



Item No. 16

# AGENDA ITEM REQUEST FORM

**Town Manager**

**Connie Hoffmann**

Department Submitting Request

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 checked="" 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: MONTHLY TOWN MANAGER REPORT**

**EXHIBITS: Memo dated 3/17/2011 from Town Manager  
2011 Contracts List  
Assignment Status Report**

Reviewed by Town Attorney  
 Yes  No

Town Manager Initials CH

# Town of Lauderdale-by-the-Sea

## OFFICE OF THE TOWN MANAGER

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### Memorandum

**Date:** March 18, 2011

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

**From:** Connie Hoffmann, Town Manager 

**Subject:** March Town Manager's Report

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#### Urban Design SpeakerSeries

Elizabeth Plater-Zyberk's discussion with the attendees at the March 1<sup>st</sup> session and Gianni Feoli's presentation on "The Prevalence of Miami Modern Architecture in Lauderdale-by-the-Sea – What it Is and What's to Like About It" were both well-received by the audience. Ms. Plater-Zyberk has given me the contact information for the professor at the School of Architecture at the University of Miami that coordinates their annual student project so that we can submit a request that they consider Lauderdale-by-the-Sea for their project this year. My thought is that we would submit the area of A1A between Pine Avenue and Commercial Boulevard as their study area. I would appreciate the Commission's reaction to that suggestion.

I do think we need to discuss the application of many of the ideas they raised in Lauderdale-by-the-Sea and suggest we do that in a special workshop on our Strategic Plan that I discuss later in this report.

#### Citizen Input on the Master Plan

The first session for the residents and business owners to review the key Master Plan concepts and give us their input was held on Saturday, March 12<sup>th</sup> and, we had only nine people attend, they had strong opinions and were fully engaged on the issues. They provided substantial input which was recorded on sheets that remain on display in Jarvis Hall. After Gianni Feoli's presentation, more residents reviewed the Master Plan concepts and added their input. Two more sessions are scheduled – Thursday evening March 23<sup>rd</sup> from 7-9 pm and Saturday morning March 26<sup>th</sup> from 10am to noon.

### **Building Services Contractor**

We are receiving more complaints about the fees charged for permits and the interaction with building inspectors. We've drafted an RFP for building services contractors, but it is abundantly clear that a new permit fee schedule needs to be developed, both for building permits and for the fire safety reviews and inspections. I've looked at RFPs issued by other cities and most are designed so that the respondents bid to retain a certain % of the permit fees and propose the number of staff that will be housed at the City site and for what operating hours. I am thinking that we need to determine what our fee schedule should be before we proceed with an RFP. I am doubtful that it will work to have the RFP respondents suggest a fee schedule, but I will be meeting with several building services contractors over the next two weeks to get their input and ask them for their suggestions on which cities have fee structures that they feel places the proper balance between fees for small projects and large projects. No one on Town staff has the expertise to develop and analyze construction fee schedules, so we may need to bring in some outside help on this.

Also, I think this project is of sufficient importance to the Town that it is one where a Commission liaison would be appropriate. Commissioner Vincent is in the construction business so would be a likely candidate for that role.

### **List of Expiring Contracts**

At the February Roundtable, the Commission asked me to prepare a list of contracts that were going to expire. The Town Clerk has prepared the attached list of contracts that either expire or have renewal dates for the remainder of this calendar year. We haven't put it into a calendar format yet, but I did want to provide you with what we've put together so far.

### **Property Assessment Appeals**

We are receiving notice from the Broward Property Appraiser's Office of a very significant number of appeals by property owners in Lauderdale-by-the-Sea of their property assessments. This is not unique to our Town. Companies are approaching property owners all over Florida suggesting they can get their assessments reduced and charge a fee or the percentage of savings to handle appeals for them. The Property Appraisers Office has told us they do not have the capability to send out hearing results to individual municipalities. They send out a mass notification after all hearings are completed for each year. For example, they are still hearing cases for 2009 and do not anticipate sending out the results until May, 2011. If many appeals are upheld, it could have a real impact on our property tax revenues.

