



Item No. 86

AGENDA ITEM MEMORADUM

Town Manager

Connie Hoffmann

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Dec 13, 2011	Dec 2 nd

**Subject to Change*

- Presentation Reports Consent Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Town Manager's Monthly Report

EXHIBIT(S): Memo dated 12/8/2011 from Town Manager
Significant Assignment/Projects List

Reviewed by Town Attorney
 Yes No

Town Manager Initials CH

Town of Lauderdale-by-the-Sea

OFFICE OF THE TOWN MANAGER

Memorandum

Date: December 8, 2011

To: Mayor Roseann Minnet
Vice Mayor Stuart Dodd
Commissioner Birute Clotney
Commissioner Scot Sasser
Commissioner Chris Vincent

From: Connie Hoffmann, Town Manager *CH*

Subject: Town Manager Report

Town Elections Meet the Candidates Forum

The League of Women Voters has agreed to moderate a candidate forum on Wednesday, January 11th at Jarvis Hall at 7 p.m. It is my understanding that both candidates approved the date.

Questions that residents or property owners would like to see the candidates answer should be submitted to Carol Smith of the League of Women Voters at the following email address – csmith@att.net. Please specify that it is for the LBTS Forum.

North A1A Beautification Project

It seems that people have objections to whatever different trees we propose to plant along the roadway. There are some opponents to the decision made at the last Commission meeting to substitute gumbo limbos for many of the oaks that had been objected to previously.

I walked the roadway last week with Assistant Town Manager Bud Bentley and Carnahan Proctor Project Manager Raul Mederos to understand first-hand what all the fuss was about. In reviewing the original planting recommendations, Raul showed us several situations where the tree planting plan needed to be modified for the sake of practicality. He also showed us situations where the adjacent condominium had requested modifications that made sense and a few where they did not. Raul is doing a good job trying to work through the issues and I think he is using good judgment on tree placement and species alterations. There are places where the oaks are appropriate,

others where gumbo limbos make sense, others where palms will look best, and others where beautiful leaf will work fine. We will limit the use of Sea Grapes because the pruning and maintenance requirements of those trees will place additional burden on Town staff or increase our tree trimming costs.

I would ask the Commission to reconsider the decision made at the last meeting to replace the oaks with gumbo limbos and, instead, allow staff and Raul to make field adjustments to the original planting plan appropriate to field conditions.

Successful World Record Dive by Allen Sherrod

Scuba diver Allen Sherrod broke the world's record for the longest dive in saltwater on Saturday, Dec. 3rd here in Lauderdale-by-the-Sea. He spent his time underwater near the Town's new Biorock artificial reef. Allen entered the water on Thursday, Dec. 1, and emerged at 10:25AM on Saturday. He broke the 48-hour record by just under five minutes. Even though extremely rough sea conditions prompted Allen to come out of the water 90 minutes earlier than expected on Saturday, the media was notified in time and the Town received a tremendous amount of favorable television coverage. Channels 4, 6, 7 and 10 all aired stories on the world record. The Sun-Sentinel ran a feature article and photo of Allen the next day in the Sunday paper. A documentary on Allen breaking of the world record is in the works (our Vice Mayor was interviewed on camera for this two weeks ago). The event and the Town were also mentioned a few times on Scuba Board, the world's largest online diving community.

Staffing Issues

Glenn McCormick joins the staff Monday, December 12th as the new Deputy City Clerk. Glenn comes to us from Broward County, where he has served as a Grant Administrator and an Administrative Manager. He has had responsibilities researching and writing grant applications, administering grants; he has done project and contract administration, been involved in RFPS and selection committees; has transcribed minutes and worked on preparing agenda and backup materials, etc. He has worked on FEMA documentation, he has experience as an EEOC analysts. Glenn has a bachelors' degree from the University of Florida in Political Science and public Administration and a law degree from Stetson.

Glenn has attended several LBTS Town Commission meetings in advance of getting the job, which showed initiative and a desire to understand the arena in which he will be working. June and I are very glad to have him join the team. You will have an opportunity to meet him on Tuesday night.

