

# TOWN OF SEWALL'S POINT



**PAMELA MAC'KIE WALKER**  
Town Manager

**TO: Town of Sewall's Point Commission**  
**FROM: Pamela Mac'Kie Walker, Town Manager**  
**SUBJECT: Agenda Item 1**  
**Financial Reports**  
**Town Commission Meeting, June 28, 2016**

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Staff recommends acceptance of the attached financial reports.

**Town of Sewall's Point**  
**Financial Report**  
Revenues and Expenses Budget-to-Actual

	Actual May 2016	Monthly Budget May 2016	Actual to Monthly Budget %	Actual Oct- May 2016	YTD Budget Oct - May 2016	Actual to YTD Budget %	Annual Budget FY 2016	Actual to Annual Budget %
	<i>unaudited</i>	<i>unaudited</i>		<i>unaudited</i>	<i>unaudited</i>		<i>unaudited</i>	
<b>Revenues</b>								
Intergovernmental								
334.100 · Police Dept Grant Funds	-	-	n/a	1,168	-	n/a	-	n/a
332.000 · Grant Mgmt. Fees FEMA 3%	-	-	n/a	42,781	20,000	213.9%	20,000	213.9%
312.400 · Gas Tax	5,000	5,250	95.2%	44,547	42,000	106.1%	63,000	70.7%
315.000 · Communications Services Taxes	5,000	5,250	95.2%	42,627	42,000	101.5%	63,000	67.7%
335.120 · State Revenue Sharing	5,000	5,250	95.2%	40,983	42,000	97.6%	63,000	65.1%
335.150 · Alcoholic Beverage Tax	-	167	0.0%	1,370	1,333	102.8%	2,000	68.5%
335.180 · Sales Tax	15,000	17,667	84.9%	142,735	141,333	101.0%	212,000	67.3%
<b>Total Intergovernmental</b>	<b>30,000</b>	<b>33,583</b>	<b>89.3%</b>	<b>316,212</b>	<b>288,667</b>	<b>109.5%</b>	<b>423,000</b>	<b>74.8%</b>
Local Taxes, Fees, Fines								
311.100 · Ad Valorem Taxes	20,392	20,400	100.0%	1,622,942	1,576,600	102.9%	1,633,000	99.4%
316.000 · Local Business Tax	57	333	17.0%	2,015	2,667	75.6%	4,000	50.4%
322.000 · Building Permit Fees	32,564	24,500	132.9%	150,003	162,000	92.6%	245,000	61.2%
323.100 · Electric Franchise	11,500	10,750	107.0%	116,628	86,000	135.6%	129,000	90.4%
325.200 · Road Impact Assessments	5,711	1,000	571.1%	26,623	23,500	113.3%	34,000	78.3%
351.300 · Civil Fines	-	500	0.0%	5,300	4,000	132.5%	6,000	88.3%
351.500 · Traffic Fines	1,753	1,417	123.7%	11,503	11,333	101.5%	17,000	67.7%
351.501 · Police Education	144	167	86.1%	830	1,333	62.3%	2,000	41.5%
361.100 · Interest	1,135	417	272.5%	7,046	3,333	211.4%	5,000	140.9%
366.900 · Miscellaneous Revenue	-	583	0.0%	1,013	4,667	21.7%	7,000	14.5%
367.000 · Town Licenses & Fees	674	417	161.8%	5,212	3,333	156.4%	5,000	104.2%
<b>Total Local Taxes, Fees, Fines</b>	<b>73,930</b>	<b>60,483</b>	<b>122.2%</b>	<b>1,949,116</b>	<b>1,878,767</b>	<b>103.7%</b>	<b>2,087,000</b>	<b>93.4%</b>
<b>Total Revenues</b>	<b>103,930</b>	<b>94,067</b>	<b>110.5%</b>	<b>2,265,328</b>	<b>2,167,433</b>	<b>104.5%</b>	<b>2,510,000</b>	<b>90.3%</b>
<b>Expenses</b>								
Human Resources								
Public Safety	73,054	68,987	105.9%	517,892	551,897	93.8%	827,845	62.6%
Town Manager	9,312	10,100	92.2%	78,326	80,800	96.9%	121,200	64.6%
Town Assistant	3,491	3,788	92.2%	29,638	30,450	97.3%	45,600	65.0%
Town Clerk	4,837	5,269	91.8%	40,585	42,300	95.9%	63,375	64.0%
Building Dept.	9,013	9,062	99.5%	76,413	78,798	97.0%	113,835	67.1%
Maintenance Dept.	3,103	3,379	91.8%	26,304	27,183	96.8%	40,700	64.6%
519.230 · Insurance Benefits	14,849	14,986	99.1%	105,812	119,891	88.3%	179,836	58.8%
519.24 · Worker's Comp - Other	-	-	n/a	16,038	18,750	85.5%	25,000	64.2%
<b>Total Human Resources</b>	<b>117,659</b>	<b>115,571</b>	<b>101.8%</b>	<b>891,007</b>	<b>950,069</b>	<b>93.8%</b>	<b>1,417,391</b>	<b>62.9%</b>

**Town of Sewall's Point**  
**Financial Report**  
Revenues and Expenses Budget-to-Actual

	<b>Actual May 2016</b>	<b>Monthly Budget May 2016</b>	<b>Actual to Monthly Budget %</b>	<b>Actual Oct- May 2016</b>	<b>YTD Budget Oct - May 2016</b>	<b>Actual to YTD Budget %</b>	<b>Annual Budget FY 2016</b>	<b>Actual to Annual Budget %</b>
	<i>unaudited</i>	<i>unaudited</i>		<i>unaudited</i>	<i>unaudited</i>		<i>unaudited</i>	
<b>Operating Expenses</b>								
519.40 · Travel	-	250	0.0%	1,229	2,000	61.5%	3,000	41.0%
519.41 · Communication Network	3,231	2,567	125.9%	23,921	24,333	98.3%	34,600	69.1%
519.43a - Electricity	2,390	2,417	98.9%	17,417	19,333	90.1%	29,000	60.1%
519.43b - Water	3,403	2,000	170.1%	17,529	16,000	109.6%	24,000	73.0%
519.45 · General and Liability Insurance	6,354	-	n/a	35,149	33,000	106.5%	44,000	79.9%
519.48 · Town Events	185	833	22.2%	6,684	6,667	100.3%	10,000	66.8%
511.49 - Contingency	-	83	0.0%	-	667	0.0%	1,000	0.0%
519.49D - Disaster Aid	-	83	0.0%	-	667	0.0%	1,000	0.0%
519.49F - Bank Fees	33	250	13.2%	546	2,000	27.3%	3,000	18.2%
519.51 · Office Supplies & Services	1,645	2,583	63.7%	14,747	20,667	71.4%	31,000	47.6%
519.52 · Fuel, Oil, Operating Supplies	1,300	2,417	53.8%	11,167	19,333	57.8%	29,000	38.5%
519.54 · Dues, Ed., Tuition Reimb	300	667	45.0%	2,890	5,333	54.2%	8,000	36.1%
521.52 · PD Enforcement Supplies	741	1,475	50.2%	7,569	11,800	64.1%	17,700	42.8%
<b>Total Operating Expenses</b>	<b>19,582</b>	<b>15,625</b>	<b>125.3%</b>	<b>138,850</b>	<b>161,800</b>	<b>85.8%</b>	<b>235,300</b>	<b>59.0%</b>
<b>Outside Services</b>								
<b>Maintenance Services</b>								
519.46a · Landscaping Maintenance	2,400	5,000	48.0%	26,676	40,000	66.7%	60,000	44.5%
519.46M · Buildings & Facilities Maint.	983	917	107.3%	7,637	7,333	104.1%	11,000	69.4%
519.46O · Office Cleaning Service	620	667	93.0%	4,780	5,333	89.6%	8,000	59.8%
519.46P · Parks Maintenance	1,966	1,083	181.5%	2,838	8,667	32.7%	13,000	21.8%
519.46S · Streets & StormSewers	3,399	1,917	177.3%	5,815	15,333	37.9%	23,000	25.3%
521.162 · PD Equip. Maintenance	592	592	100.1%	3,419	4,733	72.2%	7,100	48.2%
521.46V · PD Vehicles Maintenance	706	1,250	56.5%	6,431	10,000	64.3%	15,000	42.9%
524.46V · BD Vehicle	-	125	0.0%	970	1,000	97.0%	1,500	64.7%
539.46V · PW Vehicle	-	125	0.0%	1,435	1,000	143.5%	1,500	95.7%
539.34 · Temporary Staffing	-	500	0.0%	964	4,000	24.1%	6,000	16.1%
<b>Total Maintenance Services</b>	<b>10,667</b>	<b>12,175</b>	<b>87.6%</b>	<b>60,964</b>	<b>97,400</b>	<b>62.6%</b>	<b>146,100</b>	<b>41.7%</b>
519.31 · Grant Management Support	616	1,500	41.1%	10,887	11,500	94.7%	17,500	62.2%
525.32 · Audit Service	1,300	-	n/a	24,150	23,000	105.0%	23,000	105.0%
513.32 · Financial Services - Other	1,859	2,750	67.6%	23,366	16,500	141.6%	27,500	85.0%
<b>Total 513.32 · Financial Services</b>	<b>3,775</b>	<b>4,250</b>	<b>88.8%</b>	<b>58,403</b>	<b>51,000</b>	<b>114.5%</b>	<b>68,000</b>	<b>85.9%</b>
514.31 · Legal Services	1,385	4,917	28.2%	37,004	39,333	94.1%	59,000	62.7%
521.31 - PD Professional Services	385	750	51.3%	5,015	6,000	83.6%	9,000	55.7%
522.34 - Contracted Fire Rescue Services	-	-	n/a	266,790	277,500	96.1%	370,000	72.1%
541.31 - Engineering Services	-	833	0.0%	4,626	23,000	20.1%	23,000	20.1%
<b>Total Professional Services</b>	<b>5,545</b>	<b>10,750</b>	<b>51.6%</b>	<b>371,838</b>	<b>396,833</b>	<b>93.7%</b>	<b>529,000</b>	<b>70.3%</b>
<b>Total Outside Services</b>	<b>16,211</b>	<b>22,925</b>	<b>70.7%</b>	<b>432,802</b>	<b>494,233</b>	<b>87.6%</b>	<b>675,100</b>	<b>64.1%</b>
<b>Total Recurring Expenses</b>	<b>153,452</b>	<b>154,121</b>	<b>99.6%</b>	<b>1,462,659</b>	<b>1,606,102</b>	<b>91.1%</b>	<b>2,327,791</b>	<b>62.8%</b>

**Town of Sewall's Point**  
**Financial Report**  
Revenues and Expenses Budget-to-Actual

	Actual May 2016	Monthly Budget May 2016	Actual to Monthly Budget %	Actual Oct- May 2016	YTD Budget Oct - May 2016	Actual to YTD Budget %	Annual Budget FY 2016	Actual to Annual Budget %
	<i>unaudited</i>	<i>unaudited</i>		<i>unaudited</i>	<i>unaudited</i>		<i>unaudited</i>	
NR · Capital & Nonrecurring Expenses								
541.64 · Furniture & Equipment								
519.64 · TH Office Equipment	-	208	0.0%	-	1,667	0.0%	2,500	0.0%
521.64 · PD New Equipment	3,332	583	571.1%	3,332	4,667	71.4%	7,000	47.6%
Total 541.64 · Furniture & Equipment	<b>3,332</b>	<b>792</b>	<b>420.8%</b>	<b>3,332</b>	<b>6,333</b>	<b>52.6%</b>	<b>9,500</b>	<b>35.1%</b>
541.630 · Capital Improvements								
541.632 · Parks & Landscaping	-	2,500	0.0%	761	20,000	3.8%	30,000	2.5%
541.635 · Town Hall	-	833	0.0%	-	6,667	0.0%	10,000	0.0%
541.63R · Road & Bridge Improvements	-	7,500	0.0%	20,595	60,000	34.3%	90,000	22.9%
541.675 · Stormwater Improvements								
541.67G · Grant-matched Projects	-	3,125	0.0%	-	25,000	0.0%	37,500	0.0%
541.67N · Non-Grant Projects	7,204	2,917	247.0%	18,815	23,333	80.6%	35,000	53.8%
Total 541.675 · Stormwater Improvements	7,204	6,042	119.2%	18,815	48,333	38.9%	72,500	26.0%
Total 541.630 · Capital Improvements	7,204	16,875	42.7%	40,170	135,000	29.8%	202,500	19.8%
<b>Total NR · Capital &amp; Nonrecurring Expenses</b>	<b>10,535</b>	<b>17,667</b>	<b>59.6%</b>	<b>43,501</b>	<b>141,333</b>	<b>30.8%</b>	<b>212,000</b>	<b>20.5%</b>

