are being reviewed. The director met with the Town Manager to discuss the upcoming budget work session. The preliminary FY 2013 budget document should be ready for distribution to the Council mid-June.

INSURANCE

We continue to monitor several open claims.



Town of Fort Myers Beach

Memorandum

To: Terry Stewart, Town Manager
From: Michelle Mayher, Town Clerk
Date: May 3, 2012
Re: Departmental Reports

From the Clerk's Office

Records Requests

- A request for several specific records maintained by several departments as part of a research project. The request is quite lengthy and pertains predominantly to police and fire, which the Town does not have. This request also includes records that track work of the (city) attorney, names ages, hire dates and salaries of every individual employed by the city attorney department; copy of the dataset(s) used to track every city purchase; a copy of the dataset(s) used to track road quality, maintenance; a copy of the dataset(s) used to track tree maintenance; a copy of the dataset(s) used to track facilities' maintenance; a copy of the dataset(s) used to track permit requests; a copy of the dataset(s) used to track library usage; a copy of the dataset(s) used to track recreation/art classes; a copy of the dataset(s) used to track park usage/maintenance; copy of the dataset(s) used to track human resources efficiency; a copy of the dataset(s) used to track the city auditor's functions; a copy of the dataset(s) used to track city clerk effectiveness; a copy of the dataset(s) used to track administrative efficiency; a copy of the dataset(s) used to track utilities' functions.

Miscellaneous

The front desk reception greeted **114** guests: 6 with general inquires and 51 Re-Entry Pass applications , 13 for Community Development, 43 for Building Services, 1 for Public Works, and 0 for Parks & Recreation; directed **144** phone calls: 69 for general questions, 27 for Community Development, 34 for Building Services, 10 for Public Works, and 4 for Parks & Recreation.

In the absence of a Contracts Manager, the Town Clerk with assistance from Finance, issued Addendum #2 for the Laguna Shores Dredging, ITB-12-03-CD.

The Town Clerk has received several dozen resumes / employment applications for the vacant position of Contracts Manager. I hope to be able to call references and begin setting up interviews next week.

On Friday, April 27, 2012, the Town Clerk attended a 'mini-academy' hosted by the FACC Southeast District. The academy was held at the Orangebrook Golf & Country Club in Hollywood

Florida. The day-long session began with a presentation titled “ Planning and Managing Change” by Ralph Parilla, Parilla & Associates, followed by “Every Manager an HR Manager” by Phil Rosenberg, The HR Doctor, Inc., and finished up with “Streamlining Services – Technology in the Clerk’s Office” by Russell Muniz, MMC Town of Davie, Florida.

Advisory Committees

There are no changes to the advisory committees for this reporting period.

| | | | | |
|---------------|----------------------------|---------------------|----------------------|--|
| AAC | Beasley | Robert | expires October 2012 | |
| AAC | Vacancy (Butzer) | | expires October 2013 | |
| AAC | Crown | Ryan | expires October 2012 | |
| AAC | Light | Katherine | expires October 2012 | |
| AAC | Scott | Ed | expires October 2013 | |
| AAC | Trantina | Gerry | expires October 2013 | |
| AAC | Tuyls | Joshua | expires October 2012 | |
| | | | | |
| BORCAB | Bodnar | Becky | expires October 2012 | |
| BORCAB | Pontius | Rex | expires October 2013 | |
| BORCAB | Melsek | Lee | expires October 2013 | |
| BORCAB | Mizwa | Tom | expires October 2012 | |
| BORCAB | Myers | Tom | expires October 2013 | |
| BORCAB | Simpson | Betty | expires October 2012 | |
| BORCAB | Sprole | Rae | expires October 2013 | |
| | | | | |
| CRAB | Carballo | Olga | expires October 2013 | |
| CRAB | Greer | Miffie (Mary) | expires October 2012 | |
| CRAB | Haengel | Karen | expires October 2013 | |
| CRAB | Hendry | Keri | expires October 2012 | |
| CRAB | Kemp | Bobbi | expires October 2013 | |
| CRAB | Vacancy (Koch) | | expires October 2012 | |
| CRAB | Ludvigsen | Mark | expires October 2012 | |
| | | | | |
| CELCAB | Hill | Carrie | expires October 2013 | |
| CELCAB | Hill | Barbara | expires October 2012 | |
| CELCAB | Simpson | Betty | expires October 2012 | |
| CELCAB | Smith | Cherie | expires October 2012 | |
| CELCAB | Spuhler | Ceel | expires October 2012 | |
| CELCAB | Weslow | Margaret R. (Marty) | expires October 2013 | |
| CELCAB | Wolf | Lorrie | expires October 2013 | |
| | | | | |