We have completed interviews with the six finalists for the Projects Manager position and are doing background and reference checks on our first choice, a highly experienced individual in both the private and public sectors.

Biorock Reef Project

Dr. Goreau has advised us that the buoys are renovated, repaired and ready to be deployed. If weather cooperates, that may happen this weekend.

Broward County renewed our permit for the project this week for a period of five years. They also incorporated the new buoy design and location of the reef structure into the permit.

The maker of the documentary on Allen Sherrod's world record dive advised us he is working on a brief video on the Biorock project for Visit Florida, which is the State's tourism agency. Visit Florida wanted the video by January, but the visibility was very poor over the weekend due to the high seas and winds so the film maker will talk to them about returning in better conditions, sometime in the spring. By then, not only will visibility have improved, but there will be more to show on the artificial reef after several months of electricity being delivered to the frames.

The status report on assignments and pending items is attached.



A1A/OCEAN DRIVE HARDSCAPE AND LANDSCAPE ENHANCEMENTS

PROJECT DESCRIPTION

The A1A Hardscape and Landscape Enhancement Project provides for the construction of brick paver bus stops, brick paver corner treatments and landscaping along A1A from Pine Ave to Terra Mar Drive. The bus stop treatment areas will receive new decorative bus benches and trash receptacles. The existing newspaper gang boxes will be relocated to these locations as well. The corner treatment areas will have a concrete decorative seat wall ending in a small concrete pillar with decorative relief icon. Landscaping will be an integral part of the enhancements throughout the corridor as well as around the new bus stops and corner treatment areas.

Contractor: Horizon Contractors

Notice to Proceed: September 1, 2011

Start of Construction: September 26, 2011

Original Contract Amount: \$491,204.00

Current Contract Amount: \$491,204.00

Original Completion Date: February 23, 2012

Current Completion Date: February 23, 2012

Amount Earned to Date: \$51,220.80

PROJECT UPDATE – December 5, 2011

- Installation of corner treatments and seat wall on the east side are about 70% complete
- Installation of the brick pavers at the above corner treatments is expected to begin this week; materials have been delivered
- Demolition of the sidewalk and preparation for the pavers is complete on the east side; contractor has started to demo and prep for the proposed locations on the west side.
- The sidewalk on the east side is open for pedestrian use while the demolition continues on the west side.
- Landscaping has begun and are about half way up the east side with the large plant material.

CEI for the Town of Lauderdale by the Sea:
Town Project Manager:
Assistant Town Manager:

Raul Mederos (786) 295-0909
Helen Gray (954) 776-0576
Bud Bentley (954) 640-4200

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
ADMINISTRATIVE ISSUES		
Town Website Improvements	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. PIO looked into software to do this, but its complicated and project not deemed a priority, so we have not pursued it further. TC wants to be advised when the Town has the capability of sending email blasts.	
Benihana ROW License Renewal	Discussed w Commission in October & consensus was to negotiate a cross access easement. Benihana did make their annual license payment in the same amount as last year (\$20,987) at Bud's request as a show of good faith. (The license payment is scheduled to double this year.) Bud met with them briefly in late November to discuss some possible modifications to the license agreement. They are interested in discussing alternatives that would mitigate the 100% increase in their license fee. The Choice contract, Code Enforcement transition & new Building Services contract are consuming Bud's time, so little progress on this matter.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
BUDGET		
Fire Assessment Fees	TMgr to have study done of the relationship between residential & commercial fire assessment fees and to determine if there have been sufficient changes since last fee analysis to warrant a modification for commercial properties. Commission also to discuss whether they wish to have two hearings on fire assessment fees.	
Hotel Sewer Rates	TMgr to come back with recommendations regarding impact of sewer rate structure on hotels.	Report on December 13 agenda
Chamber of Commerce	Commission wants verification of expenses of running the Welcome Center for FY 2013 budget considerations. Finance Dir met with Chamber Exec Dir in early November re: reporting.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
CAPITAL PROJECTS		
Flamingo Drive Storm water Project	Construction bids opened in mid-August. Reported on Plaza East issues to the Commission in August and September. Staff and Plaza East rep agreed on a final legal agreement to be presented to Plaza East Board of Directors at their December meeting later this month.	on December 13th
Harbor Drive storm water project (Seagrape to E. Tradewinds)	Design work assigned to City Engineer Chen Moore & Associates in September. Design work is underway; approaching 60% design stage.	
Coral Reef Project	Global Coral Reef Alliance is having the buoys repaired & modified to withstand rough seas. As of 10/31, they advised the buoys should be redeployed in 2 weeks. On 10/31, TMgr reminded them County permit expires in November & it is their responsibility to keep permits active. Since County permit extended for 5 years. Awaiting their response. In early December, GCRA advises buoys are repaired and will be deployed when weather permits.	
East Commercial Drainage & Streetscape	Design work awarded to Jaime Correa Associates & Hughes & Hughes at Oct 8th mtg. Updated survey of project area was completed & provided to Correa. Public & business input sessions on conceptual design alternatives held on Saturday, December 3rd.	Conceptual Design to Commission in January
Engineering Analysis of Condition of the Town's Sewer System & Cost to Repair	King & Associates awarded work authorization by Commission in August to do the study. Study is nearing completion.	January
Prioritize Street Resurfacing Needs	Analysis assigned to Mathews Consulting. Discussed preliminary findings with them. Vast majority of streets in good to excellent condition. Final report due this month.	January

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
South A1A Streetscape Design		
N. Bougainvillea Dr Drainage & Streetscape Project		Work Authorization Award on Dec 13th agenda
West Commercial Blvd Streetscape		
Costs to Improve Street Lighting in Residential Neighborhoods	Report provided to the Commission on Nov. 29. Staff to pursue lumens increases, stay on FP&L to repair lights that are out, get cost estimates from FP&L to extend electric to bare poles and add additional poles in north Silver Shores neighborhood. This will be the pilot neighborhood to determine costs, impact of approaches.	
Sidewalks Condition Analysis	Commission direction has been requested on the priority of this assignment. No indication it is a priority given workload.	

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
CHARTER ISSUES		
Charter Review Board	Commission to discuss appointing a Charter Advisory Board in March 2012.	March
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

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
ECONOMIC DEVELOPMENT		
Marketing Plan	Staff has invited multiple business owners representing the retail, hotel, & restaurant sectors to participate in a series of meetings on marketing issues in October & November. Meetings continued in December. Reported to Commission on November 29th the marketing priorities id'd by the group. coordinated efforts for an upcoming event & to discuss marketing priorities. Now discussing ideas for 2 new tourist-related events.	
Branding	Goals are to define a brand image for the Town and incorporate the brand into marketing and communication materials.	
New Special Event	Goal is to create one new special event that has the specific goal of benefitting the economic vitality of the Town. (See Marketing Plan item above.)	December 13th new event proposed
Communicate sidewalk café license opportunities & parking exemption program	Comm. Sasser & Bud Bentley met with Basilic Grill re: a sidewalk café option. Bud & our planning consultant met with JoJos Tacos' owner about outdoor dining & the parking exemption. Jeff Bowman, before he left, talked to Corelli's owner about putting some tables on the sidewalk. We are processing a request from CoCo Yogurt to put 2 small tables on the sidewalk. Have spoken w Corelli's about outdoor tables, too.	
Business Recruitment	Although not recruited by the Town, we are having continuing meetings with the Carlyle Group's architect. This company is doing due diligence with regard to the purchase of a large LBTS hotel and the hotel would have a national chain affiliation. Company's purchase agreement is dependent on site plan approval for their renovations by the Town.	