**Town of Sewall's Point**  
**Financial Statement**  
Balance Sheet Prev. YTD Comparison  
As of May 31, 2016

	<i>unaudited</i>	<i>unaudited</i>		
	5/31/2016	5/31/2015	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Total Cash Accounts	1,016,784	679,178	337,606	49.7%
Total Investment Accounts	2,231,304	2,219,888	11,416	0.5%
Total Cash & Investments	3,248,088	2,899,066	349,022	12.0%
Total Other Current Assets	75,147	69,781	5,366	7.7%
Total Current Assets	75,147	69,781	5,366	7.7%
Capital Assets				
161.91/.92 Land and Improvements	681,019	681,019	-	0.0%
161.94 · Roads & Walkways	1,624,183	1,624,183	-	0.0%
162.91 · Building - Town Hall	411,010	411,010	-	0.0%
164.91 · Street Lights	140,590	140,590	-	0.0%
164.92 · Landscaping	44,930	44,930	-	0.0%
165.000 · Construction In Progress	11,907	11,907	-	0.0%
166.91 · Police Cars & Equipment	370,554	370,554	-	0.0%
166.912 · Truck - Building Dept.	40,727	40,727	-	0.0%
166.92/.93 · Equipment, Furniture & Fixtures	86,074	86,074	-	0.0%
Less Dep. & Invest.in Capital Assets	(3,410,994)	(3,410,994)	-	0.0%
Total Capital Assets	-	-	-	0.0%
<b>TOTAL ASSETS</b>	<b>3,323,235</b>	<b>2,968,847</b>	<b>354,388</b>	<b>11.9%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Total Accounts Payable & Accrued Expenses				
207.000 · Technology/Processing Fee	6,369	10,416	(4,047)	-38.9%
208.001 · State Fees Payable	868	64	805	1259.1%
209.000 · Martin Cty Impact Fees Payable	5,617	4,834	783	16.2%
217.00 · Payroll Liabilities	29,967	-	29,967	100.0%
217.00 · Payroll Liabilities	69	-	69	100.0%
Total Current Liabilities	42,891	15,314	27,577	180.1%
Total Long Term Liabilities	-	-	-	0.0%
Total Liabilities	42,891	15,314	27,577	180.1%
Equity				
Designated for Special Projects				
247.030 · Reserve for Prepaid Insurance	17,000	5,367	11,633	216.8%
247.05 · Reserve - Infrastructure	-	62,500	(62,500)	-100.0%
247.06 · Reserve - Vehicle Replacement	-	1,885	(1,885)	-100.0%
247.32 · Disaster Reserve	1,000,000	-	1,000,000	100.0%
247.33 · Operating Reserve	500,000	-	500,000	100.0%
247.32 · Hurricane Reserve	-	1,500,000	(1,500,000)	-100.0%
Total Designated for Special Projects	1,517,000	1,569,751	(52,751)	-3.4%
Unrestricted and Retained Earnings	1,004,177	1,045,014	(40,837)	-3.9%
YTD Revenues/Transfer from Reserves	759,167	338,768	420,400	124.1%
Total Equity	3,280,344	2,953,533	326,811	11.1%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,323,235</b>	<b>2,968,847</b>	<b>354,388</b>	<b>11.9%</b>

# TOWN OF SEWALL'S POINT



**PAMELA MAC'KIE WALKER**  
Town Manager

**TO: Town of Sewall's Point Commission**  
**FROM: Pamela Mac'Kie Walker, Town Manager**  
**SUBJECT: Agenda Item 2**  
**Meeting Minutes**  
**Town Commission Meeting, June 28, 2016**

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Staff recommends approval of the attached meeting minutes.

**TOWN OF SEWALL'S POINT**  
**TOWN COMMISSION MINUTES OF REGULAR MEETING**  
**MAY 24, 2016**

[Verbatim details available at [www.sewallspoint.org](http://www.sewallspoint.org) by clicking the "audio" link for the meeting]

The Town Commission of the Town of Sewall's Point met on Tuesday, May 24, 2016 at 7:00 p.m. at Town Hall.

**CALL TO ORDER**

Mayor Morris called the meeting to order at 7:01 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Morris led the Pledge of Allegiance.

**ROLL CALL**

Mayor Dan Morris, Vice-Mayor James Campo, Commissioner Vincent N. Barile, Commissioner Paul Luger, Commissioner Jacqui Thurlow-Lippisch, Town Manager Pamela M. Walker, Town Attorney Glen Torcivia and Town Clerk Lakisha Burch were present.

**ADDITIONS, DELETIONS OR CHANGES TO THE AGENDA**

Mayor Morris asked that the Fire Consolidation item be moved from Commissioner and Staff Comments section to the Discussion section so that they public could have an input. Town Manager Walker also asked if the Attorney Client Session be removed from the agenda and indicated that there was an additional presentation of appreciation for Captec Engineering.

**Motion was made by Commissioner Luger, seconded by Vice-Mayor Campo to approve the changes to the agenda; it was voted as follows: Ayes: Mayor Morris, Vice-Mayor Campo, Commissioners Barile, Luger and Thurlow-Lippisch. Motion carried unanimously.**

**CONSENT AGENDA**

1. **Financial Reports**
2. **Meeting Minutes**

**Motion was made by Vice-Mayor Campo, seconded by Commissioner Luger to approve the consent agenda; it was voted as follows: Ayes: Mayor Morris, Vice-Mayor Campo, Commissioners Barile, Luger and Thurlow-Lippisch. Motion carried unanimously.**

**COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

There was public comment by Alan Grunfeld.

**PRESENTATIONS AND PROCLAMATIONS**

3. **Officer Scott Donlon Retirement Proclamation**

Mayor Morris read the Proclamation of Appreciation to Officer Scott Donlon into the record.

Police Chief Ciechanowski presented Officer Donlon with his service revolver and badge. Officer Donlon made a brief statement of thanks.

**4. Notice of Qualifying and Election Proclamation**

Mayor Morris read the Proclamation of the Notice of Qualifying and Election into the record.

**RESOLUTIONS**

**5. Resolution No. 830 Adopt Budget Amendment for Accounting Services and Flood Insurance**

Town Manager Walker presented the item to the Commission.

**Motion was made by Commissioner Luger, seconded by Commissioner Thurlow-Lippisch to approve Resolution No. 830 adopting the Budget Amendment for Accounting Services and Flood Insurance; it was voted as follows: Ayes: Mayor Morris, Vice-Mayor Campo, Commissioners Barile, Luger and Thurlow-Lippisch. Motion carried unanimously.**

**DISCUSSION**

**6. FY 2014-2015 Audit**

Mr. McBee of Dibartolomeo, McBee, Hartley & Barnes, P.A., the Town's Internal Auditors, presented the 2014-2015 Audit to the Commission.

**Motion was made by Vice-Mayor Campo, seconded by Commissioner Thurlow-Lippisch to approve the FY 2014-2015 audit; it was voted as follows: Ayes: Mayor Morris, Vice-Mayor Campo, Commissioners Barile, Luger and Thurlow-Lippisch. Motion passed unanimously.**

**7. A Zone (Flood Ordinance) and FEMA Update**

John Adams, Building Official, presented the item to the Commission.

Commissioners Luger and Thurlow-Lippisch expressed their concerns regarding changes to the Ordinance. Commissioner Thurlow-Lippisch asked that this agenda item be discussed at a Workshop Meeting. Direction was given to staff to bring experts and schedule a workshop discussion sometime after the budget adoption process is completed.

**8. Police Radio Upgrade**

Police Chief Ciechanowski presented the item to the Commission.

**There was discussion among the Commission. The Commission reached consensus to proceed with the purchase of the radios with the maximum available discount.**

**ATTORNEY CLIENT SESSION**

**The Attorney Client Session (Agenda Items 9 & 10) was removed from the agenda.**

9. **Attorney client session** pursuant to Section 286.011(8), Florida Statutes, to discuss strategy related to litigation expenditures and/or settlement negotiations in 122 South Sewall's Point, LLC, Florida Limited Liability Company, Plaintiff, v. Town of Sewall's Point, a Florida municipal corporation, Defendant, in the Circuit Court of the Nineteenth Judicial Circuit in and for Martin County, Florida, Case No. 14-879 CA

ATTENDEES: Mayor Morris, Vice-Mayor Campo, Commissioners Barile, Luger and Thurlow-Lippisch, Town Manager Walker, Town Attorneys Stearns, Martinez and Ansay

**10. Action Items (if any) Stemming from Attorney Client Session**

**11. Fire Consolidation**

Town Manager Walker gave an update of the Fire Consolidation. There was discussion among the Commission, and direction was given for Commissioner Luger and Manager Walker to work closely with the City of Stuart in fire consolidation discussions.

**COMMISSIONERS OR STAFF COMMENTS**

**12. Investment Policy**

Vice-Mayor Campo gave an update.

**13. Harbour Bay Plaza**

Town Manager Walker gave an update on the new owners of the shopping center.

Mayor Morris thanked all the Commission for all who came to the Police Memorial Ceremony.

Town Manager Walker asked Commissioners about their summer schedules; consensus was reached to schedule the June and July Commission meetings as follows: June 28, 2016 at 7:00 p.m. and July 19<sup>th</sup> at 5:30 p.m.

**ADJOURN**

There being no further business to come before the Commission, the meeting was adjourned at 9:54 p.m.

**APPROVED:**

\_\_\_\_\_  
**Mayor Dan Morris, Presiding Officer**

**ATTEST:**

\_\_\_\_\_  
**Lakisha Q. Burch, Town Clerk**

# TOWN OF SEWALL'S POINT



**PAMELA MAC'KIE WALKER**  
Town Manager

**TO:** Town of Sewall's Point Commission  
**FROM:** Pamela Mac'Kie Walker, Town Manager  
**SUBJECT:** Agenda Item 3  
 Town Manager Evaluation  
 Town Commission Meeting, June 28, 2016

The adopted Process for Evaluation of the Town Manager adopted by the Commission provides that "a statement summarizing the evaluation will be placed on the consent agenda in the month preceding the Town Manager's anniversary."

Following is a summary of the evaluations for the current year:

Categories		Barile	Campo	Luger	Morris	Thurlow-Lippisch
1	Leadership & Ethics	4.0	2.0	5.0	5.0	5.0
2	Communication	3.5	2.0	4.0	5.0	5.0
3	Policy Execution	3.0	2.0	5.0	5.0	5.0
4	Financial Management	3.6	2.0	4.0	5.0	5.0
5	Community Relations	4.0	2.0	4.0	5.0	5.0
6	Intergovernmental Relations	4.0	2.0	4.0	5.0	5.0
7	General Strengths & Weaknesses	3.5	2.0	4.0	5.0	5.0
<b>Average Scores</b>		<b>3.7</b>	<b>2.0</b>	<b>4.3</b>	<b>5.0</b>	<b>5.0</b>
<b>Overall Average</b>				<b>4.0</b>		

Copies of all evaluations are attached to this agenda item.

As provided in the adopted policy, should any Commissioner wish to have a public discussion of the evaluation of the Town Manager, the item can be moved from Consent to Discussion agenda.



## Town Manager Evaluation

### Process for Evaluation of the Town Manager

1. The Mayor will distribute this evaluation form to the Commissioners at least three (3) months before the anniversary date of the Town Manager's employment.
2. Each Commissioner will complete the evaluation form, sign it in the space below, and return the form to the Mayor, with a copy to the Town Manager, no later than 4:00 P.M. two (2) months before the Town Manager's anniversary date.
3. In the event that all five (5) completed evaluation forms have not been provided as described in #2 above by the deadline, an agenda item will be scheduled for discussion at that month's regular Town Commission meeting.
4. Each commissioner is encouraged to meet with the Town Manager to discuss their individual evaluations.
5. No later than one (1) month before the Town Manager's anniversary date, the Mayor will average the individual commissioners' numerical scores and provide the overall average score to the Town Manager, with copies of the individual commissioners' evaluation forms attached, providing copies of all to each commissioner and to the Town Attorney.
6. For purposes of compliance with the Town Manager's Employment Agreement, the official evaluation will be the average of the individual commissioners' numerical scores provided by the Mayor described in number 5 above.
7. As evidence of the official action of the Commission, a statement summarizing the evaluation will be placed on the consent agenda in the month preceding the Town Manager's anniversary. At the request of any member of the Commission or the Town Manager, the evaluation may be moved from the Consent Agenda to the Discussion Agenda.

