



# AGENDA ITEM MEMORADUM

**Town Commission**

**Scot Sasser**

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input type="checkbox"/> Jan 10, 2012	Dec 30 <sup>th</sup>
<input type="checkbox"/> Jan 17, 2012 SPECIAL COMMISSION MEETING	Jan 6
<input type="checkbox"/> Jan 24, 2012	Jan 13
<input type="checkbox"/> Feb 14, 2012	Feb 3
<input checked="" type="checkbox"/> Feb 28, 2012	Feb 17

\*Subject to Change

- Presentation     Reports     Consent     Ordinance  
 Resolution     Quasi-Judicial     Old Business     New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

**SUBJECT TITLE:** Reconsideration of Decision to Not Contract with Someone to Manage Town Events

**EXPLANATION:** In December, I asked staff to research whether or not the Commission had officially voted on the decision to not hire someone to assist with planning and executing Town special events because I wanted to ask the Commission to reconsider that decision. I was not on the prevailing side of that decision. The staff has determined that the Commission did not formally vote on the matter, but discussed it at the February 8, 2011 Roundtable meeting. The discussion arose because the Town Manager had issued an RFQ for such services after the Commission approved the FY 2011 with \$12,000 in it allocated for that purpose. (The Commission had agreed to budgeting \$12,000 for a contractor, rather than hiring a part-time staff person, during the FY 2011 budget discussions.)

Since there was no formal vote, I am asking the Commission to reconsider the informal decision made at the February 2011 Roundtable meeting and direct the Town Manager to reissue the RFQ. I would anticipate that a Commissioner or member of the public would still be pointed to be the Chairperson of the events (Halloween, Easter, and the 4<sup>th</sup> of July), but would be assisted by the special events contractor in carrying with the planning and execution of the event. I foresee the Chairperson's role as being one of selecting the people to serve on an event committee, chairing meetings, and making significant decisions about the event that don't need to come to the Commission for approval.

**EXHIBITS:** Minutes of 2/8/2011 Roundtable Meeting

**FISCAL IMPACT AND APPROPRIATION OF FUNDS:** Approximately \$12,000

Reviewed by Town Attorney  
 Yes     No

Town Manager Initials CS

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regulation to restaurants that served food as opposed to bars and stores. Attorney Abbott explained that with the proper legislative findings, the Town could restrict the code to only allow certain vendors to sell alcoholic beverages on Sunday morning. Commissioner Vincent agreed with the concerns of the Town Manager. He encouraged the Commission to follow the example set by other cities who successfully implemented the law.

Commissioner Clotey explained that she was in favor of allowing the sale of alcohol on Sunday mornings as long as it was legal and the Commission included a starting hour.

There was discussion regarding whether to only allow the sale of alcohol to restaurants that served food. There was Commission consensus to direct staff to research other communities that successfully implemented the regulation and bring back a draft ordinance to the March 8, 2011 Roundtable meeting.

d. RFPs (Vice Mayor Stuart Dodd)

Vice Mayor Dodd requested that all RFPs over \$15,000 come before the Commission before approval. He also requested an updated RFP list be emailed to the Commission. Vice Mayor Dodd stated that he preferred that all RFPs be read aloud as not doing so caused problems in the past. He said that a matrix included in all RFPs could make it simple for the information to be read aloud on opening day, so as not to create additional work for staff. Vice Mayor Dodd explained that he was not in favor with the recent RFQ released by the Town for a Special Event Coordinator. He added that the Town only needed staff support to help with the financials for special events.

Vice Mayor Dodd stated that he had no knowledge until today that Pat Himelberger was currently working as a consultant for the Town for the past five (5) months. He believed the Commission should be made aware of the consultants hired by the Town and the projects they were working on. Vice Mayor Dodd preferred to see that the \$15,000 limit addressed in the Purchasing Manual apply per contractor, per year; not per project.

Town Manager Hoffmann explained that Bids were normally read aloud but RFPs in most cases, were not. She said that most RFPs were focused on the qualifications and experience of a company rather than the price offered. She added that responses in an RFP were sometimes long and complicated and explained that it was not typical to read RFPs aloud.

Commissioner Vincent recalled that in the past staff sent out RFQs, narrowed the responses down to a select two (2) or three (3) companies, and requested RFPs from those selected companies. He said that process eliminated the Town receiving RFP responses from companies they had no interest in working with.

Mayor Minnet said that it was important for the Commission to set policy for the Town Manager to follow. Commissioner Clotey explained that proposals consisting of a single

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There was further discussion regarding interpretation of the current Purchasing Manual. Town Manager Hoffmann clarified that she believed the Purchasing Manual gave her the authority to approve contracts not exceeding \$15,000 per year. Mayor Minnet reminded the Commission that the process could cost more than the actual contract.

