

Town of Lauderdale-by-the-Sea

OFFICE OF THE TOWN MANAGER

Memorandum

Date: November 5, 2010

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

From: Connie Hoffmann, Town Manager



Subject: Town Manager's Report

VFD Contract

I met with the VFD Board of Directors this week to discuss the three additional issues the Commission wanted to pursue with regard to the contract between the VFD and the Town.

On the issue of a Citizen Oversight Committee, the Board made the following observations:

- 1) If there is to be an Oversight Committee, all three public safety contractors (the VFD, BSO and AMR) should have such Committees.
- 2) The Board of Directors has oversight responsibility for the VFD and three Town residents currently serve on the Board.
- 3) The Fire Chief plans to meet quarterly with the individual members of the Town Commission (and more frequently if there are serious issues) and hopes that those meetings will provide opportunities for the Commissioners to raise issues of concern to him, which he can then follow up on.

On the issue of putting back into the contract the language requiring all members to respond to 20% of emergency calls, the Board indicated that:

- 1) They have an internal operating procedure that sets this as a standard, and they monitor it quarterly, but there are times when individuals cannot meet the requirement. In such cases, they assign the individual to 12 hours of station watch, so they can get their response rate up to standard. But there are times when an individual might not meet the standard and they would prefer not to be contractually bound by that clause.

- 2) They firmly believe the training they provide, and the training they send their members to, assure sufficient skills and note that the training exceeds State requirements.

On the issue of the Town exercising control over the appointment of the Fire Inspector, right now only one member of the VFD is a certified Fire Inspector and that is Chief Steve Paine. Several members are taking the classes and will eventually take the test to become certified. We did discuss the possibility that the Chief may find himself too busy to continue to do all of the inspections and, if others on the VFD are not certified to take over some of his duties, the VFD might need to contract for those services or recruit a certified Fire Inspector to join the VFD. I feel the Board is committed to maintaining a good working relationship with the Town and recommend that we try to work things through administratively. If we make any further amendments to the contract before its expiration date, I do not think the VFD will object to the Town approving who is assigned as Fire Inspector (or Inspectors), but I don't see a critical need to make such an amendment right now.

Fountainhead Letter

The Fire Chief and I met with the Board of Directors of the Fountainhead condominium. We acknowledged that the first engine on the scene had to suit up after arrival, but the Chief explained that that often occurs and does not violate any protocol. The dispatch and communication tapes were reviewed with them that showed that it did not take 6-8 minutes for the Firefighters to suit up and enter the building as had been suggested in the letter from the Fountainhead. Our tapes indicate that within 4 minutes after arrival on scene, the first engine company was in the stairwell of the building attending to a resident there. (They responded to the scene in 3 minutes, eight seconds from the time of dispatch.) Although we played the tapes, some members of the Board still felt it took longer.

The issue of whether anyone from the VFD asked for the keys to the building is also in dispute, but Chief Paine felt it was more important to focus on making sure that the VFD and the Board were in agreement on how the keys would be handled in a future response and that was discussed at some length. The Chief also explained why the protocols call for the commanding officer to be outside the building, not inside, and discussed the need to do a fire safety presentation to the residents and hold a fire drill. The Board was very receptive to those suggestions and have subsequently been in touch with the Chief to arrange for the presentation and drill.

The meeting was productive.

Imperial Lane Traffic Calming

Attached is a summary of the recommendations made by our traffic engineering consultant and the County's response. In a nutshell, they do not agree with the recommendations as they do not see any extraordinary circumstances that warrant implementation of the solutions we proposed to them, although they have agreed to restudy the timing of the traffic light.

The Town can still install the posts by the speed humps at our expense, which is minimal.

We cannot install a different programmable head on the light; only the County can do that. And, as you will recall, the County was not supportive of our earlier plan to install a planter-type traffic calming solution.

So we are probably left with pursuing a neighborhood improvement project that would provide some sort of gated entry. But we must first devise a policy for handling and funding such projects.