**MULTI-YEAR OR RECURRING CONTRACTS WITH 2011 EXPIRATION DATE**

ID	CONTRACTOR	DESCRIPTION	COMMISSION APPROVAL DATE	EXPIRATION DATE/RENEWAL OPTIONS
AG-2011-10	Post Buckley, Schuh & Jernigan, Inc.	First Amendment to the Professional Services Agreement for A1A Improvements - <b>Original Agreement (AG-2010-06) approved 3/23/2010, expired 12/31/2010</b>	12/14/2011	<b>3/31/2011</b> - Original Agreement allowed for a maximum thirty(30) day extension upon the sole discretion of the Town. All further extensions require Town Commission approval. <b>Renewal option</b>
AG-2010-03	Advanced Roofing, Inc.	First Amendment to the Air Conditioning Maintenance Services Agreement ( <b>Original Agreement (AG-2009-05) approved on 4/14/09, expired 4/16/2010.</b> )	1/26/2010	<b>4/15/2011</b> - Original Agreement allowed for one (1) single year extension. <b>Renewal option excersised.</b>
AG-2010-09	Lawn Logic, LLC	First Amendment to the Agreement for tree Trimming Services ( <b>Original Agreement (AG-2009-17) approved 5/12/2009, expired 6/1/2010.</b> )	4/13/2010	<b>6/1/2011</b> - Original Agreement allowed for two (2) single year extensions, upon mutual consent and written notice two (2) months prior to the expiration date. <b>One (1) extension excersised.</b>
AG-2009-16	ManCon, Inc.	Agreement for Sand Disposal and Storm Debris Collection and Disposal Services	5/26/2009	<b>6/1/2011</b> - May be extended for one (1) additional two (2) year period, with execution no less than sixty (60) days prior to the expiration date.
AG-2009-16	Post Buckley, Schuh & Jernigan, Inc.	Agreement for Debris Monitoring Services	5/26/2009	<b>6/1/2011</b> - May be extended for one (1) additional two (2) year period, with execution no less than sixty (60) days prior to the expiration date.
AG-2009-16	Tele-Vac South, Inc.	Emergency Stormwater Basin and Outfall Cleaning Services	5/26/2009	<b>6/1/2011</b> - May be extended for one (1) additional two (2) year period, with execution no less than sixty (60) days prior to the expiration date.
AG-2010-25	Granicus, Inc.	Service Agreement ( <b>Original Agreement (AG-2007-35) approved 9/4/2007, expired 9/6/2010.</b> )	N/A	<b>6/30/2011</b> - Original Agreement allowed for three (3) additional terms of one (1) year each. <b>One (1) renewal option excersised.</b>
AG-2006-41	Grubbs Emergency Services, LLC	Extension to the Agreement for Disaster Recovery Services ( <b>Original Agreement (AG-2000-18) approved, 7/27/2000, expired 7/27/2005.</b> ) <b>Town piggybacked Marion County's Disaster Recovery Services Agreement from 7/28/2005 thru 8/10/2006.</b>	8/10/2006	<b>7/27/2011</b> - Original Agreement allowed for one (1) , five (5) year renewal term upon mutual consent.
AG-2010-40	Beach Restaurant, Inc.	Second Amendment to the Revocable License Agreement for Valet Parking ( <b>Original Agreement (AG-2010-20) approved 7/27/2010, expired</b>	1/25/2011	<b>8/27/2011</b> - Original Agreement allowed for additional extensions by written agreement between the parties.

