

# Town of Lauderdale-by-the-Sea

## OFFICE OF THE TOWN MANAGER

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### Memorandum

**Date:** May 6, 2010

**To:** Mayor Roseann Minnet  
Commissioner Stuart Dodd  
Commissioner Birute Clotley  
Commissioner Scot Sasser  
Commissioner Chris Vincent

**From:** Connie Hoffmann, Interim Town Manager *by SB*

**Subject:** Town Manager's Report

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It has been a busy week and we are progressing on the inquiry into the final payout to former Town Manager Colon and anticipate we will be able to report back to the Commission on that in about ten days.

Bud Bentley has been assigned oversight of the Municipal Services and Development Services Directors, Parking, CIP, the Town's contract with Chen & Associates, and technology issues. I am overseeing Finance, Administration, the three public safety contracts, and the Public Information Officer. The bulk of my time so far has been spent on Finance and Administration issues and I have not yet had the opportunity to spend any quality time with the public safety contractors.

I anticipate that much of my time in the next several weeks will be focused on completing the inquiry, improving the quality of information sent to the Commission with your agendas for various meetings, and beginning budget analysis and the budget preparation process.

We have taken some preliminary steps to plan a course of action if the Gulf oil spill should approach South Florida. Broward County has informed us that the Coast Guard is the lead agency with the County assisting with coordination. We have assigned Chen & Associates to pursue discussions with the County and Coast Guard on our behalf, and also to identify and contact potential contractors who could assist us in mitigating potential damage to the Town's shoreline should the County not take responsibility. We will share the information on contractor availability and potential costs and approaches to containing the spill with you when we receive more information.

I have created a very rough draft of the Projects/Assignment Status Report the Commission requested that I prepare, but it is incomplete and it is apparent to me from what I have on the list already that the volume of work exceeds staff resources and that it will be essential to prioritize the work. I understand that there is a pent up demand for action and you want to get all of these projects done, but I also see the need for all of us to focus on the most critical and important issues. I would like to suggest that at the May 26<sup>th</sup> roundtable we schedule time for reviewing all the outstanding projects and I will propose a system for prioritizing them.

Respectfully submitted.

CH/mi

Cc: Bud Bentley, Interim Assistant Town Manager  
✓ June White, Town Clerk