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
FINANCIAL MATTERS		
Government Efficiency: Parking Operations RFP	RFP prepared & Commission reviewed. 5 responses to RFP received. Evaluation Committee shortlisted the proposals to 3, requested clarification of proposals. Finance Director & ATM did financial analysis of the proposals. Week of September 15th, Evaluation Committee heard presentations from the firms. Commission deferred decision on ranking of firms until after elections.	March
Grants	Seeking a grant from the State for turtle-friendly pedestrian lighting in El Prado parking lot. Will be asking MPO to add all of our streetscape projects to their five year project list, which is the first step in applying for state grant funding. In the Spring, we will make application for a grant for FY 14 for the section of A1A between the north alley and Pine Avenue. In December investigated possible opportunity for a Scenic Highway grant, but very short deadline (window only open for 3 weeks) and found needed work already designed to submit.	
Government Efficiency: Fill Staff Positions w Qualified & Talented Personnel	Hired a very qualified candidate as Town Planner. Deputy City Clerk with strong contract administration and procurement experience starts December 12th. Interviewed finalists for Project Manager position & doing background check on first choice.	
Banking Services Agreement	TAtty advises that, with notice, Town can terminate existing agreement. RFP to go to market for banking services agreement proposal in Winter 2012.	
Cash/Investment Report	All 4 FY 11 Quarterly reports were provided to the Commission.	Next report in January
Resolution of Balances	Staff to advise Commission of final resolution of the \$37K and \$120K balance discrepancies found by Fin Dir Bryan.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
PLANNING & DEVELOPMENT ISSUES		
Economic Vitality: Reduce Permit Fees	Commission adopted the Fire Marshall's proposal to reduce fees by almost 50% in July.. Ordinance amendments to be prepared. Consultant Gary Shimun's recommended bldg permit fees were reviewed by the Commission and was appended to Bldg Services RFP.	Adopt new fee structure in December
Building Services Options	Comm. Vincent appt'd Commission liaison. 2 proposals received, of which 1 was deemed non-responsive due to lack of price proposal. Staff recommended & Commission concurred to readvertise for purposes of competition. RFP advertised & responses due 11/10. Eval Committee ranked C.A.P. Government #1 firm. Commission concurred. Contract being prepared and one agenda for approval in December.	contract on December 13th agenda
Planning Priority# 2 Hotel Issues	Interviewed nine hoteliers and found similar input. Cecelia Ward has drafted issues. We will now seek input from a hotel consultant on some of the issues identified and from a traffic engineer on the parking issues hotels are experiencing. N.O.I. adopted November 29th.	Report to the Commission on findings/recommendations on January 9th
Planning Priority # 3: Sign code revisions	In October, Commission approved planning consultant Cecelia Ward to prepare recommendations on immediate issues - wall signs, banner signs, & pole signs. Cecelia is working on ordinance revisions & met with Town Attorney to review ideas this week. After additional revisions & additions of illustrations, will go in January -1) presentation to Commission, 2) P&Z roundtable with public input, P&Z Board formal review. First reading to Commission in February, 2nd reading in March, unless Commission decides to accelerate adoption schedule.	Presentation to Commission on January 9th

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Planning Priority #4: Neighborhood compatibility, historic preservation, archeological resources & design for safety LDRs		
Planning Priority #5: Remove pyramidal zoning structure, improve purpose & intent of districts, & make code compatible with the Charter	Revisions to B1-A and B-1 section of code being developed to address issues and consistency. NOI for this adopted on November 29th. Goes to P&Z Board on December 21st.	January
Planning Priority #6: Adopt architectural guidelines for Commercial & Multi-Family projects		
Continue Hotel/Motel Code Enforcement Program	No activity due to staff vacancies.	
240 Imperial Drive	Delayed construction project which has caused many neighborhood complaints. The certification of the lien for code fines was approved by the Magistrate on 4/20/2011 and fines are accruing daily. Commission denied property owner's request for extension on July 26th.	

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
PUBLIC SAFETY		
Nuisance Abatement Ordinance	Have gathered a few examples from other cities & counties.	
LETF - High Definition Cameras	One purchased. Holding off on 2nd camera so we can purchase a more sophisticated camera that can read & record license plates clearly. FDOT has refused to let us mount such a camera on traffic signal poles at A1A/Commercial intersection. BSO is working with other jurisdictions to lobby FDOT to allow such cameras.	
Fire Truck Purchase	VFD has prepared truck specifications & TMgr reviewed. VFD has identified a demo truck, but cost higher than budget. They are exploring options.	

