

## **CITY MANAGER REPORT**

The following is my report for the Council's regular meeting of July 27, 2021.

### **A. ACTION ITEMS**

#### **1. Algonquin Sport Complex Master Plan**

You will recall I previously reported that Altara Warren, Executive Assistant/Special Projects Coordinator, submitted a grant request to the Florida Department of Economic Opportunity's (DEO) Community Planning Technical Assistance grant program to develop a Master Plan for the undeveloped portion of the Algonquin Sports Complex. The proposal for this project is to utilize the services of the East Central Florida Regional Planning Council (ECFRPC) to complete this project.

Despite the phenomenal efforts of Ms. Warren, the City was unsuccessful in obtaining this competitive grant. However, this project is vitally important to the community and is a top priority of the Mayor and City Council. Staff would like to continue with the development of this community driven Master Plan for the Algonquin Sport Complex. The ECFRPC is prepared to proceed with this exciting project, utilizing the Scope of Work from the DEO grant submittal, at a cost of \$43,000. This project would occur over two fiscal years (FY 21 and FY 22) and funds have been appropriated for this project in both fiscal years.

#### **2. Amendment to City Travel Reimbursements and Advances Policy**

At the May 11, 2021 City Council Meeting, a new Travel Reimbursements and Advances Policy was approved. In utilizing this new policy, it has been revealed that a scrivener error exists on page seven of the policy related to lodging reimbursements for out of county travel. Staff is requesting approval of the following amendment:

##### **Section 3.3**

B. Lodging – Travelers will receive reimbursement of lodging expenses if the expenses are necessary, reasonable, are based on a single occupancy rate and are substantiated by paid receipts.

##### **i. Overnight travel**

- a. Prior to the event, may be authorized for reimbursement if the destination is out of the County, more than ~~400~~ 50 miles from City Hall, and the meeting time or first required session begins at 9 a.m. or earlier the next day.
- b. In the event the authorized travel is out of the County and for multiple days, overnight travel may be authorized with checkout on the last day of the conference.