

June 18, 2010

To: Mayor Roseann Minnet  
Vice Mayor Stuart Dodd  
Commissioner Birute Ann Clotney  
Commissioner Scot Sasser  
Commissioner Chris Vincent

From: Connie Hoffmann, Interim Town Manager 

Subject: Town Manager's Report

Emergency Services & VFD Budgets

We received AMR's budget for the next fiscal year, which contains the 4% increase provided for in their contract with the Town, which amounts to an increase of approximately \$28,000 in the Town's General Fund budget. Although the contract dictates the 4% increase, we have requested an explanation of the factors that necessitate the increase.

We are awaiting the VFD's responses to the questions we posed to them regarding their budget proposal and vehicles. We have been advised we will receive the information we requested next week.

CDBG Grant

We have been notified by the County that our CDBG grant for senior programs will increase next fiscal year to \$29,209, a 20% increase.

Audit Committee

The Audit Committee met for the first time this week and made some excellent revisions to the draft RFP. We sent the ad for the RFP to the Sun-Sentinel today and it will be placed on Demandstar, the most frequently used, on-line government RFP service on Monday. We will also post it on the Town's website. Kaola King will also send letters or emails to all of the respondents from the last time the Town issued an audit RFP to make them aware of our deadline (July 12) for responses.

Master Plan Steering Committee

The MPSC met this week and endorsed moving forward with the A1A streetscape project. Three members of the Commission were in attendance at the meeting, so can give a first-hand report on the Committee's discussions.

### CIP Budget

We had planned to have a draft of the proposed CIP on the budget discussion at the Roundtable tomorrow night but were unable to get it done on time due to other pressing operational issues and the fact that we are still trying to determine how whether the funds that appear on the balance sheet in the Capital Improvements Fund truly are undesignated and can be appropriated to fund capital projects for the next several years. (This issue will be discussed at the Roundtable meeting in more depth.) In addition, Chen & Associates has not completed (and, in fact, has just begun) their work on prioritizing the storm water projects and combining them with other planned Town projects to save money and disruption.

We will not be able to present the proposed CIP budget until July 13<sup>th</sup> and it is likely that the figures will be only rough estimates at that time.

### List of Assignments/Projects

I'd like to suggest that I only provide the updated list once a month, at the second meeting of each month if that is satisfactory to the Commission.

**TOWN MANAGER'S 6/1 /2010 LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS**

<b>ORDINANCES</b>	<b>STATUS</b>	<b>TO COMMISSION</b>
Non-profit & church waiver from temp sign fees	TA & Jeff B working on resolution and necessary code amendments to address not only fees but other sign code issues	timing not determined yet
Corner Lot Ordinance	Went to P&Z Board at June meeting & tabled for more information	Aug
Abandoned Property Ordinance	Went to P&Z Board at June meeting & they suggested modifications which the Town Attorney and staff will review.	July
24 Hours Openings	P&Z Board reviewed at June meeting and recommends a licensing procedure for 24 hour operations.	TC review in July
Comp Plan Updates Greenhouse Gas Schools	Consultant Walter Keller prepared these updates & they were reviewed by the P&Z Board at their June mtg	TC review in July
Ord 2010-3 City Organization Ord 2010-4	TM's recommendations on 7/22 agenda	6/ 22 regular mtg

<b>ADMINISTRATIVE ISSUES</b>	<b>STATUS</b>	<b>TO COMMISSION</b>
Deadline to revise Commission districts	September deadline?	
Town Technology Issues Granicus Info	Report provided to TC on 5/25 agenda; staff to review list of Granicus features & advise if we are using them	
Outdated Technology	The Town is using outdated software & the multiple server configuration creates security but some operational issues. We will be making an assesment of IT issues and identifying what needs to be done. Include phone system.	July
Personnel Policies	policies are outdated and need a substantial overhaul; issues revealed in Colon payout inquiry need to be addressed such as continuation of benefits policy; authority for certain practices; CH to preparing revisions for TC review	July
Purchasing Policies	Request for review/updating of purchasing policies	on back burner
Town Website Improvements	I'd like to see the Town's website contain more info, be easier to manuever through & reflect our brand better than it currently does.	
Revisions to Dept. Monthly Reports	Development Services and Finance Depts reports revised. Municipal Services next up for revisions. Will discuss revisions to VFD report with Fire Chief.	
<b>BUDGET</b>	<b>STATUS</b>	<b>TO COMMISSION</b>
Current Year Budget vs Actual Analysis	Format & analysis of general fund only prepared. If TC likes the format, analyses of other major funds will be prepared if	5/25 Regular meeting
Town Attorney cost projections & possibility of different fee arrangements	Will research arrangments other cities have	August meeting
Evaluation of cost reduction alternatives for Building services	Will evaluate current contract w County & alternative options (i.e. other contractors)	September budget meetings
Volunteer Fire Departments budget		

