

TOWN OF DAVIE
OFFICE OF THE TOWN ADMINISTRATOR

MEMORANDUM

TO: Mayor and Town Council

FROM: Thomas J. Willi, Town Administrator

DATE: February 14, 2003

RE: Town Administrator Agenda Report

A change has been made to the agenda for items that require a second reading. The agenda now contains a record of the previous Council actions and will include a recap of any changes made by Council at the first reading.

Town staff attended a motivational seminar held at Pine Island Multipurpose center on Friday. The first session, geared to general employees was entitled "Handling Difficult Customers". The afternoon session, "Re-Imprinting for Change", was attended by management and supervisory staff.

The Budget and Finance Department recently held a training session in the Town's revised purchasing procedures with applicable staff members.

The Town received a request for a directional sign to help identify the location of the Florence A. DeGeorge Boys & Girls Club. The sign is being ordered and will be installed in the near future.

On February 18th, Development Services staff will be holding a public information workshop. The topic for this date is clearing and grubbing requirements.

On February 26th, the Town will be holding an employee Health Fair at the Pine Island Multipurpose Center. This event is sponsored Pfizer Corporation.

McFatter Technical High School was ranked #4 out of the State of Florida's top 52 schools!

The Town's brochure outlining the Improving Fire Rescue Bond was distributed via regular mail on Wednesday, February 19th. The item will also be available on the Town's website.

Charles H. Bronson, Commissioner of Agriculture recently recertified the Town as a Tree City USA award winner (January 16, 2003).

A draft of part one of the PMG economic study was received and distributed to Council members and department directors for review and comment. A meeting will be set to review the comments with PMG. Please advise if you would like to meet to discuss further.

Final staff comments are due on 2/18 for the Town's proposed road closure policy. The item will be placed on a future agenda for Council consideration.

Management staff members will be receiving a revenue review and training session on February 21st from 9 to 5 pm at the Police Department Community Room. Ken Small from the League of Cities will be assisting staff in seeking out new and non-traditional sources of municipal revenue.

TOWN ADMINISTRATOR'S APPROVAL

____Approved____Denied____Hold for Discussion

Comments:
