

August 19, 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

I thought summer break was supposed to be slow! We are as busy as we've ever been.

I have expanded the projects/assignment status report significantly to pick up items that were discussed by the Commission since March of this year.

Many of the items we've been working on are addressed in the Budget Workshop agenda exhibits, the regular Commission agenda backup, or in the attached projects/assignments status report, or I have reported to you on by email, so I do not want to repeat that information here.

There are a few items I do wish to update you on, however.

Finance Director

Doug Haag is now a Town employee, having passed his background checks and physical. He is still in an acting capacity.

Former Town Manager Settlement

The Town received last week the funds the former Town Manager agreed to repay to the Town and we are processing the remittances to her deferred compensation account and the Florida Retirement system that we committed to in the settlement agreement.

Coral Reef Project

Dr. Goreau indicated to me in a telephone conversation last week that they are proceeding with the construction of two more buoys and that the financial situation on the project has had the positive impact of forcing some reductions in the cost of constructing the buoys, while at the same time improving their design. He indicated the second and third buoys will be a single unit, solid polyurethane buoys, smaller and stronger than the original buoy. He told me they have raised some funds and he thinks he has sufficient money to complete the three buoys. He indicates he expects them to be completed soon.

I explained to him that the Town wants to have the contract amended to clarify responsibilities, amend the schedule to eliminate the current breach of contract, and modify the payment schedule so we are not fronting the entire remaining \$27,000 to them before the work that it is intended to pay for (installation of the project, monitoring , maintenance and repairs for twelve months after installation) is done. I suggested a series of payments. Dr. Goreau would not commit to such an arrangement until he spoke to the others assisting him on the project.

I have given the Town Attorney a list of issues to be addressed in a new contract with the Coral Reef Alliance and have asked her to develop a new contract so we can send that to Dr. Goreau for consideration.

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

Line No.	PROJECT AREA	STATUS	TO COMMISSION
RESOLUTIONS & ORDINANCES			
1	Non-profit & church waiver from temp sign fees	TAtty working on a new resolution and necessary code amendments to address not only fees but other sign code issues	September
2	Corner Lot Pool Ordinance	P&Z Board reviewed in June & July; their recommendations & 2 ordinance options on August agenda for Commission consideration. P& Z recommended for corner lots only.	August & September
3	Abandoned Property Ordinance	P&Z Board reviewed in June & July. Ordinance is on for 1st reading in August.	August & September
4	Comp Plan Updates: Greenhouse Gas and Schools	Consultant Walter Keller has submitted these updates; they were reviewed by the P&Z Bd in June & July; copies of elements sent to TC last week. Notice of intent is on Aug 25th mtg.	August & September
5	Ord 2010-3 City Organization Ord 2010-4	Commission reviewed suggestions at 6/23 roundtable; Ordinance passed on first reading in July.	August
6	Abandoned Properties /Delayed Construction Ordinance	At 4/16 roundtable Commission asked that an ordinance be prepared requiring maintenance of abandoned or foreclosed properties.	August & September
7	Fire Inspection Fees for Small Business	Ordinance prepared for adoption to reduce fees for small operations.	August & September
8	Ordinance amending code on accessory buildings	Staff developed an ordinance & P&Z Board reviewed it and recommended approval. Notice of intent on 8/25 agenda.	August, September & October
9	Other Fire Inspection Fee Modifications	Staff & Fire Marshall are preparing proposals to reduce fire inspection fees to align them with actual costs.	October

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10	ADMINISTRATIVE ISSUES		
11	Outdated Technology	Report from consultant received. Some computer replacements being done in current fiscal year, others will be done next fiscal year. Funds included in FY 2010/2011 budget to network servers for better efficiency & other hardware improvements. Rcv'd quote of \$25K to replace telephone system and have recommended it be funded from fund balance.	Report in Sept
12	Personnel Policies	Policies are outdated and need a substantial overhaul; Town Manager to prepare proposed revisions for Commission review in September	September
13	Purchasing Policies	Request for review/updating of purchasing policies. Simplify RFP process. Project on back burner due to other higher priorities.	
14	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. Consultant will be selected to do the work in October.	December
15	Revisions to Dept. Monthly Reports	Development Services and Finance Depts reports revised. Municipal Services next up for revisions. Delayed by other priorities. Will discuss revisions to VFD report with new Chief elected in Sept.	

