



# AGENDA ITEM REQUEST FORM

Item No. 16

**Town Manager**

Department Submitting Request

**Connie Hoffmann** *CH*

Dept Head's Signature

**REGULAR  
COMMISSION MTG**  
**Meeting Dates - 7:00 PM**

**DEADLINE TO  
Town Clerk**

**ROUNDTABLE  
MEETING**  
**Meeting Dates - 7:00 PM**

**DEADLINE TO  
Town Clerk**

- Nov 9, 2010
- Dec 7, 2010
- Jan 25, 2011
- Feb 22, 2011
- Mar 22, 2011

- Oct 29 (5:00 pm)
- Nov 30 (5:00 pm)
- Jan 14 (5:00 pm)
- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

- Nov 22, 2010
- Dec 14, 2010
- Jan 11, 2011
- Feb 8, 2011
- Mar 8, 2011

- Nov 12 (5:00 pm)
- Dec 3 (5:00 pm)
- Dec 30 (5:00 pm)
- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

**\*Subject to Change**

- |                                       |   |                                       |                                       |
|---------------------------------------|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports        | <input type="checkbox"/> Consent      | <input type="checkbox"/> Ordinance    |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Old Business | <input type="checkbox"/> New Business |

**SUBJECT TITLE: Town Manager Report**

**EXHIBITS:** Memo dated 1/21/2011 from Town Manager with project status spreadsheet

10/26/2010

*CH*

# Town of Lauderdale-by-the-Sea

## OFFICE OF THE TOWN MANAGER

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### Memorandum

**Date:** January 21, 2011

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

**From:** Connie Hoffmann, Town Manager 

**Subject:** Town Manager's Report

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#### Planning Issues

We have retained the services of a top-flight planner, Cecilia Ward, to evaluate the Town's various planning documents and regulations (Comprehensive Plan, Charter, Zoning Code, LDRs, the Master Plan, the Goodkin Report, etc) and help us develop a game plan for assuring that the planning documents that govern us are in sync with each other and that we have the planning tools we need to implement the Comprehensive Plan and the Master Plan.

I would like to schedule a workshop with the Town Commission and members of the Planning & Zoning Board and Master Plan Steering Committee in late February (possibly February 23<sup>rd</sup> or February 24<sup>th</sup>), at which Ms. Ward would make a presentation on her findings and recommendations. This workshop will be an important step in defining the planning strategies and code modifications that needs to be adopted in order to achieve the goals and objectives of the Comp Plan and the Master Plan.

#### Directional Signs for A1A Parking Lot

The DOT-approved signage was installed today (Friday) on A1A and Commercial directing drivers to the A1A parking lot. Hopefully, this will improve the visibility and utilization of the A1A lot.

In a walk through Town this week with an architect and landscape architect, they made the interesting observation that it is not clear to the driver that the Town's parking lots are municipal parking lots and that the impression – until the driver sees the meters – is that they are private parking lots. In the case of the El Prado, drivers don't see meters.

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This points out the need for consistent way-finding signs or some consistent landscape or architectural features that “announce” this is public property.

### **Public Safety Building**

You may have noticed that the pool in front of the public safety building is gone, the hole filled and covered with mulch. We are getting a preliminary drawing and estimates of the cost of eliminating the back out parking and creating a parking lot there that would also incorporate the area where the trailer sits. We will bring the drawings and estimates to the Commission for review and discussion.

### **Status of Assignments**

An updated spreadsheet that reports the status of various projects and assignments is attached.

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**TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS**

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>RESOLUTIONS &amp; ORDINANCES</b>		
Sign code revisions	Town Atty proposed revisions to sign code to reflect current case law and to make it easier to follow. P&Z Board reviewed and approved the revisions to the ordinance but wanted to review full content of sign code once these housekeeping revisions are made. Commission on 10/12 decided that all sign code revisions should be made at one time & referred the issue back to the P&Z Board to study the issue, get citizen and business input, & make recommendations to the Commission. The item was deferred at the November P&Z meeting and was discussed at their January meeting. The Board decided they need to consider additional information.	back to P&Z in February
Comp Plan Updates: Greenhouse Gas and Schools	These updates were reviewed by the P&Z Bd in June & July. Notice of intent approved at Aug 25th mtg. Commission approved 1st reading & transmittal of plan amendments to DCA in September. We received the DCA's comments last week and are reviewing them.	Spring 2011
Revisions of Parking Regulations to spur economic development	This has been the topic of P&Z and Commission meetings for several months. The ordinance implementing a 4 year parking exemption window for restaurants is on the January 25th agenda on second reading.	January 25th

**TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS**

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>ADMINISTRATIVE ISSUES</b>		
Outdated Technology	ATM Bentley asked the County's IT Dept to review the hardware proposals to advise us if the recommendations are sound. They have advised that they are, but suggested the Town may be able to hook into another government's hardware, or place our hardware off-site at a "hardened" facility (IT lingo for a building that is hurricane-proof), and hooking into another gov'ts telephone system in order to reduce costs & have an even more robust system than we could otherwise afford. The County Manager's Office now has to authorize County staff to proceed to develop a more detailed cost proposal. The County also made some suggestions regarding our telephone system. We are getting cost proposals from other telephone providers to compare to the costs that the County eventually proposes.	dependent on County staff
Personnel Policies	Policies are outdated and need a substantial overhaul; Town Manager has completed about 2/3 of the revisions and hopes to bring the final product to the Commission in February.	February
Purchasing Policies	We are in the process of drafting revisions to the Purchasing policy and will bring them to the Commission in March.	March
Town Website Improvements	Funding proposed in FY 2010/2011 budget to improve the website from the user's perspective & reflect the brand image that the Town decides upon. Reworking the website will occur after our computer hardware upgrades are completed and the brand image is agreed upon. At 9/20 meeting the Commission asked that the website be designed so that residents could log on and ask for information of the Town. TC wants to be advised when the Town has the capability of sending email blasts.	

**TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS**

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>BUDGET</b>		
Current Year Budget vs. Actual Analysis	The summary report for FY 2009/2010 was included with the Town Manager report on the Dec. 7th Commission agenda. We will provide a report to the Commission on the first quarter's revenues and expenditures to the Commission in the monthly finance report for December. A more detailed analysis will be provided to the Commission mid-way through the fiscal year.	First quarter report in February, I
Chamber of Commerce Funding request	Contract with the Chamber is on the January 25th agenda.	January
Town Attorney Agreement	Commission approved continuation of Town Attorney's services on an hourly rate basis. Tatty has agreed to forgo scheduled hourly rate increases in FY 2011 and 2012. Tatty budget reduced to \$400,000. TMgr & Tatty to work together to control costs. We are to reschedule a discussion of the possibility of going to a fixed retainer/hourly rate combo in next year's budget deliberations.	revisit in June
Employee Health-Related Insurance Programs	Fin Dir will prepare RFP for health insurance broker services in preparation for bidding for coverage for next fiscal year. Employee Committee to be set up to review suggestions broker has for how benefits are provided in future.	health insurance bid evaluations to Commission in July

**TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS**

<b>PROJECT AREA</b>	<b>STATUS</b>	<b>TO COMMISSION/ COMMITTEES</b>
<b>CAPITAL PROJECTS</b>		
A1A Landscape/Streetscape LAP Project Pine Island to Terra Mar	We have extended the FDOT LAP agreement and Post Buckley's design contract as approved by the Commission on Dec. 7th. We have given Post Buckley our final suggestions on all issues except for the architectural element on the wall/bench, the drawings of which are being revised. The architectural element will go to the MPSC at their next meeting and ultimately to the Commission.	MPSC & Commission in February
El Mar Dr Streetscape Project	MPSC recommendations have been provided to the Commission. Commission needs to direct staff whether to cost out the project as MPSC has recommended (includes burying utilities).	
Stormwater Projects	Work orders have been issued to Chen to design the two smaller drainage projects budgeted this year. A survey has been ordered for the downtown core area, as that will be needed in any drainage design for that area, as well as for the El Mar streetscape project. We will next be working on an RFP for do the engineering analysis and design of the downtown core drainage project.	
Tennis Court lighting	Since the Sept 20 roundtable discussion of this issue, info on tennis revenue # of keys issued provided in October Town Mgr's report. We also had a lighting analysis done of the existing lights and received suggestions on a less expensive solution, but it requires using the existing poles. A structural engineer is doing the wind load calculations to determine if the existing poles can carry the new lights proposed. If they can, we will have an electrician prepare a cost estimate of rewiring the existing poles and also look at the cost of putting additional coats of fiberglass on the poles.	March
Public bathroom facilities near beach	Commission decided to defer decision until master plan update addresses the issue.	Summer 2011
Coral Reef Project	We have not received a signed contract yet from Global Coral Reef Alliance and have been advised that Dr. Goreau is out of the country, but will return next week.	February
Terra Mar Entranceway	Commission discussed need to provide for neighborhood improvement projects such as this in the Master Plan and agreed to leave in five year funding for such projects. Staff to draft a policy for neighborhood entryways and other neighborhood projects and how they would be funded. We have a second opinion on the cost estimates Chen prepared for this project, which indicate it should cost somewhat less than Chen estimated.	February - Neighborhood Projects Policy

## TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>PLANNING &amp; DEVELOPMENT ISSUES</b>		
4337 Seagrape Drive drainage	<p>1. The permit was issued and was picked up by the customer on 9/15/10. There have not been any inspections called in as yet. Work has not been done. Bldg Official has left several notices for owner to contact him, but owner has not responded. Dev Svcs Dir tried unsuccessfully to contact owner 11/4.</p> <p>2. The property owner (Vitale) submitted a request for extension to the Magistrate on September 15, 2010. The Magistrate granted an extension for 90 days (until December 14, 2010).</p> <p>3. Owner requested more time. Magistrate granted an additional 90 days to complete to complete the work.</p>	
Building Services Options	Staff has prepared a draft RFP for building permitting, inspections and code enforcement services. We intend to run it by potential service providers for review & comment before we issue it.	April

## TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>FINANCIAL MATTERS</b>		
Banking Services Agreement	Town consolidated various Sun Bank accounts effective October 1. TAtty advises that, with notice, Town can terminate existing agreement. Staff is preparing an RFP to go to market for banking services agreement proposals.	Winter 2011
Improve efficiency in finance operations	Consultant identified numerous efficiency improvement opportunities & is now implementing them as Acting Finance Director. Software upgrades to the financial system have been purchased and installed. Training on those modules is next. Progress report will be made to the Commission in Spring 2011.	March
Cash/Investment Report	To be submitted quarterly to the Commission. Report will be sent to the Commission in early February.	February, April, July, October
Sewer Rate Analysis	Sewer rates were analyzed and options presented to the Commission on rate increases in November and again in December. The Commission adopted an ordinance increasing sewer rates on first reading in December. Letters were sent to condominiums advising them of a potential rate increase in November and of the specific rate proposal last week. A postcard advising all Town sewer customers of a proposed rate increase and the date and place of the public hearing (Jan. 25th) on the rate increase was mailed earlier this month. An article was also put in Town Topics on the proposed rate increase.	January
Engineering Analysis of Condition of the Town's Sewer System	We are working on preparation of an RFP for engineering services for the analysis of the condition Town's sewer system. We expect to release the RFP in February and bring back recommendations to the Commission on hiring a firm in the Spring.	
Audit of 2010 Town Finances	The audit is progressing on schedule. We expect to convene a meeting of the Audit Committee in February so the auditors can update the members of that Committee. The audit report will be provided to the Commission in March and the auditors will meet with the Commission to discuss it.	Audit Committee in February, Commission in March
Grants Applications	Town submitted an application to the Coastal Partnership Grant program for assistance with the coral reef project monitoring costs and for educational signage on the beach. Town also submitted a CDBG application for continued operation of the seniors program.	
LETF Reimbursement	Town returned \$79,000 to LETF as public safety building project came in well under the appropriation for it. Commission asked that we come back with the cost of providing high definition cameras that can capture license plate #'s clearly. TM signed form that authorizes BSO to begin the LETF proposal process. Chief LLerena indicates BSO downtown office is processing the request and they will develop the costs for the cameras. (The infrastructure needed to support new cameras in the process of being purchased and installed.)	

**TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS**

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>OTHER ACTION ITEMS</b>		
Collection of yard waste	Research on issue of how yard waste is to be disposed of. This assignment was not given high priority in the Town Mgr's goals, so is dormant at the moment.	
Lease of warehouse	Letters being sent to adjacent City Managers to see if their cities have any interest in renting the warehouse space. RFP for a leasing agent will go out in early February.	
Revisions to Special Events Policy	Staff to draft amendments to policy to allow for TMgr approval of some events; fee schedule to reflect \$200 for annual events or higher #?; look at issue of a Traffic control officer being mandated at some events (discuss w Police Chief). This project is still on the back burner due to other priorities.	
Reso 1222 - Retiree Health Insurance	Repeal of that resolution is on the January 25th agenda.	January
Charter Review Board	City Clerk has researched how Town did this last time and has prepared a report for Commission review. Commission will discuss what qualifications someone should have to serve on the Board.	February Roundtable
Investigation of Missing Halloween & Easter Items	List of items of significant value missing were provided to BSO on November 3rd. The Police Chief has advised that the investigation is active and it is the Sheriff's policy not to comment on the status of active investigations.	
Regulation of Beach Recreational Uses	Workshop set up for January 25th at 5 pm. Staff researched other Broward coastal cities' practices.	January
40 Year Inspections Code Hearings	Report was provided to the Commission on the status of the 40 year Inspections in November. We have asked the County to consider whether LBTS 40 year inspections violations cases can be heard by the Town's magistrate rather than by the County Board.	
Commission Districts Study	Intent is to hire a university to do analysis of balanced districts for the Commission election in 2014; RFP for study to Commission in Spring 2012 so that districts can be designated by September 2012 as required by Charter Article 6-6.1 (5).	Spring 2012

**TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS**

<b>PROJECT AREA</b>	<b>STATUS</b>	<b>TO COMMISSION/ COMMITTEES</b>
<b>OTHER ACTION ITEMS (Continued)</b>		
Solid Waste Disposal Issues	The TC appt'd Comm. Sasser as the Commission's liaison on solid waste disposal strategies. A sufficient number of cities did not sign the proposed ILA for solid waste disposal by the December 31 deadline. Town Mgr has been in consultation with other City Managers re strategies for dealing with the problems in the proposed ILA. A special meeting of the Broward County City & County Managers Association was held last week to discuss the issues and the Town Manager attended that meeting and participated in the discussion. Miramar is preparing an RFP to seek an alternative disposal provider and has asked other cities to join in their RFP. A 5 member City Manager group will work with Miramar on their RFP. LBTS staff will stay abreast of their work and will bring back to the Commission a recommendation on whether we should join in the Miramar RFP.	March
Accelerated Recycling Efforts	Commission agreed at October roundtable that they would like to pursue methods to increase the volume of recycling done in Town. Research is being done and we will discuss options with Choice.	March

## TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>PUBLIC SAFETY</b>		
Renegotiation of BSO contract	We are gathering copies of the most recent contracts BSO has entered into with other cities as background research for negotiations.	June
<b>MASTER PLAN &amp; PRIORITIES</b>		
Town Manager Performance Plan	Performance goals set. Evaluation to occur in September 2011.	September
Preparation of Strategic Plan	The original suggestion was to hold a series of community meetings this winter to engage stakeholders (residents, business owners, seasonal residents, visitors) in defining strategic priorities for the Town. When the work on the Master Plan update is completed, those recommendations were to be merged into the Strategic Plan implementation program. However, I've come to realize that the work of updating the Master Plan and implementing it will consume so much staff time and effort that it makes more sense to me now that we defer development of a larger strategic plan.	
Updating Master Plan	The Town Mgr facilitated the MPSC's review and preparation of recommendations to update and modify the various elements of the 2004 Master Plan. The MPSC's recommendations were reviewed by the Commission on January 11th and will be discussed again at the January 25th meeting. Consultants have been engaged to assist us in the ground work that has to be done to implement the Master Plan including a full review of the Town's planning framework, economic vitalization, prioritization/guidance, and development of a finance plan for the Master Plan.	
Speaker Series on Urban Design & Redevelopment	We had great attendance at our first presentation in the series by David Sucher, author of <i>City Comforts</i> on Friday, Jan 7th and at the Town walk the next day. Feedback has been very positive from those who participated and we have also been told a good number of people watched the presentation on Channel 78. We have confirmed that the Dean of the University of Miami's School of Architecture and famed Seaside planner Elizabeth Plater-Zyberk will be our second speaker on March 1. Another architect will be our third speaker later in March and will speak on the topic of the design characteristics of the large number of buildings in LBTS built in the Miami Modern design style.	March

**TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS**

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>TRAFFIC/PARKING ISSUES</b>		
Imperial Lane Traffic Calming	County Traffic Engineering has rejected both plans we submitted to them. ATM Bentley met with neighborhood residents in December to discuss possible next steps and indicated the Town will work with them on a neighborhood entryway project proposal.	
Trial Valet Project	A report on the valet trial program is on the January 25th agenda and staff has recommended we approve continuation of the valet program for an additional six months.	January
Open outlet to alley from Pier pig lot	Walter Keller did on-site evaluation on Aug 5th and provided recommendations Aug 13th. Copy given to Pier tenants to evaluate their costs of implementing it. The pier tenants have taken no action to implement the plan.	
Bel Air traffic light issues	Task order is being given to Traffic Engineering consultant to do the traffic count at this location during peak season.	May
Town-wide Parking Operations Study	Consultant Walter Keller finished the analysis of the existing parking inventory. RFP responses on the operations study came in at costs higher than expected, with the exception of one proposer who was highly rated by the review committee. ATM Bentley has reduced the scope of service both to keep costs down and in light of other parking work we have done recently. We expect to execute a contract shortly for the study. (Cost will be within the TMgr's authority to execute.)	
Upgrade Parking Meters	The Commission authorized the purchase of three multi space pay stations in December and they are on order and should be delivered in a matter of weeks. The Finance Director & ATMgr have been working on getting competitive proposals for a credit card processor for the pay stations (and so we can accept credit card payments at Town Hall for other payments, too). Comm. Sasser has been of great help to them on the credit card solicitations. The multi space meters cannot be installed until the credit card processor contract is awarded and the meters programmed by that company. We hope to install the pay stations and have them operational late in February.	
Expand Sun trolley to LBTS	Mayor interested in possibility of having the Sun Trolley in Fort Lauderdale expand into LBTS or having Pelican Hopper go to Galt Ocean Mile to meet it; investigate option of using Pelican Hopper grant to do so.	
Wings Parking Lot	After notice of Town legal action, Wings submitted the deed to the Town. The wall between the two parking lots has been removed and a landscaping plan being developed. Next step is to develop a design to join the two parking lots.	

## TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>COMPLETED ASSIGNMENTS FOR 2011</b>		
Payment of past commitment to Chamber of Commerce	Made \$9400 payment to the Chamber in October.	
Volunteer Fire Department budget & Agreement	Amendments to the agreement that affect annual payments to the VFD, use of the fire apparatus & equipment reserve, collection of fire inspections fees were approved by the VFD membership on 10/11 and by the Commission on 10/12.	
Increased fees for resident permits, and parking rates at corner of Bougainvillea & Commercial	Fee increases instituted and meters changed out on Bougainvillea in October.	
Non-profit & church waiver from temporary sign fees	Adopted in November	
Contracts w Recreation Instructors	Commission approved in Fall, 2010. Karate Instructor has withdrawn due to lack of participation. There has been insufficient interest in paid tennis lessons to conduct the group lessons. One free tennis clinic was held.	
Year-End Budget Adjustments	Commission approved a few adjustments in November 2010.	
Choice Environmental Negotiations on mixed use & multi family carts issues	Mixed used rate change approved in Summer. Revisions to multi-family cart requirements adopted in November and took effect in January, 2011.	
Priorities Discussions	Commission identified top priorities in November.	
Business Uses	Commission adopted an ordinance on second reading in November that significantly expanded the uses allowed in Town.	
New Years Eve Pelican Hopper Service	Staff worked out the details of the New Years' Eve service schedule with the community bus contractor and several Town merchants donated funds to pay for the service. A total of ____ persons rode the Hopper New Years' Eve.	
Notice on Channel 78 re VFD fire safety programs	At 9/27 meeting, TC asked that we put a notice and contact info that VFD can come to multi-family residences to do presentations on fire safety, do a drill, etc. That was done.	
Red light camera for Comm'l/A1A intersection	Staff researched the changes to the red light camera programs resulting from the state's decision to regulate it and keep a good share of the resulting revenues, the costs to implement such a program, and various other operational issues and reported our findings to the Commission in October. The Commission made the decision not to implement red light cameras in LBTS at this time.	