Halloween

Congratulations are in order for Commissioner Sasser, his co-chair Teresa and their hard-working Committee for a tremendously well-organized and impressive Halloween event. To avoid problems of the past, Mrs. Sasser made a detailed inventory of the items the Town had paid for, which was verified by Municipal Services Director Don Prince, and all non-consumable items stored in Town facilities.

Planning Issues

I've spent a good deal of time in the past two weeks on planning issues. Development Services Director Jeff Bowman and I discussed the proposed Minto site plan amendment several times with planning consultant Walter Keller and have provided the DRC Committee's latest comments to Minto's representative. Jeff and I also spent several hours visiting with Delray Beach's Downtown Development Authority's Executive Director, Marjorie Ferrer, who provided a wealth of information and advice on techniques they have successfully used to support their downtown businesses and constantly upgrade the economic vitality of their downtown. Special thanks are in order to Sandra Booth, who arranged the meeting for us.

Imperial Lane Traffic Recommendations

Kittelson Report	Broward County Traffic Engineering
1. Install an additional SPEED HUMP AHEAD sign in each direction	BCTED's Signing and Pavement Marking Detail for speed hump installations does not recommend the use of more than one warning sign in each direction on the approach to speed humps.
2. Install a white delineator at the edge of each speed hump.	BCTED would not install or maintain delineators adjacent to speed humps; however, if delineators are installed by the Town, they must meet breakaway requirements as prescribed in the MUTCD or the Florida Department of Transportation (FDOT) design standards.
3. Reinstall the existing DEAD END signs to 7-ft mounting height.	BCTED staff conducted a field investigation and determined that the existing signs meet the minimum height requirements as prescribed in the Manual on Uniform Traffic Control Devices (MUTCD). Further, it was determined that there are no issues, such as sight distances or obstruction by foliage, that negatively impact the visibility of the signs.
4. Request a reduction in cycle length at the A1A light	<p>Vincent Picardi, Systems Section Engineer, has been requested to review the cycle length for the signal at A1A and Imperial Lane.</p> <p>Please be aware, when Mr. Picardi reviewed the signal operation in April 2010, all of the systems were functioning correctly, including the detectors, which probably explains why some eastbound vehicles (if they are not part of the detected queue) are not making it through on any particular cycle.</p>
5. Request a programmed visibility head (reduced line of sight)	<p>It is BCTED's policy to limit the use of these programmed heads to locations where they are needed to prevent simultaneous viewing of different sets of signals controlling different approaches or movements, due to unusual geometrics and alignments. The use of such shielding diminishes the visibility of the signals from the intended approach to some degree, and our primary consideration in signal head placement and adjustment is to optimize the display to approaching traffic.</p> <p>Since traffic conditions and geometrics are unremarkable for this approach to the traffic signal, we do not wish to deviate from the uniform signal treatment that was applied here when reconstructed by the Florida Department of Transportation in 2001.</p>
6. Take traffic counts every 6-months	It is BCTED policy to collect speed and volume data for the Town's use in determining traffic calming needs, but we will consider before-and-after study requests on an individual basis for interim studies.

TOWN MANAGER'S 8/20 /2010 LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
RESOLUTIONS & ORDINANCES		
Sign code revisions	Town Atty proposed revisions to sign code to reflect current case law and to make it easier to follow. P&Z Board reviewed and approved the revisions to the ordinance but wanted to review content of sign code once these housekeeping revisions are made. Commission on 10/12 decided that all sign code revisions should be made at one time & referred the issue back to the P&Z Board to study the issue, get citizen and business input, & make recommendations to the Commission. The item is scheduled for discussion at the November P&Z meeting.	P&Z - November
Non-profit & church waiver from temp sign fees	TAtty working on a new resolution	
Comp Plan Updates: Greenhouse Gas and Schools	These updates were reviewed by the P&Z Bd in June & July. Notice of intent approved at Aug 25th mtg. Commission approved 1st reading & transmittal of plan amendments to DCA in September.	Spring 2011
Business Uses	This past summer the Commission asked that the list of allowable business uses in Town be expanded. Consultant Walter Keller prepared recommendations to expand the list and his recommendations were reviewed and approved by the P&Z Board and an ordinance incorporating them was passed on first reading by the Commission in October. The Ordinance is on the November mtg for 2nd reading with revisions directed by the Commission.	TC- November regular meeting