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TOWN MANAGER'S NAME: PAM WALKER

Evaluator's Name: VIVY BARILE

Date Evaluation Completed: 5/2/16

Date Evaluation Delivered to Mayor and Town Manager: 5/2/16

## Town Manager Evaluation

Please use this chart to evaluate the appropriate numerical rating for each of the evaluation categories on the following pages:

<b>Evaluation Rating Chart</b>				
<b>5</b> Consistently Exceeds Performance Standards	<b>4</b> Frequently Exceeds Performance Standards	<b>3</b> Performance Standards Fulfilled (Overall Satisfactory)	<b>2</b> Inconsistently Fulfills Performance Standards	<b>1</b> Fails to Meet Performance Standards
<ul style="list-style-type: none"> <li>• Demonstrates exceptional quality of work in essential areas of responsibility</li> <li>• Consistently exceeds performance standards</li> <li>• Consistently makes an exceptional or unique contribution</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates performance of a very high level of quality</li> <li>• Consistently achieves performance expectations and <i>frequently</i> exceeds them</li> <li>• Significantly contributes to the success of the services and projects they support</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently fulfills performance standards</li> <li>• Work is of high quality in significant areas of responsibility</li> <li>• Any performance concerns can be resolved through coaching, feedback, and self-initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Work does not consistently meet the most basic job requirements of the position. While the employee may have performed acceptably in some areas, overall job performance needs to be improved</li> <li>• Failure to demonstrate improvement may result in additional action</li> </ul>	<ul style="list-style-type: none"> <li>• Work is below the basic requirements and immediate and continued improvement is required</li> <li>• Continued failure to show improvement may result in action</li> </ul>

Town Manager Evaluation

4

Leadership and Ethics		RATING: _____
	Comments:	
Does the Town Manager diligently and thoroughly discharge the duties of the office as described in the Town Charter? 4		
Does the Town Manager help the Commission to address future needs and develop adequate plans to address long-term challenges? 4		
Does the Town Manager demonstrate a high regard for personal ethics in the discharge of her duties? 4		

Town Manager Evaluation

3.5

Communication	RATING: _____
<p>Does the Town Manager provide accurate and useful information to the Town Commission to assist in policy-making decisions? 3</p> <p>Does the Town Manager effectively communicate information to Town residents? 4</p> <p>How effective is the Town Manager in maintaining high morale among staff? Does s/he actively seek feedback from staff? Does s/he encourage cooperation among staff and open sharing of non-personal information? Does s/he lead by example by "pitching in" to help staff when needed? Is the Town Manager an effective team builder? 0</p> <p>Does the Town Manager keep commissioners informed on issues relating to staff and staff morale? Does the Town Manager provide the commissioners with timely succession plans when appropriate for senior staff positions? 0</p>	<p>Comments:</p> <p>Yes - Through Newsletter</p> <p><u>NO COMMENT</u></p> <p><u>NO COMMENT</u></p>

Town Manager Evaluation

3

Execution of Policy	
	RATING: _____
	Comments:
Does the Town Manager effectively implement the direction of the Town Commission as a whole? 3	
Does the Town Manager understand the laws and ordinances of the Town and cause them to be fairly enforced? 3	ORD ARE NOT EQUALLY ENFORCED

Town Manager Evaluation

3.6

Financial Management	RATING: _____
Does the Town manager ensure the budget is prepared and executed in the manner approved by the Town Commission? 4	Comments:  YES - COMPLIES WITH OUR TOWN CHARTER
Does the Town Manager ensure the Town's monies are managed properly? 3	T.M. HAS SPENT TOWN MONIES WITHOUT COMM. APPROVAL - ON FEMA PROJECT PROJECT WAS NOT APPROVED PRIOR TO BEING SPENT.
Does the Town Manager adequately inform the Commission regarding fiscal matters? 4	YES

Town Manager Evaluation

4

Community Relations		RATING: _____
Does the Town Manager work well with citizens and properly handle their complaints? 4	Comments:	
Does the Town Manager meet with and listen to members of the community to discuss their concerns? 4		

4

Intergovernmental Relations		RATING : _____
Does the Town manager cooperate cordially with neighboring communities and citizens while looking after the interests of the Town? 4	Comments:	
Does the Town Manager work well with other local and regional government entities? 4		

Town Manager Evaluation

3.5

General Strengths and Weaknesses

RATING : \_\_\_\_\_

What would you identify as the Town Manager's strength(s) and primary successes during the evaluation period?

Comments: T.M. HAS IMPROVED ON HER GOVERNMENTAL KNOWLEDGE GETTING BETTER WITH GRANTS

What performance area(s) would you identify as most critical for improvement?

① IN MY OPINION T.M. MAKES TOO MANY COMMENTS @ MEETINGS - ENGAGES IN CONVERSATION WITH RESIDENTS AT PODIUM WHICH IN TURN MAKES COMMISSIONERS WANT TO SPEAK UP. WHERE THERE IS NO NEED FOR COMMENT AT ALL.

② T.M. HAS PUT ME IN SOME DIFFICULT SITUATIONS - WITH RESIDENTS - THESE ISSUES WERE DISCUSSED WITH THE T.M. -

# TOWN MANAGER EVALUATION

SUBMITTED BY: VICE MAYOR JAMES CAMPO

Ultimately, the most important functions of a Sewall's Point elected official, involve fiduciary oversight of the Town's assets and income and the evaluation of the Town Manager. Last year, with a few months on the commission, I submitted my first TM evaluation. There was a review the year before. No commissioner gave our manager, Ms. Pam Walker (PW) a higher score than I did.

At that time, I liked Pam as a person of high intelligence and positive energy. I still do. I like her very much. She is fun to be around. I have now had 18 months of day to day operational and relational experience to reflect upon. I understand she has not been a TM before so I am using this evaluation to highlight some opportunities of professional improvement available to her. Currently, my evaluation of PW is that she inconsistently fulfills performance standards. I believe her work does not consistently meet the most basic job requirements of the position. While she may perform acceptable in some areas, her overall job performance needs to improve. Her failure to demonstrate improvement may, in my mind, result in additional action. On a scale from 1-5 with 5 being the best, my assessment of her job performance is a 2. On the 6 listed categories, my overall score is a 12 out of 30.

## Category 1: Leadership:

PW has an array of life and educational experiences and achievements. We are blessed to have someone with her resume. She has never been a TM. That could be why she seems confused as to take on responsibilities and roles of the Mayor/commission, the Town attorney, the town Engineer and Building official. The mayor should be the spokesperson in public events/publications; not the TM. My observations are that at town commission meetings, PW speaks more than any person on the actual commission. She speaks w/o being recognized. She interrupts and tries to direct commission outcomes.

Legally speaking, she failed to disclose a filed lawsuit to the commission involving 122 S Sewall Pt road which endangered our financial standing. During an "in shade" meeting, commissioners learned for the first time of the complaint filed a full year earlier. With multiple attorneys and a court reporter waiting for commissioners who were otherwise unaware of their presence until after a normally scheduled meeting, we were told that if we did not agree to a certain settlement condition THAT NIGHT, the plaintiff would add charges to the suit for which we had no insurance coverage or defense costs provided. The plaintiff attorney had a gun to our heads in a situation that PW knew about for a year but had not disclosed to us. Our town attorney said he was aware but was not actively engaged in the suit.

In 2/16, our Building official made us aware that a law we passed to help achieve a discount on residents' flood insurance ended up not accomplishing that goal and therefor he recommended us rescinding. Commissioners need to know about these things. The TM tried to override his

recommendation at a public meeting saying that the "public policy" reasons were sufficient . She openly contradicted her own Building official who was doing his job with integrity.

Engineering- our 20+ year town engineer worked tirelessly to give us a list of the highest priority items for the CIP. As we worked through the list we wrestled with a \$400,000+ flood gate system. The engineer was not defending the use of the flood gate system but it remained on the list. When I asked him why it was on the list, he said because PW wanted it on.

PW could gain much by refining her role as Town Manager even though she may have experiences and opinions in other areas.

## Category 2: Communication

During commission meetings, PW is very effective at displaying charts and graphs and maps for com. and public to view. This is one of her greatest strengths. PW is very effective at communicating information on topics she deems important. As written on last year's reviews by Commissioners Lugar and Barille, PW has a pattern of presenting her opinions as fact. I have experienced her doing just that as well as steering commissioners during meetings to her conclusions. I agree with their assessment. When I try to gather info on what seems to be her preconceived conclusion, it gets very elusive gathering the proper data. If I don't ask just the right question, I don't get the full answer. It maybe her legal training but info flow seems stingy and nuanced. Commissioners need to make complex decisions in a short time. I would like to get the truth, and the WHOLE truth and nothing but the truth.

Attached is an email thread to demonstrate my point. My only request for any info in the month of Feb from PW was to send me a list of Town expenses and revenue for the single month of Jan.. I had to make multiple requests for a task that takes less than 5 minutes in QuickBooks. Initially, she told me twice that the report was attached to the monthly packet mailing. It wasn't. Then her next two responses from her was that she didn't know what I was looking for. Then, her next two responses were that before she would give the report to me, I would have to wait for the next commission meeting and I would have to garner 3 commissioner votes to approve such a request. As I write in the email, "Obtaining basic info like this should not be so difficult".

Employee morale: How does the commission research this? With the time taken off by PW during the past 3-4 months and the intended future time away, we may be "getting by" but is that what our staff and citizens deserve? Are other staff postponing or jeopardizing their vacations because they can't take off? PW's schedule has been a concern as far back as her initial evaluation on June 13, 2014. Commissioner Barile has voiced concerns between then and recently. Without managerial presence, morale suffers.

### Category 3 : Execution

I applaud the passage of the sign ordinance. I know it was a detail oriented and lengthy process. We balanced many components and constituents and PW helped balance the process. I applaud the initiation of a CIP. On the eve of the deadline of filing our Retirement plan documents, I reviewed our plan and researched it. I found that our plan seems like an overpriced dinosaur that does not protect the town from Fiduciary Liability. The costs are high, the investment choices are very limited and there is little if any local representative to sit down with our staff and help them plan for retirement. Our staff has so much to gain. They deserve better. After the majority of the com agreed to have the plan reviewed (not necessarily changed) , PW responded that she would get to it a few months. And later told me, she just didn't have time. Who is setting the agenda?

### Category 4: Financial Management:

I am very pleased with the current financial reporting. The current monthly financial reports are comprehensive and relevant. They give us Town stewards a concise and easy to understand overview that is easy to recognize potential areas of concern. PW deserves credit developing these. We have not made real progress on the second largest expense of the town: employee benefits. There's been a lot of motion but no progress. We still have the same health plan, network, insurer, agent, dental, disability, 403 ( a) retirement plan, TPA, financial institution. We get "pressured" to stick with the status quo around budget time and then promise to review in January but then wait until the next budget time. I believe allowing the TM to work remotely while still retaining 140 hours of PTO is not careful stewardship of the public funds. I think having no written policy as to how it all works is a recipe for disaster.

### Category 5: Community relations

The recent informational meeting on the coyotes was well attended and demonstrated the Town's attempt to address areas of concern to our residents. The holiday parties are first class and maintain a nice community feel. Contributing to the new Sewall's Point Living magazine has been another source of community pride.

### Intergovernmental relations

This will be put to the test on the Fire/Rescue merger talks. I think we need a written strategy for each member of our team because you can't go anywhere w/o someone stopping you to talk about it. Has PW met w/ County commissioner Doug Smith? State Rep Gayle Harrell? State Senator Joe Negron?

**RE: public records request**

Pamela Walker

Sent: Tuesday, February 23, 2016 1:05 PM

To: James Campo

Cc: Dan Morris (edanmorris@gmail.com); Daniel Morris; Vincent Barile; (pluger@hmcw.com); Paul Luger; Jacqui Thurlow-Lippisch; Lakisha Burch; Tina Ciechanowski; John Adams; Shari Canada; Kathryn Barbera

Despite the clarity and consistency of your request, I have failed to understand it. As I've said, I thought you wanted year-to-date and produced that. In fact, the minutes proffered for approval tonight should be corrected before approved since they reflect a request for year-to-date reports.

Copied below is a QuickBooks report. I am happy to provide it. If you would like it produced monthly, the commission will need to direct that. I trust you understanding the delicate tightrope that I walk to ensure that I am spending my time in the manner that addresses the priorities of the commission.

As I've said, I believe that this continuing cycle of "reply-all" emails is not productive and look forward to the opportunity to discuss this at the meeting tonight. I can and will produce whatever reports the commission seeks. I reiterate my apology for not understanding the request you made.

