



Town of Fort Myers Beach

Town Manager's Weekly Report
July 19, 2013 through July 25, 2013

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.*

The Town Manager was on leave the week of July 22.

Week of July 19, 2013 through July 25, 2013

Department of Community Development (DCD) Events

Submitted by Zoning Coordinator:

- Coordination with Code Enforcement on numerous on-going cases and code enforcement issues.
- Coordination with the Community Development Department summer intern, Shane Merit, assigning and reviewing projects including zoning verification letters, case research, and other similar tasks. Continued to review and advise on packet preparation for the August LPA hearing date for case VAR2013-0002 a setback variance request at Pointe South to construct a covered deck on the side the property.
- Continued review of all Community Development Department applications and forms including but not limited to residential, commercial, fence, dock, and trade permits as well as all zoning applications to determine if any updates and/or revisions are necessary.
- Coordinated with Beverly Grady, applicant's agent, regarding the insufficiency letter for REZ2013-0001, a request for a rezoning from CPD to DOWNTOWN for the properties located at 420, 430 and 440 Old San Carlos and 1010 Second Street. Discussed LPA hearing dates and other topics.
- Coordinated with Beverly Grady, applicant's agent, regarding the insufficiency letter for REZ2013-0002, a request for a rezoning from CPD to DOWNTOWN for the properties located at 237 and 320 Old San Carlos Boulevard. Discussed LPA hearing dates and additional information necessary.
- Fielded 23 phone calls and voicemails with general zoning and signage questions
- Reviewed 9 plans for building or sign permits
- Reviewed LDO2013-0007, a limited review development order for 320 Old San Carlos Boulevard as required by Resolution 12-26. The proposed work includes building a deck addition to the existing restaurant.
- Reviewed LDO2013-0008, a limited review development order for 7 single family units at 5230 Estero Boulevard.

Submitted by Planning Coordinator:

- Along with Community Development Intern, visited Lee County Zoning Department to review historical zoning information for the Pointe South condominium. Staff is currently reviewing a setback variance application for the subject property.
- Along with Building Safety Services Coordinator, met with ISO/BCEGS reviewer Bryan Burgett to complete the Town's application for the Building Code Effectiveness Grading Schedule.

- Spoke to two callers about the existence of an accessory apartment at 169 Chapel Street. Town records do not show an accessory apartment on the property, but the RM zoning on the property would allow a multi-family residential structure, and the existing structure was built in 1971, before the density restrictions of the Lee Plan took effect in 1984.
- Contacted Lori Lehr from ISO/CRS to determine if the Town was eligible for StormReady points in CRS from Lee County's participation, or if we needed our own program. She responded that we need our own, so I began finalizing the StormReady application to the National Weather Service.
- Met with a prospective purchaser of 140 Mid Island Drive to discuss permitting history and process, flood zone AE-EL12.
- Attended Lee County MPO's Functional Classification Subcommittee to review and discuss proposed functional classification of roadway changes proposed by the MPO's consultant FTE. North Estero remains a Local Road, while Lee County's portion of Estero Boulevard remains a Minor Arterial.
- Spoke to an appraiser about 250/252 Connecticut, which is zoned RC and is large enough to qualify for 2 dwelling units.
- Spoke to a title researcher about 198 Curlew, who was interested in any open permits or code enforcement cases for the property. Current owners bought the property in March and are selling quickly, so the prospective purchaser was concerned there might be an issue.
- Met with the owners of Fort Myers Beach Hideaway, who recently purchased 189/199 Dakota and were interested in what was required to rent the 4 apartments on the property for weekly rentals. I researched the Lee County Property Appraiser field cards, which noted the property was a duplex with a single apartment below, for a total of only 3 rental units.
- Provided flood zone information to a caller for 8387 Estero, VE-EL16.
- Attended training on Illicit Discharge presented by Lee Werst from Lee County Natural Resources.
- Provided accessory apartment determination resolution for 106/108 Tropical Shores Way to Mary Jo Bowers with Coldwell Banker. She was looking for verification that the property was actually 4 units, as listed.
- Began reviewing an accessory apartment determination for the property at 163 Hercules Drive. Lee County Property Appraiser field cards indicate that the single-family dwelling had an apartment enclosed below the main living level in 1956.
- Sent notification to property owners who had previously requested information about the FEMA elevation grant program to let them know that the deadline has been moved forward a whole month earlier than in past years. As a result, applications to Town Staff must be received no later than end of business August 2nd.