Commissioner Vincent believed that the Commission needed to let the Town Manager do her job. He said that if the Commission chose to get involved in every decision she made, it would make her job increasingly difficult.

Town Manager Hoffmann addressed the RFQ for a Special Events Coordinator. She said that the Commission previously approved keeping \$12,000 in the budget for that purpose. Commissioner Vincent recalled that the money would allow for a liaison when need by the Town. Town Manager Hoffmann explained that the Town was only looking for someone to help the Commission coordinate special events with a limit of \$12,000 as budgeted.

Mayor Minnet recalled that the amount budgeted would allow for someone to assist with all Town events, not just Easter, Fourth of July, and Halloween. Town Manager Hoffmann said if the Commission was interested in creating additional events, the RFQ could be revised to include such language.

Mayor Minnet questioned the progress of changes to the Purchasing Manual. Town Manager Hoffmann explained that Consultant Pat Himelberger was working on that project and the changes would come before the Commission at the March 8, 2011 Roundtable meeting.

Commissioner Clotey suggested that a summary table be presented of what recurring contracts were to expire in the coming months. Town Manager Hoffmann said she had no problem providing that information for regular contracts. Commissioner Clotey said she would prefer to see the information in calendar form.

Commissioner Sasser believed there was a lack of effective communication. He said that the Commission was not aware of the number of RFPs currently on the table or the number of consultants working with the Town. Commissioner Sasser explained that if the Commission were made aware of that information, there wouldn't necessarily be a problem but it would promote effective communication. He added that perhaps some of the information was on the Town Manager's Report and not being read by some of the Commissioners. Commissioner Sasser believed that if the Commission had the whole picture there might be no objection to increasing the \$15,000 limit to \$25,000.

Mayor Minnet questioned whether the Commission wanted to know the number of consultants currently working with the Town. Town Manager Hoffmann pointed out that she asked the Commission in July as to whether they wanted that information and some of the Commissioners said she did not need to do that. Commissioner Sasser said what he saw at the table was more of a communication problem rather than policy.

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Commissioner Vincent questioned whether the Commission would tell the Town Manager not to do the RFP if it were over \$15,000. He said the Commission was aware that Town business had to run, but he did not believe he was in any position to make a comment until after he saw the proposals received. Mayor Minnet explained it was to review the RFP and give input towards the document.

Town Manager Hoffmann explained that she would send the RFP to the Commission and each Commissioner could give their input regarding any portion of the document they had problems with. She questioned how she would handle it, if she received conflicting feedback from the Commissioners. Mayor Minnet reiterated that the Commission would review RFPs that were \$15,000 or above.

Town Manager Hoffmann requested direction in regards to a Special Events Coordinator. Mayor Minnet did not recall that the money budgeted was for that purpose. She believed volunteers could handle that aspect of an event. Mayor Minnet explained that the 4th of July event may need a liaison, but not in the amount of \$12,000. There was discussion on whether a liaison was needed, and for which events. Mayor Minnet reiterated that she was not in favor of hiring a Special Events Coordinator at that time. Commissioner Sasser said he was in favor and understood that his decision was in the minority of the Commission. There was Commission consensus to not move forward with an RFP for a Special Events Coordinator.

e. Roundtable effectiveness (Vice Mayor Stuart Dodd)

Vice Mayor Dodd explained that the Commission was obligated to determine whether the Roundtable meetings were effective. Mayor Minnet explained that holding only one (1) Commission meeting per month placed limitations on staff for items that needed Commission approval. She questioned whether the meetings could be more productive and whether the Commission was interested in allowing public input. Mayor Minnet was concerned that the Commission previously agreed that any items that were not resolved during the regular Commission meeting would be placed on the Roundtable agenda for further discussion, and that process was no longer being followed. She preferred to have direction given to staff at the Roundtable so everything was ready for the next regular meeting. Mayor Minnet said that the meeting format needed to be addressed.

Commissioner Clotey preferred to have Roundtable meetings remain as a time that the Commission could discuss issues without public input. She said that this was the only way the Commission could talk to each other openly.

Commissioner Vincent agreed with Commissioner Clotey and said that it gave the public the opportunity to listen in on the conversation and give their input after the meeting. He explained that he was satisfied with the Roundtable meetings and believed they were working. Commissioner Vincent added that the Commission needed to determine which items should carry over from a regular meeting to the next Roundtable agenda for further discussion.