12:36 PM  
02/23/16

Town of Sewall's Point

	Jan 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Revenue				
Intergovernmental				
Grants				
332.000 - Grant Mgmt. Fees FEMA 3%	2,814.60	0.00	2,814.60	100.0%
Total Grants	2,814.60	0.00	2,814.60	100.0%
312.400 - Gas Tax	5,000.00	5,250.00	(250.00)	95.2%
315.000 - Communications Services Taxes	5,000.00	5,250.00	(250.00)	95.2%
335.120 - State Revenue Sharing	5,000.00	5,250.00	(250.00)	95.2%
335.150 - Alcoholic Beverage Tax	0.00	166.67	(166.67)	0.0%
335.180 - Sales Tax	15,000.00	17,666.67	(2,666.67)	84.9%
Total Intergovernmental	32,814.60	33,583.34	(768.74)	97.7%
Local Taxes, Fees, Fines				
311.100 - Ad Valorem Taxes	182,551.89	166,000.00	16,551.89	110%
316.000 - Local Business Tax	93.37	333.33	(239.96)	28%
322.000 - Building Permit Fees	19,309.40	24,500.00	(5,190.60)	78.8%
323.100 - Electric Franchise	14,000.00	10,750.00	3,250.00	130.2%
325.200 - Road Impact Assessments	3,365.13	3,500.00	(134.87)	96.1%
351.300 - Civil Fines	100.00	500.00	(400.00)	20.0%
351.500 - Traffic Fines	1,078.57	1,416.67	(338.10)	76.1%
351.501 - Police Education	71.39	166.67	(95.28)	42.8%
361.100 - Interest	935.77	416.67	519.10	224.6%
366.900 - Miscellaneous Revenue	0.00	583.33	(583.33)	0.0%
367.000 - Town Licenses & Fees	250.00	416.67	(166.67)	60%
Total Local Taxes, Fees, Fines	221,755.52	208,583.34	13,172.18	106.3%
Total Revenue	254,570.12	242,166.68	12,403.44	105.1%
Total Income	254,570.12	242,166.68	12,403.44	105.1%
Gross Profit	254,570.12	242,166.68	12,403.44	105.1%

**From:** Pamela Walker  
**Sent:** Monday, February 22, 2016 7:26 PM  
**To:** James Campo  
**Cc:** Dan Morris; Daniel Morris; Vincent Barile; ([pluger@hrmcw.com](mailto:pluger@hrmcw.com)); Paul Luger; Jacqui Thurlow-Lippisch; Lakisha Burch; Tina Ciechanowski; John Adams; Shari Canada; Kathryn Barbera  
**Subject:** Re: Agenda Packet for next week's meeting

Commissioner,

I apologize, but I have been attempting to respond to your messages from the hospital in Miami based on what I believe was included in the packet. I will be in the office tomorrow and confirm the facts before responding further.

Pam Mac'Kie Walker  
Town Manager

On Feb 22, 2016, at 6:02 PM, James Campo <[JCampo@sewallspoint.org](mailto:JCampo@sewallspoint.org)> wrote:

Pam,  
My request for a monthly (eg Jan) expense and revenue statement has been made several times including in our 1/26 meeting and early on in this email. In the email below, you state that the Jan 2016 monthly R&E report was included (just before the balance sheet.) It was not. Now, what I hear you saying is that it was not included in the packet and that it wont be released unless a majority of the Town commission authorizes it. Am I understanding you correctly?

jc

---

**From:** Pamela Walker  
**Sent:** Monday, February 22, 2016 12:22 PM  
**To:** James Campo  
**Cc:** Dan Morris; Daniel Morris; Vincent Barile; ([pluger@hrmcw.com](mailto:pluger@hrmcw.com)); Paul Luger; Jacqui Thurlow-Lippisch; Lakisha Burch; Tina Ciechanowski; John Adams; Shari Canada; Kathryn Barbera  
**Subject:** Re: Agenda Packet for next week's meeting

We haven't given you year to date. I thought that was your request. I will also prepare a single month if the majority authorized that as well.

Pam Mac'Kie Walker  
Town Manager

On Feb 22, 2016, at 11:58 AM, James Campo <[JCampo@sewallspoint.org](mailto:JCampo@sewallspoint.org)> wrote:

Pam,  
I am looking for the revenue and expenses for the single month of January. I still don't see it.

-jc

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**From:** Pamela Walker  
**Sent:** Monday, February 22, 2016 11:47 AM  
**To:** James Campo  
**Cc:** Dan Morris; Daniel Morris; Vincent Barile; ([pluger@hrmcw.com](mailto:pluger@hrmcw.com)); Paul Luger; Jacqui Thurlow-Lippisch; Lakisha Burch; Tina Ciechanowski; John Adams; Shari Canada; Kathryn Barbera  
**Subject:** Re: Agenda Packet for next week's meeting

It is there, Commissioner. Incorporated into the single financial report. The page before the balance sheet.

Pam Mac'Kie Walker  
Town Manager

On Feb 22, 2016, at 11:24 AM, James Campo <[JCampo@sewallspoint.org](mailto:JCampo@sewallspoint.org)> wrote:

I don't see the monthly revenue and expense statement for the month of January. I have made this request privately and publicly for the past few months. What should I be doing differently to receive this?  
I would like to move the financial reports out of the consent agenda.

James Campo

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**From:** Pamela Walker  
**Sent:** Wednesday, February 17, 2016 4:08 PM  
**To:** Dan Morris; Daniel Morris; James Campo; Vincent Barile; ([pluger@hrmcw.com](mailto:pluger@hrmcw.com)); Paul Luger; Jacqui Thurlow-Lippisch; Jacqui Thurlow-Lippisch  
**Cc:** Lakisha Burch; Tina Ciechanowski; John Adams; Shari Canada; Kathryn Barbera  
**Subject:** Agenda Packet for next week's meeting

Commissioners,

Enclosed is the agenda packet for the meeting next Tuesday, February 26 at 7:00 p.m. It will be hand delivered tomorrow morning.

The information will be distributed to the public via email and website tomorrow afternoon.

Please do not hesitate to let me know if there are issues to be discussed in preparation for the meeting.

The most substantive issue is, of course, the sign code. There is a red-lined copy showing the changes from the previous version that you directed at the January meeting. Our lawyers have been quite diligent in ensuring that the ordinance reflects your intentions and avoids unintended consequences. This requires extreme attention to detail and some reorganizing, including the following:

1. Sec. 74-31 – instead of listing the total number of permanent signs, we have indicated that the number of permanent signs are as permitted in Sec. 74-32.
2. Sec. 74-32 – Part of the issue here was that the subsection governing flags already discusses how many flags you can have on a property. What we've done here is to make clear that a flag attached to a pole (attached to the ground or a structure) is considered a permanent sign and all other flags (such as a seasonal flag or other temporary feature) will fall under the limitations/criteria of temporary sign code. We also limited the Residential Identification Sign to one per property. The criteria for size, etc. found in sec. 74-32 will apply to these signs. Therefore, permanent signs allowed in a residential district are limited to one flagpole with three flags on it and a residential identification sign.
3. Sec. 74-132 – We removed the exemptions for government signs, signs required by law and public safety signs and created a separate section to address these in Division 6 at section 74-152. We placed it here because these exemptions should apply in all districts and not just residential districts.
4. Sec. 74-153 – We removed the government sign exemption from the permit section because it is now clear that government signs are exempt from the chapter.

My suggestion is to focus on the "red-lined" changes to ensure that they reflect your intentions as expressed in January. I wish I could make it simpler, but this is the kind of ordinance where the details absolutely matter.

I would welcome the opportunity to go over these details with you before the meeting if that would be helpful.

Pam

**Pam Mac'Kie Walker**

**Town Manager**

One South Sewall's Point Road

Sewall's Point, Florida 34996

(772) 287-2455

<image003.png>Please consider a tree before printing this email.

NOTE: Florida has a very broad public records law. Most written communications to or from Town of Sewall's Point's officials and employees regarding public business are public records available to the public and media upon request. Under Florida law, e-mail addresses are public records and must be disclosed in response to a public records request.

## MEMORANDUM

TO: TOWN MANAGER WALKER

FROM: PAUL LUGER, MAYOR

DATE: May 19, 2016

RE: Town Manager Evaluation

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### **LEADERSHIP & ETHICS**

1. Does the Town Manager diligently and thoroughly discharge the duties of the office as described in the Town Charter?

Reviewing Article IV Section II, items 1 – 11, I believe Ms. Walker is fulfilling her duties and responsibilities as the Town Manager in a thoughtful manner and to the best of her abilities.

2. Does the Town Manager help the Commission to address future needs and develop adequate plans to address long-term challenges?

As I stated in last year's evaluation, Ms. Walker properly executes her responsibilities as outlined in the Charter addressing future needs as it relates to the annual budget; capital improvement plan; and monthly reporting showing the conditions of the funds; submissions of recommendations for wages and benefit plans for the Town staff; and uses her background to appropriately address long term challenges as outlined in the recent five year plan presented at the workshop in May. I think she continues to find ways to take a long term approach to raise revenues while taking into consideration this Commission's responsibility to keep taxes low pursuant to the population's expectations. This has been challenging as there has been internal growth within the police department and at Town Hall. However, the plans developed by Ms. Walker do their best to outline these long term challenges.

3. Does the Town Manager demonstrate a high regard for personal ethics in the discharge of her duties?

Ms. Walker continues to maintain personal ethics in the discharge of her duties as Town Manager. I believe we often need reminding, pursuant to the Charter, of her role versus the Commission's role as a body. I believe her personal ethics as it relates to her duties and carrying out those duties demonstrate her professionalism. Overall I would suggest that Town Manager Walker consistently exceeds performance standards in this category.

Rating 5

## **COMMUNICATION**

1. Does the Town Manager provide accurate and useful information to the Town Commission to assist in their policy making decisions?

I think this year was not as difficult as her first year managing the Town. She has developed documents that clearly assist the Commission and clearly outline for the Commission the current financial state of the Town. The process continues to evolve and I believe Ms. Walker is continuing to strive to make the process of budgeting more transparent. I would suggest Ms. Walker does an excellent job and continues to evolve pursuant to Commission policies.

2. Does the Town Manager effectively communicate information to the Town residents?

See answer to item # 1 above.

3. How effective is the Town Manager in maintaining high moral among staff? Does she actively seek feedback from the staff? Does she encourage cooperation among the staff and open sharing of non-personal information? Does she lead by example by “pitching in” to help staff when needed? Is the Town Manager an effective team builder?

I believe Town Manager Walker continues to strive in her leadership role to make a more cohesive group of Town employees. It is my impression that the Manager has created an atmosphere of high moral among the staff members. As a result, even during difficult times for which the Manager has been absent from Town Hall, the staff, unequivocally, has stepped in to provide support to Town Manager Walker.

4. Does the Town Manager keep Commissioners informed on issues relating to staff and staff moral? Does the Town Manager provide the Commissioners with timely succession plans when appropriate for senior staff positions?

I am satisfied with Ms. Walker’s communication concerning staff, the moral, and succession plans. It is clear that she is making plans to replace the head of the building department, specifically including him in that process so that a retirement can transition to a new leader and that department will be smooth.

Rating: 4

## **EXECUTION OF POLICY**

1. Does the Town Manager effectively implement the direction of the Town Commission as a whole?

Town Manager Walker consistently follows the direction of the majority when policy decisions are made and execution of those policies is needed. I believe she continues to strive to clarify any questions as it relates to policy and is transparent about making sure that the record reflects the Commissions directives and her suggestions as it relates to those policy decisions.

2. Does the Town Manager understand the laws and ordinances of the Town and cause them to be fairly enforced?

With her legal background, and her prior experience as a Commissioner and working for the South Florida Water Management District, Town Manager Walker does an excellent job properly and fairly assuring the laws of the Town are being properly enforced.

Rating: 5

### **FINANCIAL MANAGEMENT**

1. Does the Town Manager ensure the budget is prepared and executed in a manner approved by the Town Commission?

Over the last fiscal year as Mayor, Ms. Walker was familiar with my attention to detail. She always had an open door policy as it relates to questions concerning the budget and I believe that she prepared it in a way that the majority of the Town Commission directed her to do so.

2. Does the Town Manager ensure the Town monies are managed properly?

Town Manager Walker has made the budget and the expenditures more transparent by changing the general form of the balance sheet, etc. in order to reassure the Commission and the citizens that the money is managed properly in accordance with Commission policy decisions. She ultimately follows the directive of the Commission as it relates to how the money shall be spent.