- Spoke to Bryce Giesey, owner of 126 Anchorage, about the earlier deadline for FEMA elevation grant applications. Provided a copy of the wind retrofit worksheet that is required for any straight elevation project.
- Spoke to a caller from Coldwell Banker who was interested in more information about the potential closing of the Beach McDonald's. I explained that a rumor had been going around about that possibility, but no redevelopment applications of any type (rezoning, development order, or building permit) has been submitted to the Town at this point.
- Spoke to Nick Metcalfe, prospective purchaser of 4700 Estero, about the possibilities for renovations of the existing structures, redevelopment, flood zone VE-EL16, setbacks, Coastal Construction Control Line, and the possibility of a variance for a pool in the front yard.
- Spoke to Amy Laughrey to confirm whether a property on Matanzas Court was permitted to rent weekly or once per month. Matanzas Court is zoned RS, which allows short term rentals only once per calendar month.

Building Permitting Activity: 07/19/13 THROUGH 07/25/13

<input type="checkbox"/> New applications	80
<input type="checkbox"/> Permits issued	49
<input type="checkbox"/> Permits approved, not issued	35
<input type="checkbox"/> Applications reviewed & approved	84
<input type="checkbox"/> Applications under review	53
<input type="checkbox"/> Inspections performed	57
<input type="checkbox"/> Permits issued Certificates of Completion	04
<input type="checkbox"/> Contractor Registrations	09

Environmental Science Coordinator:

- Participated on a conference call of the Florida Snowy Plover Working Group.
- Conducted multiple permit reviews and inspections.
- Participated in a conference call of local scientists regarding releases to the Caloosahatchee estuary from Lake Okeechobee. The Corps of Engineers discharges to the maximum possible amount to the Caloosahatchee River. Flows from the Caloosahatchee Watershed have exceeded 12,000 cfs and these continued high releases are causing damage to the lower estuary.
- Collaborated with local scientists to develop monitoring and policy recommendations to the Corps and SFWMD regarding continued high releases.
- Interviewed by WINK News reporter about water management of the Caloosahatchee.
- Continued code enforcement procedures for sea turtle lighting violations which included multiple phone calls, emails, and meetings.
- Conducted a sea turtle lighting enforcement survey at the south end of the island. No additional violations were found.
- Monitored beach conditions.

- Conducted a beach nesting bird survey at Carlos Point and the Critical Wildlife Area.



Town of Fort Myers Beach

Memorandum

To: Terry Stewart, Town Manager
From: Michelle Mayher, Town Clerk
Date: July 25, 2013
Re: Departmental Reports

From the Clerk's Office

Records Requests

No new records requests for this reporting period.

Miscellaneous

The front desk reception greeted **120** guests: **12** with general inquires and **25** Re-Entry Pass applications, **6** for Community Development, **70** for Building Services, **7** for Public Works, and **25** for Parks & Recreation.

Directed **152** phone calls: **60** for general information and **7** for Re-Entry Pass process, **33** for Community Development, **40** for Building Services, **11** for Public Works, and **1** for Parks & Recreation.

From the Contracts Manager's Desk:

- Radio Station—Attended training on new equipment on 07/24 at Newton Park.
- FEMA ICS Courses completed this week: 100, 200, 700, 704 & 800. Signed up for ICS 300 to be taken in November at Lee EOC.
- Amendment #1 to SPA-12-22-PW (HD PR Group)—no change; awaiting Town signatures to complete.
- SPA-13-11-PW Interior Office Painting at Town Hall—no change; awaiting Town signatures to complete.
- SPA-13-12-PW North Booster Station Vinyl Fencing—gathering Town signatures to complete.
- Screen-Printing, Embroidery and Clothing Apparel Needs for the Town of Fort Myers Beach #RFP-13-09-AD—Due date was 3:30 PM on Friday, July 19, 2013. Bid opening took place at 3:45 PM on 07/19/13. Three proposals received before deadline.
- RFP-13-04-AD Fiber Optics—Recommendation to come from Finance Director and Town Manager on how to proceed.
- RFQ-13-08-PR Mound House Restoration Phase II—No change; Public Works Director and Town Attorney are drafting agreement.
- RFP-13-05-PW Beach & Street Enforcement—No change; Awaiting details on agreement from Public Works Director.

- RFQ-13-02-PW Phase 1 Water Distribution System Improvements—No change; Public Works Director and Town Attorney are drafting agreement.

Advisory Committees

There are no changes to this roster for this reporting period.

AAC	Beasley	Robert	expires October 2014	
AAC	Vacancy (Butzer)		expires October 2013	
AAC	Lawwill	Ted	expires October 2014	
AAC	Light	Katherine	expires October 2014	
AAC	Lurie	Sam	expires October 2014	
AAC	Vacancy (Scott)		expires October 2013	
AAC	Trantina	Gerry	expires October 2013	
BORCAB	Bodnar	Becky	expires October 2014	
BORCAB	Myers	Tom	expires October 2013	
BORCAB	Pontius	Rex	expires October 2013	
BORCAB	Raymond	Bryan	expires October 2014	
BORCAB	Simpson	Betty	expires October 2014	
BORCAB	Sprole	Rae	expires October 2013	
BORCAB	Stockton	Summer	expires October 2013	
CRAB	Carballo	Olga	expires October 2013	
CRAB	Greer	Miffie (Mary)	expires October 2014	
CRAB	Haengel	Karen	expires October 2013	
CRAB	Halladay	Elizabeth	expires October 2014	
CRAB	Hendry	Keri	expires October 2014	
CRAB	Kemp	Bobbi	expires October 2013	
CRAB	Mandel	Carla	expires October 2014	
CELCAB	Hill	Barbara	expires October 2014	
CELCAB	Simpson	Betty	expires October 2014	
CELCAB	Smith	Cherie	expires October 2014	
CELCAB	Spuhler	Ceel	expires October 2014	
CELCAB	Werner	Becky	expires October 2013	
CELCAB	Weslow	Margaret R. (Marty)	expires October 2013	
CELCAB	Wolf	Lorrie	expires October 2013	

LPA	Durrett	Al	expires October 2014	
LPA	Kakatsch	John	expires October 2013	

LPA	Plummer	Jane	expires October 2013	
LPA	Shamp	Joanne	expires October 2014	
LPA	Smith	Alan	expires October 2013	
LPA	Steele	James	expires October 2014	
LPA	Zuba	Hank	expires October 2014	
MRTF	Andre	Tree	expires October 2014	
MRTF	Bennett	John	expires October 2013	
MRTF	Denegre	Cristina	expires October 2014	
MRTF	Pine	Peter	expires October 2014	
MRTF	Schindler	Ted	expires October 2013	
MRTF	Veach	Bill	expires October 2013	
MRTF	Weeg	Keri Hendry	expires October 2014	
HAC Chair	Bassett	A J		
HAC	Durrett	Al		
HAC	Kakatsch	John		
HAC	Plummer	Jane		
HAC	Santini	Fran		
HAC	Shamp	Joanne		
Audit	Cote	Richard	expires October 2013	
Audit	Hughes	Daniel	expires October 2013	
Audit	Lombard	Edward	expires October 2015	
Audit	Rodwell	James	expires October 2015	
Audit	Steele	James	expires October 2015	
PSC	Butcher	Bruce	expires October 2014	
PSC	Durrett	Al	expires October 2014	
PSC	Hosafros	Rexann	expires October 2013	
PSC	Kakatsch	John	expires October 2014	
PSC	Mezeske	Barbara	expires October 2014	
PSC	Myers	Tom	expires October 2013	
PSC	Wray	Jim	expires October 2013	

Memorandum

To: Terry Stewart, Town Manager
From: Paul Rapp, Aquatics Supervisor
Date: July 26th, 2013
RE: Weekly Report July 20th-July 26th

ATHLETICS

- Adult Softball was rained out yet again on Sunday, July 21st, pushing the first game to this Sunday, July 28th.
- There is 1 week left in the season of Adult Basketball for playoffs. The next season will start September 23rd.
- Youth Basketball is going strong.
- There will be a rental of Bay Oaks on September 7th for a bodybuilding competition. Bay Oaks will be closed that Friday, September 6th for set-up and all day Saturday for the competition.
- There will be a rental on Saturday, August 31st for a family reunion. Bay Oaks will be closed that day.