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
ADMINISTRATIVE ISSUES		
Outdated Technology	Report from consultant received. PC & laptop replacements called for completed. Funds included in FY 2010/2011 budget to network servers for better efficiency & other hardware improvements. Included \$25K in budget to replace telephone system. ATM Bentley asked the County's IT Dept to review the hardware proposals to advise us if the recommendations are sound. County is in process of doing so. ATM is looking at option of possibly having the hardware off-site at a "hardened" facility (IT lingo for a building that is hurricane-proof) and possibility of hooking into another gov'ts telephone system in order to reduce costs & save the work involved in using a consultant to define our needs, prepare an RFP, etc. We originally intended to bring this to the Commission in October, but will delay the roundtable discussion until we get the County's feedback.	TC- December roundtable explanation of plan for technology
Personnel Policies	Policies are outdated and need a substantial overhaul; Town Manager to prepare proposed revisions for Commission review. This project is important, but keeps getting pushed back by other priorities.	
Purchasing Policies	Request for review/updating of purchasing policies. T Atty has prepared a boilerplate RFP format that we are now using. Project to review purchasing policies was placed on back burner due to other higher priorities but we are now experiencing more problems with the lack of clarity in the current provisions and some provisions that aren't efficient.	
Town Website Improvements	Funding proposed in FY 2010/2011 budget to improve the website from the user's perspective & reflect our brand better than it currently does. Staff was preparing an RFP to select consultant to do the work, but realize that the new computer hardware probably needs to be settled first as it will support the redesigned website.	
Revisions to Dept. Monthly Reports	First round of changes completed. I would like to see further refinements to the reports' formats and focus, but it is not a high priority right now.	Reports to TC Monthly

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
BUDGET		
Current Year Budget vs. Actual Analysis	Did not provide a 3rd Quarter report to the Commission, however, monitored revenues and expenditures carefully throughout the budget preparation process. With final budget proposal, we have provided the Commission with line item projections for the current fiscal year for all funds. A summary report for FY 2009/2010 is being prepared, and will be provided by you.	November
Chamber of Commerce Funding request	Commission agreed upon \$35,000 operating budget and funds for advertising, with. Town Manager to work with the Chamber to develop a contract.	November
Contracts w Recreation Instructors	New contracts with tennis instructors which reflects a revenue sharing arrangement approved by the Commission on Sept. 24 and implemented in October. Similar agreement with the Karate instructor is scheduled for Commission approval in November..	TC- November regular meeting
Year-End Budget Adjustments	Historically the Town has made adjustments to the prior year budget during the auditing process and before the prior fiscal year's books are closed. The current administration brought budget adjustments to the Commission for approval throughout the past six months, but there may be a need to adopt those adjustments by resolution rather than by motion. In addition, we will be bringing back some adjustments necessary to effect some of the changes in transfers between funds and the new fiscal year budget structure.	November
Town Attorney Agreement	Commission approved continuation of Town Attorney's services on an hourly rate basis. TAtty has agreed to forgo scheduled hourly rate increases in FY 2011 and 2012. TAtty budget reduced to \$400,000. TMgr & TAtty to work together to control costs. We are to reschedule a discussion of the possibility of going to a fixed retainer/hourly rate combo in next year's budget deliberations.	formal approval November; revisit in June
Employee Health-Related Insurance Programs	Commission approved renewal of health insurance with Florida League of Cities program in Sept. Broker got quotes from multiple providers on other health-related insurance & we were able to reduce our costs on life insurance and short-term disability effective Dec. 1. Fin Dir will prepare RFP for health insurance broker services in preparation for bidding for coverage for next fiscal year. Employee Committee to be set up to review suggestions broker has for how benefits are provided in future.	health insurance bid evaluations to Commission in July