3. Does the Town Manager adequately inform the Commission regarding fiscal matters?

As I discussed in my last evaluation of the Town Manager, I believe that policy decisions can sometimes overlap in the discussions regarding fiscal matters. Ms. Walker continues to inject her opinions which are less about directly informing the Commission of a fiscal matter but rather an injection of policy commentary in order to push a matter in a certain direction. I say this informatively and in a constructive way for consideration. I will repeat that her background, which is extensive, can make it difficult for her not to inject what she believes is in the best interest of the Town in a policy matter when discussing the Town budget, for example. I have noticed through the commentary during meetings that some Commissioners are displeased with that injection of opinions when setting policy. Personally, I find it helpful to some degree and don't have an objection to hearing her opinion/direction given her background.

Rating: 4

### **COMMUNITY RELATIONS**

1. Does the Town Manager work well with citizens in properly handling their complaints?

I have observed Town Manager Walker's interaction with the citizens of the Town and she is an excellent representative of what the Town requires and desires in a leader.

2. Does the Town Manager meet with and listen to members of the Commission to discuss their concerns?

Town Manager Walker continues to have an open door policy. She continues to be thoughtful and considerate of the concerns of each Commissioner individually and as a body. It is my opinion that Ms. Walker interacts with professionalism and with the best interest of the Town in mind. I have often disagreed with her on matters; however, I appreciate her input.

Rating: 4

### **INTERGOVERNMENTAL RELATIONS**

1. Does the Town Manager cooperate cordially with neighboring communities and citizens while looking after the interests of the Town?

I have found that Town Manager Walker has developed excellent communication with the surrounding municipalities. With the fire consolidation matter unresolved, her continued relationships are helpful to the Commission in making appropriate strategic and policy decisions.

2. Does the Town Manager work well with other local and regional government entities?

See answer to question # 1 above.

Rating: 4

### **GENERAL STRENGTHS AND WEAKNESSES**

1. What would you identify as the Town Manager's strengths and primary successes during the evaluation period?

I continue to suggest that Town Manager Walker's primary strength and successes have stemmed from her knowledge of the law and prior experiences as an elected public official and manager of the South Florida Water Management District. This knowledge provides the Commission with someone who can represent the facts when making policy decisions that are based upon knowledge and perspectives as we as Commissioners do not necessarily have. Even with knowledgeable and experienced Commissioners, her input is always appreciated from my perspective.

2. What area would you identify most critical for improvement?

See answer 3 under Financial Management section.

Rating: 4

# TOWN OF SEWALL'S POINT



**PAMELA MAC'KIE WALKER**  
Town Manager

**TO: Town of Sewall's Point Commission**  
**FROM: Pamela Mac'Kie Walker, Town Manager**  
**DATE: March 22, 2016**  
**SUBJECT: Annual Review**

*Jan Morris*

---

Pursuant to the terms of my Employment Agreement and the procedure adopted by the Commission on March 24, 2015, I am pleased to transmit the form for my annual review. The first page of the form outlines the procedures to be followed.

With apologies for self-promotion, I also want to take this opportunity to point out some of the accomplishments of my tenure as your town manager, focused particularly on those of the current year. It is important, however, to remember where we started: in June of 2013, we had no computer network; most official documentation was kept in handwritten notebooks; the town website was effectively non-existent; ordinances had not been codified in over three years; newsletters had been discontinued; and the financial status of the town was, at best, unarticulated.

In my first six months, we had networked computers that are managed and backed-up as a part of the Martin County system; our website was re-developed into a virtual town hall; financial systems were re-organized; and office policies and procedures were established for effective management of town business. We established written evaluations for staff annual reviews, quarterly newsletters for resident communication, and professional staff reports to provide critical data for the Commission as it determined budget and policy matters.

In the months that followed, we replaced the Chief of Police and responded to the retirements of the Town Clerk and the Public Works Maintenance staff, raising the level of professionalism in all three positions. We have established schedules and routines for maintenance of town infrastructure and landscaping, including maintenance of the town's signature canopy trees. Most importantly, through the hard work of the Town Commission in the analysis leading up to the 2015 and 2016 budgets, the town no longer relies on reserves to fund recurring costs, while still maintaining the lowest tax rate in the Martin County.

A brief list of the current year's highlights is shown below. While the "Projects Built" and "Services Improved" categories are the most fun and provide the most visible benefits to the Town, the professional policies and systems will reap long-term rewards by the efficiencies and defensible practices they establish. We are proud of our team's accomplishments and look forward to the opportunity to do more. I would welcome the opportunity to discuss the details of these projects with you at your convenience.

## 1. Projects Built

- a. Roads and Bridges:
  - Striping South Sewall's Point Road
  - Street sign replacement and painting (on-going)
  - Street light painting and updating
  - Simara Street Bridge repair and maintenance
  - Paving in Castle Hill, Palmetto, Palm/S. River, Highpoint/S. River
  - Tree canopy maintenance
- b. Stormwater System:
  - Quail Run metal pipe replacement/ baffle box project
  - Repair and replace degraded storm grates
  - Pump-out and maintain scheduled system segments
- c. Town Hall landscaping
- d. Lantana "pocket park" landscaping
- e. Town Commons facilities repair and maintenance

## 2. Services Improved

- a. All building permits and payments processed on-line
- b. Digitization of building permit files for easier public access in progress
- c. Hired and trained new police officer
- d. Hired and trained new public works maintenance staff
- e. Implemented Project Lifesaver for residents with dementia
- f. Implemented Project Blue Lights for bicycle safety
- g. Improved communication via website, social media and email system upgrades
- h. First *Annual Report* for the Town

## 3. Internal Systems

- a. Written policies for Computer Use, Public Records Requests, Body-worn and In-Car Cameras, Body Armor, Ride-a-longs, and Accident Reporting.
- b. Update and re-write of Personnel Handbook
- c. Police salary and benefits comparison with competitors
- d. Building Permit Fees analysis and increase to avoid general fund subsidy
- e. Franchise Agreement renewal with FPL
- f. Revenue alternatives research (public service tax, fees for services, etc.)
- g. Hurricane and other crisis response training and planning in progress
- h. Beginning process of Strategic Planning

Looking to the future, my goal is to accomplish the Commission's priorities for the continued improvement and preservation of Sewall's Point. An important step in that process will be the strategic planning we are about to undertake, whereby the Commission can articulate its priorities and identify the resources needed to accomplish those strategic initiatives. With clear direction from the Commission, our skilled and talented staff *will* deliver the action plans necessary to implement the Commission's vision.

We have made solid progress toward establishing a foundation for raising the bar, but many challenges await. Working for the Town of Sewall's Point is a privilege and a heavy responsibility, reflective of my favorite quote by Teddy Roosevelt: "*Far and away the best prize life offers is the chance to work hard at work worth doing.*" Thank you for the opportunity to continue to do the worthy work of serving as Sewall's Point's Town Manager.



## Town Manager Evaluation

### Process for Evaluation of the Town Manager

1. The Mayor will distribute this evaluation form to the Commissioners at least three (3) months before the anniversary date of the Town Manager's employment.
2. Each Commissioner will complete the evaluation form, sign it in the space below, and return the form to the Mayor, with a copy to the Town Manager, no later than 4:00 P.M. two (2) months before the Town Manager's anniversary date.
3. In the event that all five (5) completed evaluation forms have not been provided as described in #2 above by the deadline, an agenda item will be scheduled for discussion at that month's regular Town Commission meeting.
4. Each commissioner is encouraged to meet with the Town Manager to discuss their individual evaluations.
5. No later than one (1) month before the Town Manager's anniversary date, the Mayor will average the individual commissioners' numerical scores and provide the overall average score to the Town Manager, with copies of the individual commissioners' evaluation forms attached, providing copies of all to each commissioner and to the Town Attorney.
6. For purposes of compliance with the Town Manager's Employment Agreement, the official evaluation will be the average of the individual commissioners' numerical scores provided by the Mayor described in number 5 above.
7. As evidence of the official action of the Commission, a statement summarizing the evaluation will be placed on the consent agenda in the month preceding the Town Manager's anniversary. At the request of any member of the Commission or the Town Manager, the evaluation may be moved from the Consent Agenda to the Discussion Agenda.

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TOWN MANAGER'S NAME: Pat Walker

Evaluator's Signature: [Signature]

Evaluator's Name: IAN MORRIS

Date Evaluation Completed: May 4, 2016

Date Evaluation Delivered to Mayor and Town Manager: \_\_\_\_\_

## Town Manager Evaluation

Please use this chart to evaluate the appropriate numerical rating for each of the evaluation categories on the following pages:

<b>Evaluation Rating Chart</b>				
<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<ul style="list-style-type: none"> <li>• Demonstrates exceptional quality of work in essential areas of responsibility</li> <li>• Consistently exceeds performance standards</li> <li>• Consistently makes an exceptional or unique contribution</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates performance of a very high level of quality</li> <li>• Consistently achieves performance expectations and <i>frequently</i> exceeds them</li> <li>• Significantly contributes to the success of the services and projects they support</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently fulfills performance standards</li> <li>• Work is of high quality in significant areas of responsibility</li> <li>• Any performance concerns can be resolved through coaching, feedback, and self-initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Work does not consistently meet the most basic job requirements of the position. While the employee may have performed acceptably in some areas, overall job performance needs to be improved</li> <li>• Failure to demonstrate improvement may result in additional action</li> </ul>	<ul style="list-style-type: none"> <li>• Work is below the basic requirements and immediate and continued improvement is required</li> <li>• Continued failure to show improvement may result in action</li> </ul>

Town Manager Evaluation

Please comment on each question if possible but give only one score per category.

Category 1: Leadership and Ethics	RATING: <u>5</u>
<p>Does the Town Manager diligently and thoroughly discharge the duties of the office as described in the Town Charter?</p> <p>Does the Town Manager help the Commission to address future needs and develop adequate plans to address long-term challenges?</p> <p>Does the Town Manager demonstrate a high regard for personal ethics in the discharge of her duties?</p>	<p>Comments:</p> <p>Pam has demonstrated both leadership AND dedication in her work during the past year. She has addressed ongoing issues AND also focused on the towns future needs, AND fully supported initiatives of the town commission.</p>

Town Manager Evaluation

Category 2: Communication	RATING: <u>5</u>
<p>Does the Town Manager provide accurate and useful information to the Town Commission to assist in policy-making decisions?</p> <p>Does the Town Manager effectively communicate information to Town residents?</p> <p>How effective is the Town Manager in maintaining high morale among staff? Does s/he actively seek feedback from staff? Does s/he encourage cooperation among staff and open sharing of non-personal information? Does s/he lead by example by "pitching in" to help staff when needed? Is the Town Manager an effective team builder?</p> <p>Does the Town Manager keep commissioners informed on issues relating to staff and staff morale? Does the Town Manager provide the commissioners with timely succession plans when appropriate for senior staff positions?</p>	<p>Comments:</p> <p>"YES" on all points! Btm has worked hard in communicating effectively with residents, town staff and the town commission. She has shown initiative as well as leadership in several areas, including organization of staff, careful budget analysis, and the general development of policies and internal procedures. She has thought carefully about the succession of our Building official, and his pending retirement and recognition of his outstanding performance.</p>

Town Manager Evaluation

Category 3: Execution of Policy		RATING: <u>5</u>
<p>Does the Town Manager effectively implement the direction of the Town Commission as a whole?</p> <p>Does the Town Manager understand the laws and ordinances of the Town and cause them to be fairly enforced?</p>	<p>Comments:</p> <p><i>YES.</i></p>	

Town Manager Evaluation

Category 4: Financial Management	RATING: <u>5</u>
<p>Does the Town manager ensure the budget is prepared and executed in the manner approved by the Town Commission?</p> <p>Does the Town Manager ensure the Town's monies are managed properly?</p> <p>Does the Town Manager adequately inform the Commission regarding fiscal matters?</p>	<p>Comments:</p> <p><i>Pam has done EXEMPLARY work in DEVELOPING and presenting COHERENT and REALISTIC budgets for THE Commission AND the town.</i></p>

Town Manager Evaluation

Category 5: Community Relations		RATING: <u>5</u>
<p>Does the Town Manager work well with citizens and properly handle their complaints?</p> <p>Does the Town Manager meet with and listen to members of the community to discuss their concerns?</p>	<p>Comments:</p> <p>THOUGH NOT FIRST HAND, IT IS MY IMPRESSION THAT PGM HAS BEEN CONSISTENTLY RESPONSIVE TO THE ENQUIRIES AND CONCERNS OF RESIDENTS.</p>	

Category 7: Intergovernmental Relations		RATING: <u>5</u>
<p>Does the Town manager cooperate cordially with neighboring communities and citizens while looking after the interests of the Town?</p> <p>Does the Town Manager work well with other local and regional government entities?</p>	<p>Comments:</p> <p>YES.</p>	

Town Manager Evaluation

General Strengths and Weaknesses		RATING: <u>5</u>
<p>What would you identify as the Town Manager's strength(s) and primary successes during the evaluation period?</p>	<p>Comments:</p> <p>A focus on COMPLETING SPECIFIC TOWN PROJECTS (TOWN PARKS, LANDSCAPING NEEDS, TOWN HALL IMPROVEMENTS, TOWN PLANNING and TOWN BUDGETS)</p>	
<p>What performance area(s) would you identify as most critical for improvement?</p>	<p>WHILE HER OVERALL PERFORMANCE HAS BEEN OUTSTANDING, I KNOW THAT THE TOWN MANAGER WILL CONTINUE TO SEEK FEEDBACK FROM COMMISSIONERS FOR AREAS OF POSSIBLE IMPROVEMENT.</p> <p><u>AM</u></p>	

# TOWN OF SEWALL'S POINT



**PAMELA MAC'KIE WALKER**  
Town Manager

**TO: Town of Sewall's Point Commission**  
**FROM: Pamela Mac'Kie Walker, Town Manager**  
**DATE: March 22, 2016**  
**SUBJECT: Annual Review**

---

Pursuant to the terms of my Employment Agreement and the procedure adopted by the Commission on March 24, 2015, I am pleased to transmit the form for my annual review. The first page of the form outlines the procedures to be followed.