YOUTH:

- We had 30 participants registered for Traditional Summer Camp this week.
- Traditional Summer Camp took a field trip to Sun and Fun Lagoon Thursday, July 25th.
- There will be a teen trip to Sun N Fun Lagoon July 30th.
- Next week will be the last week of Traditional Summer Camp.
- There will be a teen lock in event on Saturday, August 3rd.
- There will be a trip to Busch Gardens on Tuesday, August 6th.
- Club Rec starts Thursday, August 8th.

SENIORS:

- There was an Out to Lunch Bunch trip to Skip One on Wednesday, July 24th.
- The Senior Coordinator position is currently open and accepting all applications.

AQUATICS:

- Swim Lesson Weekday Session Three began Monday, July 15th with 20 participants.
- Swim Lesson Saturday Session Three began Saturday, July 20th with 17 participants.

- The awning above the concession stand was damaged on Tuesday, July 16th during the storm. We are currently getting quotes on repair and replacement.
- Teen/Tween Night will take place on Friday, July 26th from 6pm-8pm. This will give teens ages 12 to 17 an opportunity to use the pool with no parents right before school goes back in session. The cost is \$2.50 per participant.

CULTURAL RESOURCES:

- Volunteers participated in a movie day with pizza and popcorn at Newton Park on 7/19 for their monthly training session.
- Environmental Educator secured three quotes for the replacement of the old gumbo limbo that was taken down at Mound House.
- The interim report for the Cultural Facilities grant was prepared to be submitted by the 7/31 due date.
- Staff met to review upcoming events and programs on the Mound House calendar in preparation of the departure of our Education Coordinator on 7/23. Applications are being accepted for the open position.
- One new volunteer began working at Mound House on 7/23.
- Landscape edging was installed at Newton Park beginning 7/23. This completes the recent landscape improvements for the park.
- Manager met with Dan Hughes, benefactor for the 1909 Period Room, on 7/24 to discuss the anticipated scope of the project.
- Manager attended the monthly CELCAB meeting on 7/25.

Week of July 19, 2013 – July 25, 2013

Public Works Department

Special Events

Special Events This Week:

1. Sunset Celebration at Times Square July 26 & July 27, 2013, from 4:00 p.m. – 9:00 p.m. Live Music.
2. Summer Film Series at 1131 First Street FMB – July 30, 2013 from 6:00 p.m. to 10:00 p.m.

Special Events Received:

1. Royal Palm Classic Championship at Bay Oaks Recreation Complex FBM – September 7, 2013 from 9:00 a.m. to 10:00 p.m.
2. Fort Myers Beach Pirate Fest at Old San Carlos Blvd – October 11 – 13, 2013 from 6:00 a.m. to 8:00 p.m.

Director

- Prepared materials for the August 5, 2013 Town Council meetings.
- Held conversations with FDOT and the consultant designing a trolley shelter on Fifth St., in effort to modify the existing crosswalk in that location.
- Processed multiple building permit applications for review.
- Responded to a gas leak in Times Square.
- Discussions at the PW staff meeting upcoming work schedule and work activities having been completed.
- Spent the majority of each work day at the Mound House associated with the work on the Kayak building and pathway remedial work. Met with the staff that will be providing guidance associated with this project during my absence.
- Continued work on the MH and Phase I water system improvements agreements.

Deputy Director

- Worked with underground contractor on repairing storm line at Bayland and Bayview.
- Worked with Rec. dept. on fire inspection requests.
- Took I.T. dept. staff to get internet access to the radio.
- Had training seminar at Newton on the operations of the Town radio system.
- Installed hand rail at Mound House sidewalk.
- Worked with underground contractor on 3rd Street to find location of water line for the S.O.B. expansion.
- Attended Public Works staff meeting.
- Meet with security company to repair the access system at the Pool.
- Assisted with the radio installation contractor work on option of our new F.C.C. license (relocation).

Special Projects Supervisor

- NPDES permit - The annual Illicit Discharge Training was held on Wednesday. Town employees as well as 2 area contractors attended the training. The program was provided by Lee County as part of our interlocal agreement. Included in this training was information on plan submittal requirements as they relate to erosion control and drainage.
- Public Safety Committee – prepared blue sheet for the Committee to present the banner layout to Council.