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
TRAFFIC/PARKING ISSUES		
Continue Transition from Single Space Meters to Pay Stations	Commission approved purchase of 3 add'l pay stations. Two installed in A1A lot, but not operational yet. Delays with Parker activating the cell service from the pay stations to relay the credit card transactions.	
Additional Spaces in the A1A lot		
Evaluate # of spaces that can be added to S. Bougainvillea		
Implement pay by phone service		
Effective Solution to Improve Pedestrian Safety at A1A/Comm'l Intersection	Will be addressed in the East Commercial design project by Hughes & Hughes.	
Imperial Lane Traffic Calming	Commission approved plan for traffic choker & speed bump. Neighborhood to pay for & maintain landscaping. The design is completed and has been sent to Broward County Traffic for review & comments.	
Delivery Truck Parking Issues in Downtown	Will be addressed by Hughes & Hughes in design for East Commercial.	
NEV Parking spaces	Commission wants to revisit in March 2012.	March
Parking Hardship Fees	Mid-year look at fees for hardship parking permits; consider impact on the hospitality industry. Look at # of hours hardship permits covered.	April

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
TRASH & RECYCLING		
Accelerated Recycling Efforts	Being addressed in Choice negotiations.	
Negotiate Favorable Extension to Garbage Collection Contract or RFP	Public input session on November 8th indicated satisfaction with Choice's service. Commission on November 29th directed staff to negotiate a renewal contract with Choice.	
Solid Waste Disposal Issues	Updated reports provided Commission in July & September on County & Miramar developments.	
Collection of yard waste	Issue being addressed in negotiations with Choice.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
MISC. ACTION ITEMS		
Written Strategic Plan		
Staffing Plan		
Lease of warehouse	In September, Commission rejected realtor agreement and instructed staff to put out a new RFP with modifications suggested by Comm. Vincent. Awaiting Comm. Vincent's comments on revised RFP.	
Friedt Park Signage	Ordinance renaming it Friedt Family Park.	
Standards for Events Held in Right of Way	Standards desired for such thing as barricades, lighting, signage & stages, but Commission feels it is not a priority right now.	
Opposition to 25% Utility surcharges	Resolution opposing them sent to Legislative Delegation & League of Cities. State Representative George Moraitis advised of Town's interest in legislation addressing this matter.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
COMPLETED TASKS		
Town Manager Evaluation & Determination of 2012 Priorities	Completed in October.	Completed
Government Efficiency: Code Enforcement Delivery	With one staff vacancy and another pending vacancy, the Commission approved a contract with Calvin Giordano Associates to deliver code enforcement services for the Town at slightly lower cost than doing it in-house.	Contract approved; services start Jan 2, 2012
Planning Priority # 1: Architectural Preference	The NOI public hearing authoring us to proceed to work on that was held on 2/22. Draft of changes to the Code were tabled by the P&Z on a 3-2 vote until November and until an economic study of their impact was done. Commission decided on September 13th they want to move forward with the change on first reading, then back to P&Z Bd in October. NOI adopted in September, 1st reading occurred in October. Passed on second reading November 29th.	Ordinance adopted
Emergency Reserve Levels	Fin Director reported on his research at the 10/11/11 Commission meeting. The Commission decided to maintain the emergency reserve at its current level of \$2.3 million.	Policy decision made
Discussion of Commission Interest in Investigating police department alternatives to BSO	Commission decided in October they had no interest in pursuing this matter, but to continue looking for ways to reduce costs with BSO.	
Commission Elections Dates	Ordinance to move to coincide w Presidential Primary adopted.	Ordinance adopted.

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Designated Areas of Beach for Launching boats	At November 8th meeting, this follow-up meeting was placed on the agenda. Commission expressed no desire to pursue this at this time.	