With apologies for self-promotion, I also want to take this opportunity to point out some of the accomplishments of my tenure as your town manager, focused particularly on those of the current year. It is important, however, to remember where we started: in June of 2013, we had no computer network; most official documentation was kept in handwritten notebooks; the town website was effectively non-existent; ordinances had not been codified in over three years; newsletters had been discontinued; and the financial status of the town was, at best, unarticulated.

In my first six months, we had networked computers that are managed and backed-up as a part of the Martin County system; our website was re-developed into a virtual town hall; financial systems were re-organized; and office policies and procedures were established for effective management of town business. We established written evaluations for staff annual reviews, quarterly newsletters for resident communication, and professional staff reports to provide critical data for the Commission as it determined budget and policy matters.

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A brief list of the current year's highlights is shown below. While the "Projects Built" and "Services Improved" categories are the most fun and provide the most visible benefits to the Town, the professional policies and systems will reap long-term rewards by the efficiencies and defensible practices they establish. We are proud of our team's accomplishments and look forward to the opportunity to do more. I would welcome the opportunity to discuss the details of these projects with you at your convenience.

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### c. Town Hall landscaping

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TOWN MANAGER'S NAME: Pamela MacKie Keller

Evaluator's Signature: [Signature]

Evaluator's Name: JARQU THURLOW-LIPPISCH

Date Evaluation Completed: 5-2-16 5-2-16

Date Evaluation Delivered to Mayor and Town Manager: [Signature]

## Town Manager Evaluation

Please use this chart to evaluate the appropriate numerical rating for each of the evaluation categories on the following pages:

<b>Evaluation Rating Chart</b>				
<b>5</b> Consistently Exceeds Performance Standards	<b>4</b> Frequently Exceeds Performance Standards	<b>3</b> Performance Standards Fulfilled (Overall Satisfactory)	<b>2</b> Inconsistently Fulfills Performance Standards	<b>1</b> Fails to Meet Performance Standards
<ul style="list-style-type: none"> <li>• Demonstrates exceptional quality of work in essential areas of responsibility</li> <li>• Consistently exceeds performance standards</li> <li>• Consistently makes an exceptional or unique contribution</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates performance of a very high level of quality</li> <li>• Consistently achieves performance expectations and <i>frequently</i> exceeds them</li> <li>• Significantly contributes to the success of the services and projects they support</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently fulfills performance standards</li> <li>• Work is of high quality in significant areas of responsibility</li> <li>• Any performance concerns can be resolved through coaching, feedback, and self-initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Work does not consistently meet the most basic job requirements of the position. While the employee may have performed acceptably in some areas, overall job performance needs to be improved</li> <li>• Failure to demonstrate improvement may result in additional action</li> </ul>	<ul style="list-style-type: none"> <li>• Work is below the basic requirements and immediate and continued improvement is required</li> <li>• Continued failure to show improvement may result in action</li> </ul>

Town Manager Evaluation

Please comment on each question if possible but give only one score per category.

Category 1: Leadership and Ethics		RATING: <u>5</u>
Does the Town Manager diligently and thoroughly discharge the duties of the office as described in the Town Charter?	Comments:  <i>Absolutely. Ms Walker is a true professional. As an attorney and former commissioner herself, she understands &amp; fulfills her charter duties.</i>	
Does the Town Manager help the Commission to address future needs and develop adequate plans to address long-term challenges?		<i>Absolutely — Ms Walker actively leads us through future planning &amp; our options w/ intelligence.</i>
Does the Town Manager demonstrate a high regard for personal ethics in the discharge of her duties?		<i>Yes.</i>

Town Manager Evaluation

<b>Category 2: Communication</b>		<b>RATING:</b> <u>5</u>
<p>Does the Town Manager provide accurate and useful information to the Town Commission to assist in policy-making decisions?</p> <p>Does the Town Manager effectively communicate information to Town residents?</p> <p>How effective is the Town Manager in maintaining high morale among staff? Does s/he actively seek feedback from staff? Does s/he encourage cooperation among staff and open sharing of non-personal information? Does s/he lead by example by "pitching in" to help staff when needed? Is the Town Manager an effective team builder?</p> <p>Does the Town Manager keep commissioners informed on issues relating to staff and staff morale? Does the Town Manager provide the commissioners with timely succession plans when appropriate for senior staff positions?</p>	<p>Comments:</p> <p><i>Yes.</i></p> <p><i>Yes. Excellent use of email blast &amp; newsletter &amp; visibility at town functions.</i></p> <p><i>Yes to all questions addressed.</i></p> <p><i>She is a true team builder and adaptor - as that is the nature of commissions. If you can't adapt, you fail.</i></p> <p><i>Yes.</i></p>	

Town Manager Evaluation

Category 3: Execution of Policy		RATING: <u>5</u>
<p>Does the Town Manager effectively implement the direction of the Town Commission as a whole?</p> <p>Does the Town Manager understand the laws and ordinances of the Town and cause them to be fairly enforced?</p>	<p>Comments:</p> <p>Ms Walker implements the majority's direction - yet communicates with commissioners who are not in the majority in a way that is still "inclusive." I appreciate this.</p> <p>As an attorney, Ms Walker has a broad understanding of town ordinances and does all she can to implement fairly, usually through the Police Dept.</p>	

Town Manager Evaluation

Category 4: Financial Management		RATING: <u>5</u>
<p>Does the Town manager ensure the budget is prepared and executed in the manner approved by the Town Commission?</p> <p>Does the Town Manager ensure the Town's monies are managed properly?</p> <p>Does the Town Manager adequately inform the Commission regarding fiscal matters?</p>	<p>Comments:</p> <p><i>In eight years, I have never seen more professionally prepared budgets than Ms Walker's. Her Annual Report 2015 was outstanding &amp; never done before.</i></p> <p><i>Yes, money and its careful execution is paramount.</i></p> <p><i>Yes.</i></p>	

Town Manager Evaluation

Category 5: Community Relations

RATING: 5

Does the Town Manager work well with citizens and properly handle their complaints?  
Does the Town Manager meet with and listen to members of the community to discuss their concerns?

Comments:

*She has an open door policy for all citizens. She actively attends ~~not~~ meetings. The answer is "yes."*

Category 7: Intergovernmental Relations

RATING: 5

Does the Town manager cooperate cordially with neighboring communities and citizens while looking after the interests of the Town?  
Does the Town Manager work well with other local and regional government entities?

Comments:

*Yes, and the county is not always an "easy" neighbor. She has developed relationships w/ govt leaders of Santa Co; City of Scott; Town of Ocean Breeze; and Jupiter Island. This is very important for the town.*

Town Manager Evaluation

General Strengths and Weaknesses		RATING: <u>5</u>
<p>What would you identify as the Town Manager's strength(s) and primary successes during the evaluation period?</p>	<p>Comments:</p> <p>Ms Walker's strength is her professionalism &amp; understanding of the political process as well as obligations to citizens and staff.</p>	
<p>What performance area(s) would you identify as most critical for improvement?</p>	<p>None really. I would just say - She is a gift to our town and I think her contract should be extended. She dealt w/ personal tragedy this year putting family first - as expected.</p>	

This  
Certificate of Appreciation

Is Presented To

Captec Engineering

With Sincere Gratitude for the Generous Donation  
in support of the parks program of the Town of Sewall's Point

This Twenty-Eighth Day of June, 2016

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Dan Morris, Mayor

This  
**Certificate of Appreciation**

Is Presented To

**Illustrated Properties**

With Sincere Gratitude for the continuous Donation in Sponsorship of the

Town of Sewall's Point annual  
Spring "Eggtravaganza" celebration

This Twenty-Eighth day of June, 2016

---

Dan Morris, Mayor

This  
Certificate of Appreciation

Is Presented To

Water Pointe Realty Group

With Sincere Gratitude

for the continuous Donation and Sponsorship of  
the Town of Sewall's Point  
annual Independence Day celebration

This Twenty-Eighth day of June, 2016

---

Dan Morris, Mayor

# TOWN OF SEWALL'S POINT



**PAMELA MAC'KIE WALKER**  
Town Manager

**TO: Town of Sewall's Point Commission**  
**FROM: Pamela Mac'Kie Walker, Town Manager**  
**SUBJECT: Agenda Item 7**  
**Congressional Water Bill**  
**Town Commission Meeting, June 28, 2016**

---

**Background:** Commissioner Luger requested the Town Commission to consider adoption of a resolution supporting HR 4436 and HR 4793 before the U. S. Congress. House Resolution 4436 will allocate \$800 million to expedited project implementation relating to the comprehensive Everglades Restoration Plan. House Resolution 4793 appropriates \$500 million from the U. S. Treasury to the U. S. Department of Interior for land acquisition purposes of lands south of Lake Okeechobee.

**Recommendation:** Staff recommends that the Town Commission support and adopt Resolution No. 831.

**RESOLUTION NO. 831**

**A RESOLUTION OF THE TOWN OF SEWALL'S POINT, FLORIDA, SUPPORTING U.S. HOUSE RESOLUTIONS 4438 (HASTING) AND 4793 (CLAWSON), EXPEDITING EVERGLADES RESTORATION PROJECTS AND APPROPRIATING \$500 MILLION TO THE U.S. DEPARTMENT OF INTERIOR FOR LAND ACQUISITION SOUTH OF LAKE OKEECHOBEE.**

**WHEREAS,** the Town of Sewall's Point desires a speedy resolution to an ongoing environmental disaster, perpetuated by toxic discharges from Lake Okeechobee into the St. Lucie River; and

**WHEREAS,** the need to restore the natural flow of fresh water from central to southern Florida requires land acquisition and supporting infrastructure south of Lake Okeechobee; and

**WHEREAS,** Representative Hastings and Representative Clawson have sponsored House Resolutions to appropriate critical funding for Everglades restoration projects and land acquisition purposes, while directing the U. S. Department of the Interior to purchase project-essential lands.

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SEWALL'S POINT, FLORIDA:**

**Section 1.** The foregoing precatory language is adopted as if set forth below.

**Section 2.** The Town Commission of the Town of Sewall's Point, Florida urges the United States Congress to support H.R. 4436 and H.R. 4793, expediting Everglades restoration projects and appropriating \$500 million to the U. S. Department of the Interior for land acquisition south of Lake Okeechobee.

**Section 3.** This Resolution shall become effective upon its adoption.

\_\_\_\_\_ **offered the Resolution and moved its adoption. The motion was seconded by \_\_\_\_\_ and upon being put to vote, that was:**

	<b>AYE</b>	<b>NAY</b>
<b>E. DAN MORRIS, MAYOR</b>	_____ ( <i>Absent</i> ) _____	_____
<b>JAMES W. CAMPO, VICE MAYOR</b>	_____	_____
<b>VINCENT BARILE, COMMISSIONER</b>	_____	_____
<b>PAUL LUGER, COMMISSIONER</b>	_____	_____
<b>JACQUI THURLOW-LIPPISCH, COMMISSIONER</b>	_____	_____

The Town Commission thereupon declared this Resolution No. **827** approved and adopted by the Town Commission of the Town of Sewall's Point on this 28<sup>th</sup> day of June, 2016.

