



# TOWN OF LAUDERDALE-BY-THE-SEA

## AGENDA ITEM REQUEST FORM

**Town Manager**

Department Submitting Request

**Connie Hoffmann**

Dept Head's Signature

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input type="checkbox"/> Aug 24 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Sep 27, 2010	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)
		<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)		

\* Subject to change

**NATURE OF AGENDA ITEM**

- Presentation
- Resolution
- Manager's Report
- Public Safety Report
- Quasi Judicial
- Attorney's Report
- Consent Agenda
- Old Business
- Other
- Ordinance
- New Business

**SUBJECT TITLE: TOWN MANAGER'S REPORT**

**EXPLANATION:** Update on various matters.

**EXHIBIT:** Memo dated July 9, 2010 from Town Manager

Town Manager's Initials: CH

July 9, 2010

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

From: Connie Hoffmann, Interim Town Manager 

Subject: Town Manager's Report

#### VFD Issues

I retained the services of a very experienced fire services and city management professional to do a quick review of the condition of the fire trucks (including a review of their maintenance records and on-site evaluation), a review of the VFD's files and documentation to determine if VFD members have the appropriate certifications, medical clearances, training, etc. He spent Tuesday and Wednesday, July 6<sup>th</sup> and 7<sup>th</sup> on-site and met the Fire Chief, and spent a good deal of time with Ken Johnson, President of the VFD. I have also asked him to suggest changes that should be made in the language of the contract between the Town and the VFD. He will be getting me a written report on all these issues within two weeks, at which point I will meet with the VFD to discuss his findings and recommendations.

#### Finance Director

As I advised you earlier this week, Finance Director Kaola King resigned unexpectedly this past Tuesday. Fortunately, the municipal finance professional, Doug Haag, who had assisted me with the Colon payout investigation, and who was in the midst of doing an analysis of the Finance Department operations for me, agreed to step in and serve as Acting Finance Director. Not only has he been a Finance Director in a South Florida coastal city, he used to work for the company that produces our financial software system so he has no learning curve in that respect. He is working on a contractual basis right now, but will step into the vacant position on an Acting basis once we can get him processed properly as an employee. Eventually we will advertise this position to fill it on a permanent basis, but circumstances require we have someone in that position immediately. I will send you Doug's resume and will introduce him at Tuesday's meeting.

#### Soccer Summer Camp

The summer soccer camp that I spoke with all of you about a few weeks ago will start on Monday. It will be a good opportunity to see how more active programming of the park works.

### External Audit Selection

The responses to our RFP are due in on Monday, July 12<sup>th</sup> and the Audit Committee will meet the following Monday to rank and recommend the top three firms to the Town Commission. You are scheduled to make your selection of a firm at the second meeting in July.

### 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.

### Budget Workshop

As I discussed with each of you, the manager's proposed budget is not ready yet and so we have cancelled the Budget workshop that was scheduled for Tuesday evening. I have placed several budget issues on the Roundtable for discussion.

### Fourth of July

Congratulations to everyone who worked so hard to put on the Fourth of July festivities and the Mayor who served as Chairperson this year. Despite the sweltering heat in the morning and heavy rains in the afternoon, there was a good turnout and people seemed to really enjoy themselves. The Fire Marshall made the call to start the fireworks early as he was concerned about the weather, so Lauderdale-by-the-Sea was the first with fireworks in the skies up and down the beach. The fireworks vendor had to set a portion of the grand finale off by hand as they did not go off automatically. Some of the shells in the grand finale still did not detonate and we will be requesting a credit per our agreement with the fireworks vendor.

BSO did not report any serious incidents over the Fourth, and the VFD did a wonderful job manning the grills and responding to calls for service over the weekend. Two unexploded , commercial size fireworks shells washed up on the south beach on Monday morning and the BSO bomb squad was called in as apparently the shells are more volatile when they are wet than dry. These were not shells from the Town's fireworks display as they were larger than those we purchased.

I want to express my thanks to Derek, Horace, Ray, Dwayne and Doug of Municipal Services who did a terrific job setting up the event and who emptied garbage cans and cleaned up the trash throughout the weekend. And thanks to Tiana who did the decorations on our equipment and did us proud.