**MULTI-YEAR OR RECURRING CONTRACTS WITH 2011 EXPIRATION DATE**

ID	CONTRACTOR	DESCRIPTION	COMMISSION APPROVAL DATE	EXPIRATION DATE/RENEWAL OPTIONS
AG-2009-28	Tele-Vac South, Inc.	Sewer Line & Storm Drain Maintenance & Repair	9/10/2009	9/10/2011 - May be extended for one (1) additional two (2) year period, with execution no less than sixty (60) days prior to the expiration date.
AG-2009-32	WD Thompson, Inc.	Beach Cleaning Services	9/10/2009	9/10/11 - May be renewed for one (1) additional two (2) year term upon written notice sixty (60) prior to the expiration date.
AG-2006-49	Benihana National of Florida, Corp.	Revocable License Agreement for the reserve of parking facilities - 276 E. Commercial Blvd.	9/14/2006	9/14/11 - May be renewed annually until mutual consent is reached to terminate the agreement.
AG-2010-27	Bien-Aime Inc.	First Amendment and Renewal of Service Agreement for the Community Center (Original Agreement (AG-2009-38) approved 11/10/2009, expired 9/30/2010.)	9/27/2010	9/30/2011 - May be renewed upon mutual consent of the parties.
AG-2010-35	Broward County Housing & Community Development	36th CDBG Year Funding Agreement for Senior Center Activities & Operation-\$29,209	11/9/2010	09/30/11
AG-2006-55	Broward Sheriff's Office	Second Addendum to the Law Enforcement Services Agreement (Original Agreement (AG-2001-05) approved 2/13/2001, expired 3/26/2006.)	7/25/2006	9/30/2011
AG-2008-24	Broward Sheriff's Office	Third Addendum to Law Enforcement Agreement recognizing the deletion of one (1) Sergeant Position effective 12/1/2007 & removal of the attrition factor as of June 1, 2008 (Original Agreement (AG-2001-05) approved 2/13/2001, expired 3/26/2006.)	6/24/2008	09/30/11
AG-2011-04	Chamber of Commerce	Financial Assistance for the operation of a Tourist Information Center/Welcome Center	1/27/2011	09/30/11
AG-2010-23	Community Performing Arts	FY 2010-2011 - 3 plays	8/25/2010	09/30/11
AG-2010-22	Grau & Assoc.	Auditing Services - FY2010-2011	8/25/2010	9/30/2011 - May be renewed for successive annual periods at the Town's option subject to Auditor's receipt of a renewal letter from the Town Manager by July 30 of the current term.
AG-2010-16	Beach Restaurant, Inc.	Renewal to the Revocable License Agreement-Sidewalk Café (Original Agreement (AG-2008-43) approved on 10/14/2008, expired 10/1/2010.)	6/28/2010	10/1/2011 - May be renewed by written request to the Town Manager by the licensee ninety (90) days prior to the expiration date.
AG-2010-29	Craig Petra	Tennis Contract	10/1/2010	10/1/2011 - May be renewed for a term of one (1) year upon mutual consent of the parties.
AG-2009-30	Brazart Corp.	IT Services - Computer Technology	9/10/2009	10/10/2011 - May be renewed for two (2) additional consecutive years upon sixty (60) days notice prior to the expiration date.

## 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 & February meetings. The Board made several recommendations regarding pole signs, size and number of flags, and sandwich signs. NOI process for this ends in April, so needs to be approved on 2nd reading in April or the NOI extended.	revisions on March Roundtable, 2nd reading of Ordinance on March 22
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. DCA comments received in February. Amendments reviewed by the Commission at March roundtable; went to P&Z on March 16th.	2nd reading of Ordinance on March 22
Wine Bar Business Use	The Commission is interested in adding the category of wine bars to permitted business uses in Town. The Town Attorney advised P&Z they were still looking into whether wine bars can be differentiated between other bars.	Late Spring
LDR revisions re walls	NOI directing review of this issue passed. P&Z reviewed. Ordinance implementing changes passed on 1st reading on 2/22. Commission asked that it go back to the Roundtable for discussion before 2nd reading. It did with no comments from commission.	2nd reading March 22
Revisions to conditional use regs	In latest NOI approved. P&Z has already reviewed these changes. Was on March 22 Roundtable.	22-Mar
Modification of Notification of Intent process	Commission wants to reduce some of the steps in the NOI Process. The NOI public hearing authoring us to proceed to work on that was held on 2/22.	
Architectural Standards and Review	The NOI public hearing authoring us to proceed to work on that was held on 2/22.	
LDR revisions re size backup generators	The NOI public hearing was held on 2/22. P&Z has reviewed this already. Was on March Roundtable.	22-Mar
Revisions to allow Paid Parking	Amending language was reviewed by the P&Z Board at their February meeting & will come to the Commission for 1st reading in March. In meantime, TC authorized suspension of enforcement for those properties that will qualify under new ordinance language. Owners of Sun Trust lot were granted temporary approval for paid parking.	22-Mar