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
CAPITAL PROJECTS		
A1A Landscape/Streetscape LAP Project Pine Island to Terra Mar	Commission reviewed project at Sept roundtable. Public input meeting held on Sept. 21 and MPSC reviewed again. Decision to remove section in front of Sea Ranch Lakes residential area from the plan. Asst TMgr to ask Sea Ranch Center for maintenance commitment by end of October. Also to discuss project piece that is located in Pompano with Pompano. Now goes to final design phase. ATM having RFP prepared for project oversight/mgmt.	
El Mar Dr Streetscape Project	MPSC recommendations have been provided to the Commission. Commission needs to direct staff whether to cost out project as MPSC has recommended.	November roundtable
Swimming Pool at Public Safety Bldg	Got study results back, no asbestos. Awarded work to remove pool, fill and landscape to low bidder (under \$5,000).	
Stormwater Projects	Presented recommendations on priorities to Commission at Sept. 20 roundtable. Approximately \$720,000 included in CIP in FY 2011 for stormwater projects. Staff assigning smaller priority projects to Town Engineer Chen to design. RFPs will be prepared for design contract awards on larger projects; smaller projects will be designed under the Chen contract. Downtown core project engineering analysis to be done to determine whether drainage can be handled with french drains or if a deep well is necessary.	
Tennis Court lighting	Discussed briefly at Sept 20 roundtable. Staff researching less expensive alternatives w Mayor's assistance. Info on tennis revenue/# of keys issued provided in October Town Mgr's report. Staff to come back with recommendations.	
Public bathroom facilities near beach	Commission decided to defer decision until master plan update addresses the issue.	Summer 2011
Coral Reef Project	Town Attorney & TMgr discussed new contract proposal with Global Coral Reef Alliance's attorney week of Sept. 27th. TAtty sent revised, simpler contract amendment to GCRA atty on 9/30. CGRA Atty sent a substantially different agreement 10/10. After phone conversation with CGRA atty, we sent revised proposal on 10/21. We contacted Cry of Water reps for assistance in moving project forward & contacted GCRA atty on 11/4 again. He indicated he will contact us on 11/5.	
Terra Mar Entranceway	TC discussed need to provide for neighborhood improvement projects such as this in the Mast Plan and agreed to leave in five year funding for such projects. Staff to draft a policy for neighborhood entryways and other neighborhood projects and how they would be funded.	

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PLANNING & DEVELOPMENT ISSUES		
Sea Lord Hotel drainage issue	Drainage permit is still waiting to be picked up. Owner has not yet submitted the change of Contractor form. Dev Svcs Dir Bowman called him on 11/4 to advise him of that.	won't come back to Commission
4337 Seagrape Drive drainage	<p>1. The permit was issued and was picked up by the customer on 9/15/10. There have not been any inspections called in as yet. Work has not been done. Bldg Official has left several notices for owner to contact him, but owner has not responded. Dev Svcs Dir tried unsuccessfully to contact owner 11/4.</p> <p>2. The property owner submitted a request for extension to the Magistrate on September 15, 2010. The Magistrate granted an extension for 90 days (until December 14, 2010) and if not in compliance by then a \$150 dollar per day fine would commence.</p>	won't come back to Commission
Status of Contracts for Planning Services	Town has 2 open contracts for planning services - Walter Keller and Keith & Schnars. Keith & Schnars has never been used. Have used Keller on multiple projects. Will be seeking additional planning consultants for use in areas of specialization.	
Building Services Options	Staff to explore the costs, advantages and disadvantages of utilizing a different building services provider or modifying current contract with the County. Goal is to maintain good service levels and reduce the cost of building permits. TMgr is reviewing a draft RFP.	February
FINANCIAL MATTERS		
Banking Services Agreement	Town consolidated various Sun Bank accounts effective October 1. TAtty' advises that, with notice, Town can terminate existing agreement. Staff is preparing an RFP to go to market for banking services agreement proposals.	Winter 2011
Improve efficiency in finance operations	Consultant identified numerous efficiency improvement opportunities & is now implementing them as Acting Finance Director. Funds included in new budget to buy upgrades for financial system. Will order accounts receivable module first, as that will eliminate a lot of manual work. Progress report will be made to the Commission in Spring 2011.	Mar-11
LETF Reimbursement	Town returned \$79,000 to LETF as public safety building project came in well under the appropriation for it. On October roundtable, TC asked that we come back with the cost of providing high definition cameras that can capture license plate #s clearly. Chief Llerena is developing his recommendations and gathering the costs for the cameras. (The infrastructure needed to support new cameras in the process of being purchased and installed.)	December