- Plan reviews and Inspections - Plan reviews for 2 pools, 2 buildings, 2 driveways and 6 site inspections.
- Infrastructure mapping - Completed water valve location on Buccaneer/Lagoon. Filed located stormwater inlets during the cleaning of basin blockers on 80+ inlets and associated piping.
- CRS - Mapping of all the stormwater conveyance systems is being prepared as well as a report on maintenance of these components.

Public Services

- Collected Lease Agreements at Mooring field. Verify collected monies and receipts and turn into Finance. Enter in data for July spread sheet.
- Bi- weekly staff meeting updates and status of events and projects.
- Processing incoming Re-entry registration forms. Information given out to incoming calls regarding status and procedures for permit tags.
- Review Mooring field accounts follow up with collections and updating outstanding balances.
- Updating FEMA Training qualifications sheet for Town staff.
- Review status and follow up with applicants for upcoming Special Events.
- Contacting various Hotels for staff temporarily stay in case of a Hurricane.
- Removed and tag abandon Dingy Boats at Dinky Dock.
- Follow up for tasks completions of PW and Civic requests.
- NPDES training from Lee County Natural Resources.
- Re-entry passes data entry into TRAKIT system.

Administration

- Reception desk coverage during lunch and throughout the day as needed while still performing my regular duties.
- Input of daily maintenance tracking.
- Attended staff meeting.
- Prepared cd's for Council agenda item in Director's absence.
- Started preparation of invoices for staff signatures and contacted vendor's as needed.

Maintenance

- Attended Illicit Discharge training at Town Hall.
- Installed landscape edging at Newton Park.
- Cut grass and weed wacked the Connecticut Street lot.
- Attended staff meeting.
- Finished the railing at the Mound House to the left of the office door.
- Finished planting vegetation at Dakota beach access as well as putting in new bollards and rope at Dakota. We are now watering until the rains resume.
- We have started quarterly catch basin cleaning.
- We have started hedge trimming at the pool.
- Took vehicle #39 to DeHayes for electrical problems and have since picked it up.
- Took Fuso #25 to Lee County Fleet for multiple problems. The Fuso is reaching that age where things are starting to go downhill.
- Picked up the Kubota from the welder. The original floor board was rusting out.
- Continue to fuel vehicles and cans at Pine Ridge fuel depot.
- Continue the watering schedules around Town as needed.

- Continue delivery of the BORC stage to Time Square.

Projects

- North Booster Station – Nothing new to report.
- Kayak Building – Installation of the roof and wall panels began and continued through the week. The roof and a portion of the west wall were completed. The sub-contractor that is performing the remedial work on the pathways started, but progress was slow due to the frequency of rain throughout the week.
- MH Restoration – The final draft of the CMAR contract has been review by the Town Attorney and returned for further work. The Town’s Architect is responded to the CMAR’s questions.
- Estero Boulevard Improvements Project – There is nothing new to report.
- Newton Park Seawall Rehabilitation – The resubmittal documents have been forwarded to FDEP.
- Mound House Pier – The Town’s engineer was notified to begin preparation of the final construction plans and specifications.
- Phase1 - Water Distribution System-Held meeting with Tetra Tech to go over the proposed contract. A draft of the contract has gone to legal.
- North Estero Underground Utilities - One easement agreement was revised and sent out for signature. Continuing efforts to locate 2 owners for updated easement docs. Continuing to meet with property owners to discuss easement issues.
- Town Square Utility Locates - The surveyors returned to site and worked with Beach water employees to further locate underground utilities.

Memo

To: Terry Stewart, Town Manager
From: Evelyn Wicks, Finance Director
Date: July 25, 2013
Re: Weekly Activities

We worked on the following projects and activities for the week of July 19, 2013 to July 25, 2013:

FINANCE

We started working on July month end, including preparing the payroll journal entry. A bank deposit was made and the revenue was entered and posted in the accounting system. An Accounts Payable check run was completed. The ACH payment was processed for Beach Water customers enrolled in automatic bill pay. The TDC reimbursement request was prepared and submitted.

HUMAN RESOURCES

A few open positions were posted on the Town website. We continue to receive applications for several open positions. A drug test and background check was processed for a potential new hire.

INSURANCE

We continue to monitor a few open claims.

INFORMATION TECHNOLOGY

We continue to research and review accounting software options.