**TOWN OF SEWALL'S POINT**

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**James W. Campo, Vice Mayor**

**ATTEST:**

---

Lakisha Q. Burch, Town Clerk

**(TOWN SEAL)**

Approved as to form and legal sufficiency

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Glen J. Torcivia, Town Attorney  
Florida Bar No. 343374

# TOWN OF SEWALL'S POINT



**PAMELA MAC'KIE WALKER**  
Town Manager

**TO:** Town of Sewall's Point Commission  
**FROM:** Pamela Mac'Kie Walker, Town Manager  
**SUBJECT:** Agenda Item 8  
 CIP for 2016 Budget  
 Town Commission Meeting, June 28, 2016

**Background:** Each year the Town Commission adopts a Five-Year Capital Improvement Plan (CIP) as a part of the annual budgeting process. While the last four years of the plan are for planning purposes only, the CIP for the upcoming year becomes the capital budget and annual capital work plan for that year.

The CIP for the 2016 budget is shown here:

CAPITAL IMPROVEMENT PLAN		2016	2017	2018	2019	2020	5-YEAR TOTAL
	South Sewall's Point Road		200,000	200,000	200,000	200,000	800,000
	2000 +/- linear feet/year re-paving	60,000	120,000	120,000	120,000	120,000	540,000
	Signage Reflectivity Replacement	5,000	5,000	5,000			15,000
	Concrete spalling, seawalls, bridges	25,000	25,000	25,000	25,000	25,000	125,000
<b>Streets &amp; Bridges</b>		<b>90,000</b>	<b>350,000</b>	<b>350,000</b>	<b>345,000</b>	<b>345,000</b>	<b>1,480,000</b>
	250 structures maintained	15,000	15,000	15,000	15,000	15,000	75,000
	cleanouts	10,000	10,000	10,000	10,000	10,000	50,000
	inlets	10,000	10,000	10,000	10,000	10,000	50,000
	Grant Match	37,500	37,500	37,500	0	0	112,500
<b>Storm Water System</b>		<b>72,500</b>	<b>72,500</b>	<b>72,500</b>	<b>35,000</b>	<b>35,000</b>	<b>287,500</b>
	Line cars 7+ yrs and 150,000k miles	0	90,000	0	60,000	0	150,000
	new PW truck 15 yrs old, 100k+	0	0	0	0	0	0
<b>Vehicles</b>		<b>0</b>	<b>90,000</b>	<b>0</b>	<b>60,000</b>	<b>0</b>	<b>150,000</b>
	Plant & Tree Replacement	5,000	10,000	10,000	10,000	10,000	45,000
	Park & ROW Improvements	10,000	5,000	5,000	5,000	5,000	30,000
	Equipment Replacement	15,000	2,000	5,000	2,000	5,000	29,000
	Arborist	0	0	0	0	0	0
	grant match of \$25k eliminated	0	0	0	0	0	0
<b>Parks &amp; Landscaping</b>		<b>30,000</b>	<b>17,000</b>	<b>20,000</b>	<b>17,000</b>	<b>20,000</b>	<b>104,000</b>
	Equipment & Electronics	5,000	10,000	10,000	10,000	5,000	40,000
	Flood & Fire Protection, ADA Issues	5,000	10,000	10,000	5,000	5,000	35,000
<b>Town Hall</b>		<b>10,000</b>	<b>20,000</b>	<b>20,000</b>	<b>15,000</b>	<b>10,000</b>	<b>75,000</b>
<b>Pedway</b>		<b>-</b>	<b>25,000</b>	<b>85,000</b>	<b>-</b>	<b>-</b>	<b>110,000</b>
<b>Annual Expenditures</b>		<b>202,500</b>	<b>574,500</b>	<b>547,500</b>	<b>472,000</b>	<b>410,000</b>	<b>2,206,500</b>

In addition to infrastructure maintenance items, the 2017 plan includes the purchase of replacement police vehicles. A memorandum from the Chief of Police in that regard is attached. You will also recall at our May meeting the discussion of the police radio upgrade, an additional \$55,000 capital cost for 2017.

At our May strategic planning meeting, the Town Engineer presented a draft schedule of lifecycle repair and replacement costs for Town assets. In response to questions raised

at that meeting, Mr. Capra has provided the attached information. He will be present at the meeting to discuss those issues further in order to develop a schedule of the Commission's priority projects.

As the Commission identifies its capital project priorities, staff can present funding options. As you know, municipal governments generally can assess property taxes, fees for services and special assessments for special benefits. Financing options include general obligation bonds (pledging property taxes, requiring referenda), or Improvement Bonds (pledging special assessments, no referendum). Staff recommends that financial advisors be retained should the commission wish to consider debt instruments.

**Recommendation:** Staff seeks Commission direction regarding capital project construction priorities. In addition to those projects, staff recommends that the 2017 CIP include:

- \$55,000 for police radios;
- \$110,000 for police vehicles;
- \$120,000 for street paving (double the current budget);
- \$57,500 to continue the stormwater maintenance and grant project funding;
- Funding for landscaping or park projects identified by the Commission;
- Funding to establish a capital project reserve for larger projects identified by the Commission.

Staff seeks Commission direction on its priorities for capital projects for 2017 and for the five-year planning horizon.



# TOWN OF SEWALL'S POINT POLICE DEPARTMENT

## INTERDEPARTMENTAL MEMORANDUM

**TO:** Pamela Walker, Town Manager  
**FROM:** Tina Ciechanowski, Chief of Police  
**DATE:** April 19, 2016  
**SUBJECT:** Capital Budget - Vehicle Replacement

The Town's CIP budgeted for the replacement of 3 police vehicles during fiscal year 2016-2017 and two vehicles in 2018-2019.

As a result of their varied usage patterns, rotation policies for police vehicles must consider not only mileage and age, but also must take into consideration the nature of police vehicle operation. For example, because police vehicles must idle to keep computer's "booted up" for rapid access to incident and CAD information (officers are now dispatched via computer versus radio for most non-life threatening calls), GPS data, and for efficient powering of emergency lighting systems, industry experts (such as Ford) acknowledge an advanced rate of wear and tear on police vehicles, and the necessity to factor idling time and driving conditions into a rotation policy. Ford Motors states every hour of engine idling is equivalent to 33 driving miles. Because of the relevance of idle hours on police and fleet vehicles, the vehicle data displays in the vehicles now include idle hours. The following chart reflects the current fleet's age, mileage and idle hours.

Year	Make	Model	SPPD ID	Mileage	Idle Hours	Total Mileage Equivalent
2005	Ford	CV	300	157,701	See notation below	390,000
2011	Ford	CV	200	109,065	6,418	320,859
2010	Ford	CV	400	124,341	5,775	314,916
2010	Ford	CV	100	136,071	4,899	297,738
2014	Ford	SUV	600	55,284	3,302	164,250
2011	Ford	CV	500	65,810	2,852	159,926
<b>Mileage/Hours as of 4/19/16</b>						<b>1,647,689</b>

*The 2005 Ford Crown Victoria does not have idle hours meter due to the age of the vehicles. It is logical to assume that the hours on the 2005 are of a similar ration as the remaining police vehicles and has been calculated as such in a very conservative manner.*

It is easy to see why a SPPD vehicle with 100,000 miles on its odometer could be comparable to a family car with 200,000 miles on its odometer, given stop and go driving conditions, high idling times, excessive wear and tear on brake systems and suspensions, and the somewhat harsh environment in south Florida

such as humidity, and the Town's saltwater environment on our roads during flooding conditions which is not unusual.

Fleet rotation should be a fluid process based on financial constraints, safety concerns, performance, usage, mileage and assignment. Over the last decade, the Department has delayed the replacement of the vehicles several times due to those financial constraints, which is why we have such an aging fleet.

To keep the vehicles as safe as possible, we exercise a stringent preventative maintenance schedule. Because of the critical nature of policing and the necessity for instant emergency response, the fleet must maintain performance as an absolute. Regular, consistent maintenance, as well as regular replacement of police vehicles so that operating capabilities (e.g. acceleration, braking, and dynamics) are not jeopardized, is paramount to the officer's and other motorists safety, and protecting the municipality from surrounding liability.

Moreover, police vehicles are "mobile offices" in which officers spend a nearly all of their working hours. Because they provide platforms to support computers, in-car video cameras, emergency lighting systems, radios, shotguns and additional emergency equipment, police vehicles serve a purpose that distinguishes them from vehicles assigned to other components of the Town's government.

The need for reliable and safe patrol vehicles cannot be overstated. It is not unusual for engines in our patrol vehicles run for 24 hours per day, seven days a week. As a result of "silent dispatching" imposed by the Sheriff's Office, computers must be up and running during duty hours. Calls for service that are believed to be "non-threatening" are now dispatched to the officer via the computer instead of the radio.

I believe that the Department has extended the life of these vehicles to their reasonable end of regular service life.

It is my recommendation that we purchase the three vehicles during the 2016-2017 fiscal year and that they would be of similar configuration as the last vehicle purchased, a 2014 Interceptor SUV.

The cost of a vehicle, full equipped is expected to be \$36,650, which is consistent with the last vehicle purchased. The breakdown is as follows:

2016 Ford Utility Interceptor (State Contract)	\$27,500
Accessories Lights, Siren, Partitions, Window Protection, Shotgun Rack, Computer Mount, Console, Electrical Outlets, Anti-Theft, and Installation of all equipment	\$8700
Vehicle Graphics	\$450
Total Cost	\$36,650

The 2014 SUV was approved at \$39,298.28 which included the cost of a police radio which is now a part of a separate project.



301 N.W. Flagler Avenue • Stuart, Florida 34994  
(772) 692-4344 • Fax: (772) 692-4341 • E-mail: captecinfo@gocaptec.com

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## MEMORANDUM

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Date: June 23, 2016

To: Pam Mac'Kie Walker, Town Manager & Town Commissioners  
**TOWN OF SEWALL'S POINT**  
1 S. Sewall's Point Road  
Sewall's Point, FL 34996  
(772) 287-2455

From: Joseph W. Capra, P.E., Town Engineer  
**CAPTEC ENGINEERING, INC.**  
301 NW Flagler Avenue  
Stuart, FL 34994  
(772) 692-4344

RE: Town of Sewall's Point Workshop Agenda Item

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Dear Town Manager and Commissioners,

Since our last work shop meeting, the Board gave priority to the S. Sewall's Point Road improvements. Therefore, I have prepared a revised draft Capital Improvement Project (CIP) chart and map exhibits that describe improvements along S. Sewall's Point Road from Town Hall to High Point.

In May, the CIP chart had several items relative to S. Sewall's Point Road. They included Mandalay/Marguerita Improvements, Ridgeland to Sewall's Meadow Drainage Improvements, Raise and Overlay Road Improvements, Baffle Boxes and Flap Gates. This new CIP chart has been divided into 4 different phases working from South to North to complete in the next 7 years. This assumes that all underground improvements will be put in-place prior to rebuilding and overlaying the roadway.

This includes storm sewer, sanitary sewer and roadway improvements. I had to prepare a concept plan of the future sanitary sewer layouts for pressure mains/low pressure mains, gravity mains and consider what is built and how items tie together. We laid out lift stations that pump the sewage to the SR A1A intersection lift station. This chart only considers building the items that impact the road. However, no lift stations are being constructed in this S. Sewall's Point Road project.

Based on comments, I have included all the storm improvements which entail adding outfalls / retention areas / underground storage in exfiltration / baffle boxes and also include land acquisition in the CIP Plan.

This construction sequence is from South to North to avoid impacts to new construction. This could change if sanitary sewers are given a priority, where the tie in to sewers is at the northern end at SR A1A. The number of phases could also change depending on the Boards recommendations.

In addition, attached is the previously described Capital Repair and Replacement Planning / Maintenance chart which describes the maintenance project chart planned out until 2041.

There is a lot of data depicted in these forms and this material can be presented differently based on your preference. Items have been broken out to show sewers / land acquisition / etc., in order to note that different funding mechanisms may need to be provided.

Please contact me for clarification.