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
OTHER ACTION ITEMS		
Town Calendar	At 4/16 roundtable, Commission expressed desire to have recurring events placed on calendar two years in advance. This is being done.	
Choice Environmental Negotiations	Ordinance amending mixed use options and providing for temporary suspension of service was adopted by the Commission on 1st reading on 7/27 and on 8/25 on second reading. We have come to agreement with Choice on a possible solution to the issue of multi-family residences being billed for 1 cart per unit. Pending Commission conceptual approval, modifications will be made by amending the refuse collection franchise agreement.	November
Lease of warehouse	Intent is to lease out north half of warehouse & offices. I am reviewing the RFP drafted for a leasing agent.	
Revisions to Special Events Policy	Staff to draft amendments to policy to allow for TMgr approval of some events; fee schedule to reflect \$200 for annual events or higher #?; look at issue of a Traffic control officer being mandated at some events (discuss w Police Chief)	January
Reso 1222 - Retiree Health Insurance	to come back to the Commission for discussion	November roundtable
Charter Review Board	Staff to come back with info on how Town did this last time. What qualifications must someone have to serve on the Board. What do other cities do? Commission to appoint Board.	
Investigation of Missing Halloween & Easter Items	TM met with Police Chief 9/24 for his input on information needed to start the investigation. All invoices/payments pulled for Easter, Halloween & Fourth of July events. Municipal Services Director has searched warehouse and noted which items the Town has in its possession. List of items of significant value missing were provided to BSO on November 3rd.	
Use of website for communications	At 9/20 meeting the Commission asked that the website be designed so that residents could log on and ask for information to the Town. TC wants to be advised when the Town has the capability of sending email blasts.	
Regulation of Beach Recreational Uses	Workshop to be set up for January. To cover both commercial recreational uses and non-commercial uses.	January
Commission Districts Study	Intent is to hire a university to do analysis of balanced districts for the Commission election in 2014; RFP for study to Commission in Spring 2012 so that districts can be designated by September 2012 as required by Charter Article 6-6.1 (5).	Spring 2012
Accelerated Recycling Efforts	Commission agreed at October roundtable that they would like to pursue methods to increase the volume of recycling done in Town. Much research to be done before we discuss options with Choice.	

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
PUBLIC SAFETY		
Volunteer Fire Department Agreement	Commission is seeking further revisions to the VFD that put back into the agreement provisions that members respond to 20% of calls, that create an oversight committee, and that provide the Town determines who the Fire Inspector is. I met with the VFD Bd of	November regular meeting
Notice on Channel 78 re VFD fire safety programs	At 9/27 meeting, TC asked that we put a notice and contact info that VFD can come to multi-family residences to do presentations on fire safety, do a drill, etc.	
STRATEGIC PLNG/MASTER PLAN & PRIORITIES		
Priorities Discussions	Commission to discuss priorities in order to assure that sufficient time and attention is devoted to strategic and master plan matters, so that the big picture issues do not get lost in the time it takes to deal with lower priority issues.	Special Workshop Nov. 15
Town Manager Performance Plan	TMgr's contract provides that performance goals are to be set annually (in November this year.)	Special Workshop Nov. 15
Preparation of Strategic Plan	A series of community meetings will be held this winter to engage stakeholders (residents, business owners, seasonal residents, visitors) in defining strategic priorities for the Town. When the work on the Master Plan update is completed, those recommendations will be merged into the Strategic Plan implementation program.	
Updating Master Plan	TMgr prepared a summary of the major recommendations of the 2004 Master Plan and the current status of each. Using that list, TMgr is working with the MPSC to update the Master Plan to reflect current thinking and priorities.(First meeting with MPSC was in October, meetings in November & December are scheduled.) Once MPSC has provided their recommendations to the Commission, citizen and business input will be sought on those recommendations and brought back to the Commission.	

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
TRAFFIC/PARKING ISSUES		
Imperial Lane Traffic Calming	Commission reviewed Traffic Engineer's plan & directed us to implement. Staff to discuss with neighborhood. Neighborhood entryway features will be considered as part of neighborhood entryway program. Town Engineer is coordinating with the State & County to implement the traffic light revisions recommended by the Traffic Engineer. I've asked the Asst TMgr to intercede with the County to speed up review. ATM Bentley will take revised plan to neighborhood representatives once the County gives it the ok.	
Trial Valet Project	Plan approved by Commission in July. Trial period has been extended through February.	February
Open outlet to alley from Pier parking lot	Walter Keller did on-site evaluation on Aug 5th and recommendations provided Aug 13th. Copy given to Pier tenants to evaluate their costs of implementing it and a copy was given to the Commission with the indication we would proceed unless the Commission wished to discuss it. Subsequently, the pier tenants have advised it looks good to them and they'll discuss with their engineer. Nothing has happened in the past month on this issue.	
Red light camera for Comm'l/A1A inter	Have prepared a report on implementation issues for Commission review. Have deferred this item for 3 months in a row because roundtable agendas have been so full.	November roundtable
Bel Air traffic light issues	Traffic count to be requested to be done during season; Comm. Clotey has advised that light near the church is now working properly	March (2011)
Town-wide Parking Study	RFP for Parking study was reviewed by Commission in September and released to vendors in October. Responses due November 12.	December
Reduction of Parking Requirements	Report provided to TC at October roundtable agenda. Commission referred it to P&Z. It is on their November agenda.	
Expand Sun trolley to LBTS	Mayor interested in possibility of having the Sun Trolley in Fort Lauderdale expand into LBTS or having Pelican Hopper go to Galt Ocean Mile to meet it; investigate option of using Pelican Hopper grant to do so.	
Wings Parking Lot	In September, Commission authorized TAtty to take legal action to effect transfer of the parking lot to the Town. On November 1, 2010, the Town Attorney filed a complaint for breach of contract with the Circuit Court in Broward County. The property owner has 20 days to respond.	
Parking Ordinance	Staff to bring back revisions to hardship permits policy, eliminate reference to beach parking permits, clarify overnight parking, & address other needed changes in the Parking Ordinance.	