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Line No.	PROJECT AREA	STATUS	TO COMMISSION
16	BUDGET		
17	Current Year Budget vs Actual Analysis	3rd Quarter report will contain enterprise funds as well as General Fund; staff reviewed and provided Commission with info on areas of concern in budget message	September
18	Appropriation to cover budget shortfalls from Colon payout	On 6/22 TC appropriated funds from a reserve account to cover amount appropriately paid to Colon only; another item on 8/25 agenda to appropriate the rest	25-Aug
19	Town Attorney cost projections & possibility of different fee arrangements	Staff assembled data gathered from other cities for report to the Commission; awaiting Town Atty's input. TC to appoint representative to negotiate new contract w Tatty.	August 25th and September
20	Evaluation of cost reduction alternatives for building services	Presented report to Commission in July; direction to come back in 6 months w proposals	Jan. 2011
21	Volunteer Fire Department budget	TMgr has met w VFD Board twice and with VFD President numerous times to discuss budget issues, emergency medical response, truck replacement & other contract issues. List of contract modifications & revised VFD budget to go to membership for a vote in Sept.	2nd mtg in September
22	Chamber of Commerce Funding request	Comm. Sasser has met with Chamber rep and will report on progress at August Budget workshop.	August 25th
23	Contracts w Recreation Instructors	New contracts drafted with tennis & karate instructors which will reflect a revenue sharing arrangement. Consultant has met with them and they are in agreement with the concept.	September for Tennis; check end date for Karate Instructor
24	Town Atty budget overrun	Due to many extra meetings, dismissal of former Town Mgr and Asst Town Mgr and litigation issues, Town Atty budget will likely exceed the budget. An appropriation from the general fund balance will be necessary before year end.	September

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25	CAPITAL PROJECTS		
26		At 4/13 mtg Commission directed that Town input be given to PBS&J before they design it. Town rc'vd the conceptual plan and reviewed it w MPSC who recommended the Town proceed with it.	End of Sept or in October
27	A1A Landscape/Streetscape LAP Project Pine Island to Terra Mar	Concept plan submitted to FDOT for eval. No substanivel comments received. Asst TMgr will meet w Sea Ranch Lakes Village about landscaping withing Village's area of maint. responsibility and see if they want to particpate & will fund of a portion of the project. Public hearing on project set for September 21st at MPSC meeting.	Sept 21st MPSC - public informational meeting
28		Staff met with Sea Ranch Condos on 8/18 - good feedback.	
29	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 & address other infrastructure issues	
30	Swimming Pool at Public Safety Bldg	Issue of whether to fill in pool due to maintenance cost & safety issues. Requires a determination of whether asbestos is an issue. Mun Services requesting evaluation.	
31	Stormwater Projects	Chen & Associates to prioritize the projects list & group stormwater & CIP projects together;	September
32	Chamber of Commerce roof	Contractor to start installation 8/19	N/A
33	Tennis Court lighting	Decision at 4/12 Commission meeting to go with six 20 foot poles, but to get bids on both replacing them or retrofitting them.	
34	Public bathroom facilities near beach	Report on various options on 7/14 Roundtable agenda; met with MPSC and added El Mar parking lot option. On July 27th the TC decided to delay decision till Master Plan update is complete. Funds for project to be moved to FY 2012 in the CIP.	Summer 2011
35	Status of projects approved in prior fiscal years & closeout of old projects	All projects not in progress will be closed out at end of current fiscal year.	Fund balance in CIP Fund will be reported to TC in FY 2010 audit.

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36	PLANNING & DEVELOPMENT ISSUES		
37	Sea Lord Hotel drainage issue	Work currently being done on front of building; when that work is completed (2-3 weeks), the owner will start on the drainage project. Expects to be done by end of Sept.	
38 39	4337 Seagrape Drive drainage	Jeff met with owner Vitale 5/25; on 6/29 the Town's Bldg Official sent info to Vitale's engineer to assist them in alleviating the drainage problem at the site; emailed the engineer again on 7/6 to inquire about progress; left several follow-up telephone calls but no response. Magistrate's deadline for action on this property will run out soon	
40	Status of Contracts for Planning Services	Town has 2 open contracts for planning services - Walter Keller and Keith & Schnars - and Chen has done some plng under. Need to determine relative experience and cost of all three and make recommendations to TC on how to handle. Due to workload, this will not occur until October at best.	October
41	Visioning & Master Plan Updates	Staff preparing a report on which 2004 Master Plan recommendations have been implemented in all or part. TMgr to outline suggested approach.	October roundtable or September roundtable if later in month
42	FINANCIAL MATTERS		
43	Banking Services Agreement	Need to review existing agreement and practices (i.e. multiple bank accounts) for efficiency & effectiveness. Intent is to close unnecessary accounts by end of fiscal year.	
44		Bid banking services agreement.	January
45	Selection of External Auditor	Selection made by the TC on July 27th. Agreement is on 8/25 agenda for approval.	August 25th
46	Cash Reports	Have gotten format that another city uses & will be preparing a similar report for LBTS	Sept
47	Investment Policy & Review of Current Investments	Have drafted a new investment policy for TC consideration, Acting Finance Director looking at current investments for conformance & comparing proposed policy to current policy.	October
48	Improved efficiency in finance operations	Consultant has identified numerous efficiency improvement opportunities & is now implementing them as Acting Finance Director. Funds to buy upgrades for financial system in the proposed budget.	
49	LETF Reimbursement	TMgr to bring back discussion of LETF fund being reimbursed for cost of holding cell; turns out substantial funds will be returned to LETF because entire project came in under estimate; when final bills are paid, item will come back to Commission	September
50	Review of Boat Ordinances & Fishing Ordinance	Commission asked that these items come back for discussion in September; since Sept agendas are so full, suggest items be placed on the October roundtable instead	October roundtable