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>ADMINISTRATIVE ISSUES</b>		
Outdated Technology	<p>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 &amp; have an even more robust system than we could otherwise afford. In late February the County Manager's Office authorized County staff to proceed to develop a more detailed cost proposal for us.</p> <p>We have contacted other telephone providers to compare to the costs that the County eventually proposes. Now waiting for County staff's cost proposals.</p>	New Telephone System proposal to Commission in April
Personnel Policies	Policies are outdated and need a substantial overhaul; Town Manager completed about 2/3 of the revisions over Christmas holiday, but has not had time to get back to this project.	April Roundtable
Purchasing Policies	Town Attorney is reviewing the changes to the Purchasing policy. Recommendations placed on March Roundtable. Commission deferred discussion to April Roundtable.	April Roundtable
Town Website Improvements	<p>a. Funding proposed in FY 2010/2011 budget to improve the website from the user's perspective &amp; 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. In February we did, however, update information on the website and, with Sunny Eckerd's help, make improvements to the section that lists past Commission meeting agendas, backup, minutes and videos which should make it easier for users to find what they are looking for. Now working on add'l changes.</p> <p>b. 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.</p>	

## 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 provided a report to the Commission on the first quarter's revenues and expenditures in the monthly finance report for December. A more detailed analysis will be provided to the Commission mid-way through the fiscal year.	April
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. YTD costs slightly ahead of where we'd expect to be at this point in FY. 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. Status: We're looking to piggyback on another city's broker of record agreement for a broker who specilizes in health insurance.	health insurance bid evaluations to Commission in July

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>CAPITAL PROJECTS</b>		
A1A Landscape/Streetscape LAP Project Pine Island to Terra Mar	Commission approved extension of the FDOT LAP agreement and Post Buckley's design contract on Dec. 7th. Issue of architectural feature resolved by Commission in March with selection of simpler pelican design, which reduced estimated cost of the architectural element from \$84K to \$42K	bid award in June
El Mar Dr Streetscape Project	a. Staff directed by Commission at March Roundtable to develop cost estimates of burying utilities for El Mar project, as well as areas affected by downtown drainage project. b. MPSC modified their recommendations re: El Mar plan at their February meeting. Will bring their latest recommendation to Commission for discussion at the April Roundtable. Citizens suggested an alternative and made many comments about the plan in the Master Plan input session. That info will also be summarized at the April Roundtable.	April Roundtable
Small Stormwater Projects	Chen well along with design.	
Downtown Stormwater Project Design	Brought this matter to Commission for discussion at March Roundtable. Commission decided they want an RFP for design rather than to assign to Town Engineer Chen & Assoc. Commission also decided to look at cost of burying	
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. Fiberglass experts have examined the poles and indicated they can be re-resined. We have a proposal from a structural engineer to do 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. This project is delayed by other priorities.	
Public bathroom facilities near beach	Commission decided to defer decision until master plan update addresses the issue.	Summer 2011

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Coral Reef Project	The amended agreement has been executed. Dr. Goreau reports they will install the project in April or May.	
Terra Mar Entranceway	Commission directed staff at March Roundtable to proceed with this project. Meeting held on Friday, March 18th w neighborhood reps.	
Neighborhood Projects Program	Staff drafted a program for neighborhood projects and how they would be funded which was reviewed and conceptually approved by the Commission at the February 2011 Roundtable meeting. Commission reconsidered decision at March Roundtable & decided to go to a simpler approach of allowing each neighborhood a maximum of \$30,000 for entryway features. Gave informal to proceed with Terra Mar entryway proposal.	