CAPITAL PROJECTS	STATUS	TO COMMISSION
A1A Landscape/Stretscape LAP Project Pine Island to Terra Mar	At 4/13 mtg Commission directed that Town input be given to PBS&J before they design it. We just rc'vd the conceptual plan which is due to FDOT 6/1. PBS&J will meet with MPSC soon.	8/16 public meeting
El Mar Dr Streetscape Project	MPSC discussed at their June mtg; voted to stay with 4 lanes after extended disc; voted to recommend to TC that project be expanded to bury utilities underground	
Stormwater Projects	Chen & Associates to prioritize the projects list & group stormwater & CIP projects together; just rcv'd & approved work order last week	
Stormwater Plan Contract Questions	Bud completed review of Chen contract and prior studies to determine compliance w contract terms. Concluded Chen complied with contract terms.	
Public bathroom facilities near beach	TC moved to 6/8 mtg, but staff not done with research & requests this be rescheduled for discussion in July.	7/14 roundtable
Status of projects approved in prior fiscal years & funding closeouts	Town does not have a report or spreadsheet that defines financial status of approved projects that carries data across fiscal years, so must create one to know what funds are still required or can be freed up. Made progress on this project, but not completed.	July 14th roundtable

<b>DEVELOPMENT ISSUES</b>	<b>STATUS</b>	<b>TO COMMISSION</b>
Perez & Associates site plan issues	Plans are in for review. will be ready soon for permit.	
Sea Lord Hotel drainage issue	Owner will meet with his engineer week of June 21st regarding solution to the drainage issue. Town staff has already met with the engineer and agrees with his solution.	
4337 Seagrape Drive drainage	Jeff met with owner Vitale 5/25 Status is pending	
Status of Contracts for Planning Services	Town has contracts with both Walter Keller and Keith & Schnars for planning services but has never utilized the Keith & Schnars contract. Chen & Associates also provide planning services. More staff work to be done to determine how to proceed.	
<b>EVENTS</b>	<b>STATUS</b>	<b>TO COMMISSION</b>
Revisions to Special Events Policy	staff to draft	August or Sept

<b>FINANCIAL MATTERS</b>	<b>STATUS</b>	<b>TO COMMISSION</b>
Colon Payout Inquiry	inquiry complete & demand letters for repayment sent by both Town Mgr & TA; responding to multiple public requests from Colon & her attorney. Now reviewing issue of Colon's eligibility to stay on Town's insurance plans	
Internal controls	Need direction from Commission whether an audit/analysis of bank account transactions is desired;	
Banking Services Agreement	Need to review existing agreement and practices (i.e. multiple bank accounts) for efficiency & effectiveness. Consultant starts on project Monday.	
Selection of External Auditor	Audit Committee met 6/15 & made some changes to RFP; ad going in paper next week; proposals due July 12	July 27 meeting
Cash Reports	Have gotten format that another city uses & will be preparing a similar report for LBTS	first report to TC in July
Olinzock final seperation	Final payout dependent on TC decision whether to revise termination to be for cause	6/8
Appropriation to cover budget shortfalls from Colon payout	on 6/22 agenda to appropriate funds	6/22
Investment Policy & Review of Current Investments	Have drafted an investment policy for TC consideration, but need to look at current investments & capability of staff to implement proposed investment policy	
Improved efficiency in finance operations	Consultant retained to look at multiple practices in our operation and recommend more efficient approaches	

<b>OTHER ACTION ITEMS</b>	<b>STATUS</b>	<b>TO COMMISSION</b>
Choice Environmental Negotiations	Staff, Comm. Sasser & Town Attorney met with Choice; awaiting data from Choice- was due a week ago; TA drafting ordinance changes for mixed use	
Lease of warehouse	Mun Svcs Dir to define Town's space needs; once done, staff will put an RFP out for a leasing agent	back to TC in October
Grant requirements at Senior Center	* TM to provide TC with a report on what the grant requires. This item was to come back to the TC on 6/8 but I only became aware of this issue 6/2, so requested time to review it.	7/14 roundtable
Fees for residents/non-residents at SC		
<b>TRAFFIC ISSUES</b>	<b>STATUS</b>	<b>TO COMMISSION</b>
Imperial Lane Traffic Calming	Town Engineer submitted traffic choking proposal to County on 5/25; County made site visit last week; awaiting their formal response	
Trial Valet Project	Staff recommended 101's valet plan be authorized on a trial basis; TC discussed at 6/9 Rountable	6/23 Regular Meeting for approval
Open outlet to alley from Pier pkg lot	County Traffic Engineer did on-site vist last week; Bud to follow up with owners & report to TC requirements for safe access to alley * Check if Oriana's 15' pedestrian walking will be legally affected by using this alleyway.	
Red light camera for Comm'l/A1A inter	Staff to seek proposals or bids	Sept
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	

COMPLETED ASSIGNMENTS	STATUS	TO COMMISSION
Jarvis Hall lighting	completed	
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	On July 23rd roundtable	
July 4th Fireworks	bids awarded; to be shot from the Pier	
RFP for External Auditor	completed; RFP out on street Monday 6/22	