| | | | | |
|------------------|---------------------------|---------|----------------------|--|
| LPA | Smith | Alan | expires October 2013 | |
| LPA | Kakatsch | John | expires October 2013 | |
| LPA | Plummer | Jane | expires October 2013 | |
| LPA | Durrett | Al | expires October 2012 | |
| LPA | Shamp | Joanne | expires October 2012 | |
| LPA | Andre | Dan | expires October 2012 | |
| LPA | Zuba | Hank | expires October 2012 | |
| | | | | |
| MRTF | Vacancy <i>(Andre)</i> | | expires October 2013 | |
| MRTF | Bennett | John | expires October 2013 | |
| MRTF | Vacancy | | expires October 2013 | |
| MRTF | Johnson | Roger | expires October 2012 | |
| MRTF | Kovach | Dennis | expires October 2012 | |
| MRTF | Schwab | Julie | expires October 2012 | |
| MRTF | Werner | Jeff | expires October 2012 | |
| | | | | |
| HAC | Bassett | A J | | |
| HAC | Kakatsch | John | | |
| HAC | Matthew | Jean | | |
| HAC | Meeder | Linda | | |
| HAC Chair | Plummer | Jane | | |
| HAC | Santini | Fran | | |
| HAC | Smith | Roxie | | |
| HAC | Durrett | Al | | |
| | | | | |
| Audit | Lombard | Edward | expires October 2015 | |
| Audit | Rodwell | James | expires October 2015 | |
| Audit | Steele | James | expires October 2015 | |
| Audit | Hughes | Daniel | expires October 2013 | |
| Audit | Cote | Richard | expires October 2013 | |
| | | | | |

Week of April 27, 2012 – May 3, 2012

Public Works Department

Special Events This Week:

1. Sunset Celebration at Times Square, May 4 & 5, 2012, 5:00 – 10:00 p.m. Live music.
2. Bissell Wedding at 5268, 5276, 5280, 5286, 5300 Estero Blvd., May 5, 2012 around sunset. 50 guests.

Special Events Received:

1. 3rd Annual Saltwater Classic at Nervous Nellies, May 18 – 20, 2012. Fishing tournament. 400 expected attendance.

• **Director**

- Bids for the Kayak Building at the Mound House were opened and forwarded to the Town's consultant for review. Director reviewed the bid tabulation and the bid submittals.
- Arrangements were made with the Chamber of Commerce regarding assistance that PW would be providing during the Taste of the Beach.
- Performed a site visit at Islands End Condominium associated with their LDO application, both the Deputy Director and Special Projects employees accompanied during the visit; Reviewed and processed two other LDO applications and driveway permits.
- Beach Patrol has shifted the additional dog detail on the beach to evening hours. To date it has been found that in the morning they have found very few violations of the leash regulations.
- PW held their bi-monthly staff meeting reviewing and discussing recent activity and upcoming schedules.
- Had numerous conversations with Lee County Utilities regarding the BSU emergency inter-connect. The boil water notice was rescinded late in the day on Wednesday, May 2, 2012.
- Attended the TDC FY13 Funding Workshop. The Town's maintenance request was reduced by 80,000 and neither capital project request was recommended for funding. The TDC did indicate that they will communicate to the Town that should locations for public restrooms be identified, they will provide the funding when the Town brings it forward during a funding cycle. TDC also indicated they are interested in assisting with the capital projects that were brought forward this year but believes that the Town should provide the preliminary planning work. Below is the summary of the project applications and the project amounts recommended for funding.

Memorandum

To: Terry Stewart, Town Manager
From: Patti Evans, Director Parks and Recreation
Date: May 4, 2012
RE: Weekly Report April 27 thru May 3, 2012

ADMINISTRATION:

- Reviewed agenda items.
- Adjusted 2012 Budget request for Manager.
- Visited the Kid's Festival at the FMB Film Festival at BORC.
- Conducted the 4.28.2012 theatre trip for the BOSS Program.
- Attended "Taste of the Beach" on 4.29.2012
- Prepared for and conducted the BOSS Pot Luck on 5.2.2012.
- Prepared for and conducted the 5.3.2012 BORCAB meeting.
- Met with the Town Manager and Vice Mayor regarding 2012 BORC Budget.

AQUATICS:

- Backwash pump for the kid pool has been installed and the kid pool is running normally again.
- There will be a mandatory retraining and in-service for lifeguards on Thursday, May 17th.
- The pool will be open 7 days a week starting Monday, May 21st.
- The pool will be open for Memorial Day.

CULTURAL RESOURCES:

- Flamingo Educational Tours brought 70 5th grade students to Mound House for a tour on May 3rd. A second tour group from Flamingo will visit Mound House on May 4th.
- Mound House staff participated in the second training session for EZFacility on May 2nd.
- Volunteers continue to input visitor and survey data.

SENIORS (BOSS):

- The Saturday matinee play "Legally Blond" was a great comedy accompanied by a HUGE buffet and dessert table....needless to say...a great time for all.
- Wednesday's Pot Luck was a small but enjoyable group. Many ideas were shared about desired programs for the summertime.

SPECIAL EVENTS:

- On May 4th – 6th Bay oaks will host a USSSA High Hoops tournament. This event is a rental and we provide the concession sales.
- May 14th the Beach Elementary School will rent our gym for their end of school play.
- Don't forget about the Bay Oaks Poker Run on May 19th to benefit the kids at BORC! \$10 entry fee and fantastic prizes!
- Also on May 19th our Kid's Fishing Derby will be held at the Mound House.

ATHLETICS:

- This month a few of the seasonal fitness classes are ending. Line dancing ended on April 6th. Aerobics last class will be April 27th. All other classes will continue throughout the year.
- We have scheduled our annual MLB Pitch, Hit, and Run on May 12th at 12pm.
- Wiffle Ball league will begin on May 13th. With 3 games on the first night.
- We currently looking to hire a short term contracted Zumba instructor to lead Tuesday and Thursday night classes.

TEENS/TWEENS:

- Conducted games for the Film Festival, Kids Fest on Saturday 28th.
- Prepared for a staff kayak trip training.