## 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 has granted two extensions for a total of 180 days which will expire on March 15 .</p>	
240 Imperial Drive	Delayed construction project which has caused many neighborhood complaints. Property owner has been cited for violations on numerous occasions. Code Magistrate imposed fines retroactively. Item pulled from the County's Unsafe Structures Board. because county atty has ruled that the Bldg Official didn't have authority to limit permit extension he gave in January to 30 days; that it runs for 180 days. Town Atty will be looking at that.	
Building Services Options	See cover memo.	
Comp Plan Amendments	P&Z reviewd latest change. Revisions to be adopted on 2nd reading on March 22.	22-Mar

## 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. We've drafted an RFP to go to market for banking services agreement proposals, but other issues (audit, credit card processing agreement, cash investments) have taken precedence.	
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.	April
Cash/Investment Report	To be submitted quarterly to the Commission. First quarter's report was sent to the Commission by email February 1 showing we have invested \$2 million in higher yielding instruments. Additional investments to be made this quarter.	January (completed), April, July, October
Engineering Analysis of Condition of the Town's Sewer System	We have drafted a detailed scope of service for engineering services to analyze the condition Town's sewer system. We expect to release the RFP in March and bring back recommendations to the Commission on hiring a firm in late Spring.	RFP will be sent to Commission to review next week
Audit of 2010 Town Finances	Audit completed. Audit Committee reviewed. Auditor will be present at Commission meeting 3/22.	Mar-11
Grants Applications	1. 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. We have not received word from the State yet on this application. 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.) In Feb, the Chief met with TMgr and indicated he would like to study going to a more precise camera & will evaluate the costs. Gave him the ok to do so.	

## 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 sent to adjacent City Managers to see if their cities have any interest in renting the warehouse space. RFP for a leasing agent went out in early February. No responses received. RFP will be reissued with longer response time. And will be sent to top commercial realty companies in area.	
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.	
Charter Review Board	City Clerk has researched how Town did this last time and prepared a report for Commission review at Feb Roundtable. TC deferred discussion to a future Roundtable. March Roundtable agenda is lengthy, so will look to put it on in April.	April 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. Town employees have been questioned by the investigator. Chief Llerena advised the matter has been discussed with the State Attorney's Office on the results of the investigation. Awaiting the State Atty's formal decision.	
Regulation of Beach Recreational Uses	Successful Workshop held January 25th at 5 pm. Staff researched other Broward coastal cities' practices. Commission decided no regulations other than to enforce no teaching wind surfing on Town beaches. Ordinance prohibiting teaching kiteboarding and launching motorized paragliders on LBTS beach has been prepared.	1st reading of Ordinance March 22, 2nd reading in April
4th of July Fireworks & Pier Lease	Only 2 bids received on fireworks. Eval Committee to meet. Discussions being held with pier operator.	fireworks award - April
NLC Prescription Drug Program		
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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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.	
List of contracts that expire in 2011	Town Clerk preparing.	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
Nuisance Abatement Ordinance	Have gathered a few examples from other cities & counties.	April Roundtable
<b>MASTER PLAN &amp; PRIORITIES</b>		
Town Manager Performance Plan	Performance goals set. Evaluation to occur in September 2011.	September
Strategic Plan	Master Plan process below is part of Strategic Plan. In addition, Redevelopment Management Associates (RMA) have been retained to advise us on the economic revitalization issues in the Master Plan, including prioritization/ of projects and actions, staffing needs to implement, and draft a finance plan. RMA will present their recommendations to the Commission in April. Another part of the strategic plan is identifying what changes need to be made in our planning documents, development regulations, and other sections of the Code to accomplish the Town's goals. Presentation on that will be made to Commission & P&Z Board in April.	April presentations to Commission on economic and planning issues
Updating Master Plan	I facilitated the MPSC's review and preparation of recommendations to update and modify the various elements of the 2004 Master Plan at their October- December meetings . The MPSC 's recommendations were reviewed by the Commission on January 11th and January 25th and approved with minor modifications. The MPSC revised their recommendations on EL Mar design at their February meeting to suggest adding a separate bike lane and reducing the width of the medians. First public input session held on Saturday, March 12th. Additional sessions scheduled for March 24th & 26th.	Summary of citizen unput on Plan to be provided to Commission in April; after RMA presentation (see below) will set up a Commission workshop on any further modifications you wish to make to the Plan.
Town Manager Assigned Priorities		Status Report to Commission at April Roundtable