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
2010 COMPLETED ASSIGNMENTS		
Relay info by email to Commission	Commission requested that former Town Admn send as much info to them by email as possible; new Town administration implemented in May 2010	
Jarvis Hall lighting improvements	completed in June	
Chapter 2 Administration Ordinances	Adopted in June & July 2010	
Ordinance re P&Z Bd & Bd of Adjustment	adopted in May 2010	
Ethics Ordinance	Adopted in July 2010	
Code of Conduct	All Commissioners signed in July 2010	
Lien Mitigation Policy	Commission adopted new policy in June 2010. First liens mitigated under the program in September 2010. Bank paid 20% of the larger liens on 1624 SE 21 Ave in Bel-Air in October 2010.	
LAP project match	TC was advised of town's match requirements at 5/25 mtg	
Speeding on Seagrape	BSO conducted traffic enforcement on Seagrape throughout April & May	
Analysis of Contingencies & Reserves	Was provided to the Commission in June; projections are contained in the budget message	
July 4th Fireworks	completed	
Colon payout	inquiry completed; litigation commenced; settlement agreement approved by TC in July; reimbursement rcv'd in amount agreed upon from Colon in August; TA withdrew lawsuit.	
Appoint Audit Committee & RFP for External Auditor	Both completed; Audit Committee reviewed & revised RFP, met & ranked proposers.	
Additional Bocce Court	Completed week of 8/15.	
Olinzock final separation	On 6/22 TC decided to revise termination to "with cause"	
Granicus	Report provided to TC on 5/25 agenda; staff reviewed list of Granicus features Comm. Vincent submitted & provided report that we use almost all features	
Soccer program	Town staff approved lease of soccer field for soccer camp	
24 Hours Opening Ordinance	staff researched other cities' practices; ordinance reviewed and recommended 3-2 by P&Z Board at their June meeting; Commission decided not to proceed with ordinance on July 27th	
More detailed Commission mtg minutes	At the 4/12 roundtable mtg the Commission asked that Commission minutes contain more detail. This is now being done & the Commission has expressed approval of the degree of detail.	
Perez & Associates site plan issues	have been issued a permit after meetings with Jeff Bowman; determined they would be exempt from site plan requirements if they changed their renovations from a duplex to a triplex which they did	

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Pavilion Clock	Clock deemed not appropriate for proposed location by the four Commissioners who viewed it, so clock returned to maker. No cost to the Town.	
Stormwater Plan Contract Questions	Asst TM completed review of Chen contract and prior studies to determine compliance w contract terms. Concluded Chen complied with contract terms.	
City Organization and Administration	Commission reviewed suggestions at 6/23 roundtable; Ordinance passed on first reading in July and second reading in August.	
Monthly Report from Chamber of Commerce	At the 4/16 roundtable mtg the TC asked the Chamber to provide a monthly report to the Town. Chamber's newsletter which provides statistical data is provided to the TC.	
Corner Lot Pool Ordinance	Passed on first reading in August & 2nd reading in August, 2010	
Abandoned Property Ordinance	Passed on 1st reading in August, 2nd reading in September 2010	
Reduce Fire Inspection Fees for Small Business	Passed on 1st reading in August, 2nd reading in September 2010	
Appropriation to cover budget shortfalls from Colon payout	Completed. Commission approved appropriations in June & August 2010.	
Chamber of Commerce roof	Completed in September 2010	
Selection of External Auditor	Grau & Associates selected as recommended by Audit Committee.	
Cash Reports	Provided report to Commission on September 14th. Will provide quarterly in future.	
Investment Policy & Review of Current Investments	Presented new investment policy for TC consideration at September 14th meeting and reported on current investments at the same meeting.	
Ordinance amending code on accessory buildings	Ordinance adopted on final reading in October.	
Status of projects approved in prior fiscal years & closeout of old projects	Addressed in CIP plan presented at September 20 roundtable	
Senior Program Operation Issues	Commission concerned whether Town satisfying grant requirements, policy of charging non-residents and pt residents, and hold harmless forms participants required to fill out. TM provided TC with a report on what the grant requires during week of August 9th. Implementing changes to improve compliance. Recommend we drop hold harmless agreements.	
Performing Arts Center	Contract approved for the presentation of three plays, November - April.	
Town Atty budget overrun	\$50,000 appropriated from contingencies in Sept. to cover projected overrun.	
Payment of past commitment to Chamber of Commerce	Made \$9400 payment to the Chamber in October.	
Volunteer Fire Department budget & Agreement	Amendments to the agreement that affect annual payments to the VFD, use of the fire apparatus & equipment reserve, collection of fire inspections fees were approved by the VFD membership on 10/11 and by the Commission on 10/12.	

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Increased fees for resident permits, and parking rates at corner of Bougainvillea & Commercial	Fee increases instituted and meters changed out on Bougainvillea in October.	