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51	OTHER ACTION ITEMS		
52	Town Calendar	At 4/16 roundtable, Commission expressed desire to have recurring events placed on calendar two years in advance	
53	Choice Environmental Negotiations	Comm. Sasser, Town Attorney & Asst T Mgr have met with w Choice several times on a variety of issues; Ordinance amending mixed use options and providing for temporary suspension of service was adopted by the Commission on 1st reading on 7/27. Negotiations with Choice on other issues continues.	use & suspension of service on 2nd reading 8/25
54	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
55	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. Consultant will make recommendations re non-resident fees.	
56	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)	October roundtable
57	Reso 1222 - Retiree Health Insurance	to come back to the Commission for discussion	October roundtable
58	Charter Review Board	Commission to appoint Board	
59	Commission Districts Study	hiring a university to do analysis of balanced districts for next Commission election in 2012; RFP for study to Commission in Spring 2011 for adoption of new districts in summer of 2011.	Spring 2011
60	Withholding of \$7,000 from Chamber of Commerce	At 4/16 roundtable meeting the Commission discussed the former TMgr's decision to withhold funding from the Chamber due to their financial reports showing a profit for 2009. Commission asked the Town Atty to provide legal advice on this matter.	
61	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	

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Line No.	PROJECT AREA	STATUS	TO COMMISSION
62	TRAFFIC/PARKING ISSUES		
63	Imperial Lane Traffic Calming	Town Engineer submitted traffic choking proposal to County on 5/25; County made site visit in June to eval proposed solution; determined it did not fully address problem so we engaged a Traffic Engineer (TE) to prepare a better plan. TE visited site on Aug 9th - Report due next about Aug 20.	September roundtable
64	Trial Valet Project	Plan approved by Commission in July. Valet Parking operation in trial stage. Going well.	report to TC in October
65	Open outlet to alley from Pier pkg lot	Walter Keller did on-site evaluation on Aug 5th and recommendations provided Aug 13th. Copy given to Pier.	We will implement unless Commission requests a presentation.
66	Red light camera for Comm'l/A1A inter	Have prepared a report on implementation issues for Commission review.	Sept roundtable
67	Bel Air traffic light issues	Traffic count to be requested to be done during season; Comm. Clotney has advised that light near the church is now working properly	March (2011)
68	Town-wide Parking Study	Asst TM has reviewed 2005 parking study & is getting price from consultant who prepared it (Keller) to update certain data in it. That will cut down the cost of the Parking study.	RFP scope to Commission in September
69		Asst TM is working on scope of services for the RFP.	
70	Reduction of Parking Requirements	At 6/23 mtg TC asked that we look at possible parking requirements in the downtown. Walter Keller tasked to look at options and prepare recommendations	
71	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.	
72	Wings Parking Lot	TC asked staff and Town Atty to expedite transfer of property from Wings to the Town. One last request to transfer has been made. Writing agenda item for Sept 14th to authorize Town Attorney to take legal action.	September

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73	2010 COMPLETED ASSIGNMENTS		
74	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	
75	Jarvis Hall lighting improvements	completed in June	
76	Chapter 2 Administration Ordinances	Adopted in June & July 2010	
77	Ordinance re P&Z Bd & Bd of Adjustment	adopted in May 2010	
78	Ethics Ordinance	Adopted in July 2010	
79	Code of Conduct	All Commissioners signed in July 2010	
80	Lien Mitigation Policy	Commission adopted new policy in June 2010	
81	LAP project match	TC was advised of town's match requirements at 5/25 mtg	
82	Speeding on Seagrape	BSO conducted traffic enforcement on Seagrape throughout April & May	
83	Analysis of Contingencies & July 4th Fireworks	Was provided to the Commission in June; projections are contained in the budget message	
84	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	
86	RFP for External Auditor	completed; Audit Committee has met & ranked proposers	
87	Additional Bocce Court	Completed week of 8/15.	
88	Olinzock final separation	On 6/22 TC decided to revise termination to "with cause"	
89	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	
90	Soccer program	Town staff approved lease of soccer field for soccer camp	
91	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	
92	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.	
93	Perez & Associates site plan issues	have been issued a permit after meetings with Jeff Bowman; detrmind they would be exempt from site plan requirements if they changed their renovations from a duplex to a triplex which they did	
94	Pavillion 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.	
95	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.	

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