## 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- Phase II	A report on the valet trial program was provided and discussed on the January 25th agenda. The Commission approved continuing the valet program for an additional six months.	July
Open outlet to alley from Pier parking 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 has been given to Traffic Engineering consultant to do the traffic count at this location during peak season.	May
Town-wide Parking Operations Study	Analysis of the existing parking inventory completed. Consultant hired under Town Manager's authority to complete operations and rate. Has made recommendations which were accepted re changing proposed placement of multi-pay stations. Has prepared a report on Payments in Lieu of required parking, which will be on April Roundtable. Recommendations on parking rates on March 22 agenda for discussion. Is also evaluating effectiveness of existing operation and whether contracting out could provide financial benefits.	March 22 - Parking rates recommendations; Adoption of new rates - April; disc of payment in lieu of parking at April Roundtable
Upgrade Parking Meters	The Commission authorized the purchase of three multi space pay stations in December 2010 and two more in January 2011. Parking consultant provided advice on placement of the meters. Because of potential that costs could exceed \$15,000, we brought the credit card processing award to the Commission for approval on 2/22. Commission approved the item and the meters will now be programmed by that company. Installation will occur within next 2 weeks.	
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.	
Expand Pelican Hopper Route to Imperial Point Hospital	On 1/11/2011 the Commission asked staff to survey the community to determine interest in a stop at Imperial Point Hospital, including surveying riders. PIO D'Oliveira is handling this research.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
A1A/Commercial Pedestrian Issues	Received a price quote to do this traffic engineering analysis that would exceed manager's limit of \$15,000 for full project planning and oversight. Will have to prepare RFP for the work.	
Bicycle Program	Presentation made to the TC in February . TC directed staff to meet with Bcycle reps about possible locations in LBTS and work out details.	Update in April

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>COMPLETED ASSIGNMENTS IN FY 2010/ 2011</b>		
Payment of past commitment to Chamber of Commerce	Made \$9400 payment to the Chamber in October.	Completed
Chamber of Commerce Funding request	Town Commission approved the contract with the Chamber on January 25th.	Completed
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.	Completed
Increased fees for resident permits, and parking rates at corner of Bougainvillea & Commercial	Fee increases instituted and meters changed out on Bougainvillea in October.	Completed
Non-profit & church waiver from temporary sign fees	Adopted in November	Completed
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.	Completed
Year-End Budget Adjustments	Commission approved a few adjustments in November 2010.	Completed
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.	Completed
Priorities Discussions	Commission identified top priorities in November.	Completed
Business Uses	Commission adopted an ordinance on second reading in November that significantly expanded the uses allowed in Town.	Completed
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. Bus operator advises business was steady all night and estimates 125-150 persons rode the Hopper New Years' Eve.	Completed
Sewer Rate Increases	Adopted 1/25/2011.	Completed

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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.	Completed
Red light camera for Comm'//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.	Commission decided not to install the cameras
Sewer Rate Increase	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 line January. 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 in January. An article was also put in Town Topics on the proposed rate increase. Town Commission adopted the new rates on 1/25 after public hearing. Ordinance took effect immediately. Town Manager met or talked with several Town residents and businesses to determine impact the rate hike will have on their individual bills. Dev Services staff gathered info on # of units in various buildings and supplied that info to City of Fort Lauderdale in early February to input the new rates into their billing system. The first bills with the new rates were sent out by Fort Lauderdale late last week.	Completed