# Town of Sewall's Point

## Capital Construction Project Costs and Priorities (CIP) and Maintenance Projects



**DRAFT**

Town Commission Meeting

June 28, 2016

# Phase 1 High Point to Sewalls' Meadow



## In This Phase:

- Drainage Improvements (Marguerita Pond/outfall/control structure, exfiltration trenches)
- Force Main (along west side of SSPR at Island Road)
- Low-Pressure Main Force Main (along SSPR connecting existing Subdivisions)
- Utilities (adjust valves, manholes, add dry utilities at ROW)
- Roadway Improvements (raise SSPR, add curb and gutter)
- Lift Station (locations / cost not included)
- Easements (for LPFM, FM at certain locations) – Land Acquisition (for drainage improvements across from Marguerita)

## Phase 2 Sewall's Meadow to Pineapple



### In This Phase:

- Force Main (along west side of SSPR)
- Low-Pressure Force Main (along SSPR connecting existing subdivisions to sewer system)
- Gravity Sewer (along SSPR connection gravity system at Kingston Ct to sewer system)
- Drainage Improvements (baffle box at Kingston Ct outfall, inlet baskets, flap gates, exfiltration trenches)
- Utilities (dry utilities to be placed at ROW)
- Easements (along east side of SSPR for LPFM from Sewall's Meadow to Kingston)
- Roadway Improvements (milling and overlay)
- Lift Station (location / cost not included)

## Phase 3 Pineapple to Ridgeland



### In This Phase:

- Force Main (from Pineapple Lane to Ridgeland Dr along west side of SSPR)
- Low-Pressure Force Main (connecting existing Subdivisions to sewer system)
- Drainage Improvements (add Homewood Outfall, exfiltration trenches, connect outfalls)
- Utilities (dry utility conduits to be placed at ROW)
- Easements (for LPFM on east side of SSPR, for new Homewood outfall)
- Roadway Improvements (milling and overlay)
- Lift Station (locations / cost not included)

## Phase 4 Ridgeland to Town Hall



### In This Phase:

- Force Mains (from Ridgeland Dr to Town Hall)
- Low-Pressure Force Mains (along SSPR connecting existing Subdivisions)
- Drainage Improvements (baffle boxes for Hillcrest Dr & Heritage Way outfalls)
- Utilities (dry utility conduits to be placed at ROW)
- Easements / ROW (Nehme)
- Roadway Improvements (milling and overlay)
- Lift Station (locations / cost not included)
- Nehme Sidewalk

## Capital Improvement Projects - June 22, 2016

Project	Total	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
<b>South Sewall's Point Improvements</b>									
<b>PHASE 1</b>	\$2,167,400								
General / Roadway / Stormwater / Utility	\$1,000,000			\$1,000,000					
Land / Easements	\$700,000		\$700,000						
Sanitary Sewer	\$47,400			\$47,400					
Administrative / Design	\$105,000	\$105,000							
Administrative / CEI	\$105,000			\$105,000					
Contingency	\$210,000			\$210,000					
Grants*	\$-200,000			\$-200,000					
<b>PHASE 2</b>	\$1,010,450								
General / Roadway / Stormwater / Utility	\$594,250				\$594,250				
Land / Easements	\$30,000			\$30,000					
Sanitary Sewer	\$96,200				\$96,200				
Administrative / Design	\$72,500		\$75,500						
Administrative / CEI	\$72,500				\$72,500				
Contingency	\$145,000				\$145,000				
Grants*	\$-85,100				\$-85,100				
<b>PHASE 3</b>	\$1,606,515								
General / Roadway / Stormwater / Utility	\$871,255					\$871,255			
Land / Easements	\$210,000				\$210,000				
Sanitary Sewer	\$66,260					\$66,260			
Administrative / Design	\$114,750				\$114,750				
Administrative / CEI	\$114,750					\$114,750			
Contingency	\$229,500					\$229,500			
Grants*	\$-150,000					\$-150,000			
<b>PHASE 4</b>	\$1,359,700								
General / Roadway / Stormwater / Utility	\$675,000						\$675,000		
Land / Easements	\$175,000					\$175,000			
Sanitary Sewer	\$140,500						\$140,500		
Administrative / Design	\$92,100				\$92,100				
Administrative / CEI	\$92,100						\$92,100		
Contingency	\$185,000						\$185,000		
Grants*	\$-65,000						\$-65,000		
<b>Emergency Access S. River Road</b>	\$74,063	\$14,813	\$14,813	\$14,813	\$14,813	\$14,813			
<b>Replace Seawalls</b>	\$255,000								
<b>Bridge Replacement</b>	\$500,000								
<b>Construct Swales in Various Subdivisions</b>	\$274,281						\$27,428	\$27,428	\$27,428
<b>Fishing Pier/Boardwalk/Kayak Launch at Mandalay-Marguerita Outfall Area</b>	\$100,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000			
<b>Total</b>	<b>\$7,347,409</b>	<b>\$139,813</b>	<b>\$810,313</b>	<b>\$1,427,213</b>	<b>\$1,057,513</b>	<b>\$1,359,613</b>	<b>\$1,491,578</b>	<b>\$27,428</b>	<b>\$27,428</b>
Sanitary Sewer - Rehabilitation, Lift Station, Grinder Pumps									

Prices are being amended by Martin County

\*Minimum grant submittal amounts

## Capital Improvement Projects - June 22, 2016

Project	Total	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
<b>South Sewall's Point Improvements</b>										
<u>PHASE 1</u>										
General / Roadway / Stormwater / Utility Land / Easements Sanitary Sewer Administrative / Design Administrative / CEI Contingency										
Grants*										
<u>PHASE 2</u>										
General / Roadway / Stormwater / Utility Land / Easements Sanitary Sewer Administrative / Design Administrative / CEI Contingency										
Grants*										
<u>PHASE 3</u>										
General / Roadway / Stormwater / Utility Land / Easements Sanitary Sewer Administrative / Design Administrative / CEI Contingency										
Grants*										
<u>PHASE 4</u>										
General / Roadway / Stormwater / Utility Land / Easements Sanitary Sewer Administrative / Design Administrative / CEI Contingency										
Grants*										
<b>Emergency Access S. River Road</b>										
<b>Replace Seawalls</b>										
<b>Bridge Replacement</b>										
<b>Construct Swales in Various Subdivisions</b>	\$274,281	\$27,428	\$27,428	\$27,428	\$27,428	\$27,428	\$27,428	\$27,428	\$27,428	
<b>Fishing Pier/Boardwalk/Kayak Launch at Mandalay-Marguerita Outfall Area</b>										
<i>Total</i>	\$274,281	\$27,428	\$27,428	\$27,428	\$27,428	\$27,428	\$27,428	\$27,428	\$27,428	
Sanitary Sewer - Rehabilitation, Lift Station, Grinder Pumps										

Prices are being amended by Martin County

## Capital Improvement Projects - June 22, 2016

Project	Total	FY2034	FY2035	FY2036	FY2037	FY2038	FY2039	FY2040	FY2041
<b>South Sewall's Point Improvements</b>									
<u>PHASE 1</u>									
General / Roadway / Stormwater / Utility Land / Easements Sanitary Sewer Administrative / Design Administrative / CEI Contingency									
Grants*									
<u>PHASE 2</u>									
General / Roadway / Stormwater / Utility Land / Easements Sanitary Sewer Administrative / Design Administrative / CEI Contingency									
Grants*									
<u>PHASE 3</u>									
General / Roadway / Stormwater / Utility Land / Easements Sanitary Sewer Administrative / Design Administrative / CEI Contingency									
Grants*									
<u>PHASE 4</u>									
General / Roadway / Stormwater / Utility Land / Easements Sanitary Sewer Administrative / Design Administrative / CEI Contingency									
Grants*									
<b>Emergency Access S. River Road</b>									
<b>Replace Seawalls</b>									
<b>Bridge Replacement</b>									
<b>Construct Swales in Various Subdivisions</b>									
<b>Fishing Pier/Boardwalk/Kayak Launch at Mandalay-Marguerita Outfall Area</b>									
<i>Total</i>									
Sanitary Sewer - Rehabilitation, Lift Station, Grinder Pumps									

Prices are being amended by Martin County

## Maintenance Projects - June 22, 2016

<u>Project</u>	<u>Total</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
North Sewall's Point Milling and Overlay of Side Streets	\$892,540	\$44,627	\$44,627	\$44,627	\$44,627	\$44,627	\$44,627	\$44,627	\$44,627
South Sewall's Point Milling and Overlay of Side Streets	\$1,679,440	\$83,972	\$83,972	\$83,972	\$83,972	\$83,972	\$83,972	\$83,972	\$83,972
Striping & Stop/Traffic Control Sign Replacement	\$83,040								\$8,304
Street Light Replacement	\$253,500								
CAP/CMP Pipe Replacement	\$577,186	\$57,719	\$57,719	\$57,719	\$57,719	\$57,719	\$57,719	\$57,719	\$57,719
Storm Pipe Maintenance <sup>1</sup>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Overall Town Storm Pipe/Inlet Replacement	\$4,246,853								
Maintain Seawalls <sup>1</sup>	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Bridge Maintenance <sup>1</sup>	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Maintain Existing Swales along South Sewall's Point Road	\$276,708	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068
Park Maintenance <sup>1</sup>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Various Town Park Improvement	\$190,000	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500
Sidewalk Maintenance <sup>1</sup>	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Lake/Retention Area Maintenance <sup>1,2</sup>	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
<i>Total</i>	<i>\$8,246,767</i>	<i>\$254,386</i>	<i>\$262,690</i>						
1. Maintenance per Year - Not included in Overall Total									
2. Monthly mowing is not included									

## Maintenance Projects - June 22, 2016

<u>Project</u>	<u>Total</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>FY2030</u>	<u>FY2031</u>	<u>FY2025</u>
North Sewall's Point Milling and Overlay of Side Streets	\$892,540	\$44,627	\$44,627	\$44,627	\$44,627	\$44,627	\$44,627	\$44,627	\$44,627
South Sewall's Point Milling and Overlay of Side Streets	\$1,679,440	\$83,972	\$83,972	\$83,972	\$83,972	\$83,972	\$83,972	\$83,972	\$83,972
Striping & Stop/Traffic Control Sign Replacement	\$83,040	\$8,304	\$8,304	\$8,304	\$8,304	\$8,304	\$8,304	\$8,304	\$8,304
Street Light Replacement	\$253,500								
CAP/CMP Pipe Replacement	\$577,186	\$57,719	\$57,719						\$57,719
Storm Pipe Maintenance <sup>1</sup>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Overall Town Storm Pipe/Inlet Replacement	\$4,246,853			\$283,124	\$283,124	\$283,124	\$283,124	\$283,124	
Maintain Seawalls <sup>1</sup>	\$5,000	\$5,000	\$5,000						\$5,000
Bridge Maintenance <sup>1</sup>	\$5,000	\$5,000	\$5,000						\$5,000
Maintain Existing Swales along South Sewall's Point Road	\$276,708	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068
Park Maintenance <sup>1</sup>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Various Town Park Improvement	\$190,000	\$9,500	\$9,500						\$9,500
Sidewalk Maintenance <sup>1</sup>	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Lake/Retention Area Maintenance <sup>1,2</sup>	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
<i>Total</i>	<i>\$8,246,767</i>	<i>\$262,690</i>	<i>\$262,690</i>	<i>\$468,595</i>	<i>\$468,595</i>	<i>\$468,595</i>	<i>\$468,595</i>	<i>\$468,595</i>	<i>\$262,690</i>
1. Maintenance per Year - Not included in Overall Total									
2. Monthly mowing is not included									

## Maintenance Projects - June 22, 2016

<u>Project</u>	<u>Total</u>	<u>FY2034</u>	<u>FY2035</u>	<u>FY2036</u>	<u>FY2037</u>	<u>FY2038</u>	<u>FY2039</u>	<u>FY2040</u>	<u>FY2041</u>
North Sewall's Point Milling and Overlay of Side Streets	\$892,540	\$44,627	\$44,627	\$44,627					
South Sewall's Point Milling and Overlay of Side Streets	\$1,679,440	\$83,972	\$83,972	\$83,972					
Striping & Stop/Traffic Control Sign Replacement	\$83,040								
Street Light Replacement	\$253,500	\$50,700	\$50,700	\$50,700					
CAP/CMP Pipe Replacement	\$577,186								
Storm Pipe Maintenance <sup>1</sup>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Overall Town Storm Pipe/Inlet Replacement	\$4,246,853	\$283,124	\$283,124	\$283,124	\$283,124	\$283,124	\$283,124	\$283,124	\$283,124
Maintain Seawalls <sup>1</sup>	\$5,000								
Bridge Maintenance <sup>1</sup>	\$5,000								
Maintain Existing Swales along South Sewall's Point Road	\$276,708	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068	\$11,068
Park Maintenance <sup>1</sup>	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Various Town Park Improvement	\$190,000								
Sidewalk Maintenance <sup>1</sup>	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Lake/Retention Area Maintenance <sup>1,2</sup>	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
<i>Total</i>	<i>\$8,246,767</i>	<i>\$510,991</i>	<i>\$510,991</i>	<i>\$510,991</i>	<i>\$331,692</i>	<i>\$331,692</i>	<i>\$331,692</i>	<i>\$331,692</i>	<i>\$331,692</i>
1. Maintenance per Year - Not included in Overall Total									
2. Monthly mowing is not included									