



AGENDA ITEM REQUEST FORM

Item No. Ja

Town Manager

Connie Hoffmann CH

Department Submitting Request

Dept Head's Signature

REGULAR
COMMISSION MTG
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

ROUNDTABLE/
SPECIAL MEETING
Meeting Dates / TIME

DEADLINE TO
Town Clerk
7 Days Prior (noon)

- July 12, 2011
- July 26, 2011 SPECIAL BUDGET 5:30 PM
- July 26, 2011
- Aug 23, 2011
- Sept 12, 2011 1st PUBLIC HEARING
- Sept 13, 2011
- Sept 26, 2011 2nd PUBLIC HEARING
- Sept 27, 2011

- July 01 (5:00 pm)
- July 15 (5:00 pm)
- July 15 (5:00 pm)
- Aug 12 (5:00 pm)
- Sept 01 (5:00 pm)
- Sept 02 (5:00 pm)
- Sept 15 (5:00 pm)
- Sept 16 (5:00 pm)

- Insert Date/Time

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

FY2011 DESIGNATED HIGH PRIORITY ITEM PRIORITY TOPIC:

SUBJECT TITLE: Town Manager's Report

**EXHIBITS: Memo dated July 22 from Town Manager
Report from Hughes Hughes Inc on Bel Air Drive/A1A intersection
Projects/Assignment Status Report**

Reviewed by Town Attorney
 Yes No

Town Manager Initials CH

Town of Lauderdale-by-the-Sea

OFFICE OF THE TOWN MANAGER

Date: July 22, 2011

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

From: Connie Hoffmann, Town Manager 

Subject: July Town Manager's Report

Drainage Projects

Last week Municipal Services Director Don Prince and Supervisor Mike Walker's crew successfully addressed the drainage problem on Terra Mar by a minor adjustment to the outfall drain and restoring the swale areas to percolate correctly. During a recent very heavy rain, the area drained quickly. Don still wants to further address the accumulation of water that occurs in the center of the road by resurfacing it to create a crown in the roadway. That work will be completed later this summer.

Phase I of the downtown drainage project the Commission approved earlier this month will start in early August. The contractor has agreed to start working in the wee hours of the morning to reduce the impact on the project on the businesses.

Reef Fest Grant

As a result of a series of discussions between the Mayor and Jim Hendee of NOAA who helped organize the Reef Fest celebrations, the Town has been given a \$1,000 grant towards the cost of an informational sign regarding the Town's coral reef & snorkeling trail. This signage was endorsed by the Master Plan Steering Committee and the Commission in our recent update of the Master Plan. Staff is researching sign designers now. The remainder of the funds needed to have the sign constructed are included in the proposed FY 2012 CIP signage budget.

Bel-Air Traffic Signal

Last summer the Commission asked that we look at the intersection of A1A and Bel Air Drive (SE 15th Street) to determine whether a traffic light was warranted there, but asked that the field observations be made during peak season. Traffic Engineer Molly Hughes's firm did observations at that intersection in March and then reviewed traffic

volume and crash data from the County for that area. Ms. Hughes reached the same conclusion that Traffic Engineers Kittelson & Associates reached when they studied the matter for the Town in 2009 – a traffic signal is not warranted under traffic engineering standards. Her report is attached.

Security Cameras

You will recall that the Commission authorized buying two security cameras with LETF monies. When the purchase order came in for the camera located in Pelican Square, I noted it only had a 1 year warranty and that the Town would have to absorb the cost of maintenance agreement in the second year. So BSO went back to the vendor and for less than we would have had to pay for a maintenance contract, got the warranty/service extended to two year. The software warranty/service was also extended for two years. But, that additional cost leaves us \$1,200 short on the appropriation to buy the second camera with the same features. The Police Chief has recommended we not buy a second camera at this time as he would prefer to purchase a camera with license plate reading capability at the second location. He is working on the logistics of placement of such a camera as the FDOT has indicated they will not allow it to be placed on State right of way (which is where he had intended to place it to capture cars at the correct angle to record their license plates).

BSO Contract

Lt. Col Cavallo's and my schedules have not coincided well. We are scheduled to meet the first week of August to try to work out the final contract language on the issues the Commission raised.

Global Coral Reef Project

Dr. Goreau and I have been in correspondence with the Coast Guard about the delayed renewal of our permit to place the buoys that will provide electrical current to the coral reef project for the past several weeks. (The Coast Guard permit has to be renewed annually and Goreau's representatives thought renewal would be routine, however, the Coast Guard has indicated they need to do more review of the project in order to renew the permit.) The Coast Guard requested copies of all our permits for the project, which I provided them on Tuesday of this week.

Project/Assignment List

The updated projects/assignment list is attached. I removed a number of the less complicated assignments from the completed list to shorten the report.

Earlier this year, HHI was requested to review and analyze the Kittelson & Associates, Inc. traffic signal warrant study conducted for the SR A-1-A/Bel Air Drive (SE 15th Street) intersection, based on updated crash and available traffic volume data. (No original traffic counts were to be conducted as a part of this analysis, but current crash data was obtained and reviewed.) Field reviews were conducted during the peak winter season to determine current geometric and operating conditions, particularly in light of the fact that the Kittelson study was not conducted during peak season. Field observations were made at various critical times of the day and week, in order to record driver challenges under various travel conditions. The original work (field observations and analysis) was completed during the first half of March, but we were delayed in obtaining and reviewing updated crash data.

One or more residents routinely using the subject intersection reported to the Town that it is difficult for them to negotiate the outbound left-turn (eastbound left-turn) and/or the inbound left-turn (northbound left-turn) during high-volume periods. The purpose of HHI's analysis was to determine if current conditions support the construction of a traffic signal.

A word about the background on this assignment that may be playing into residents' acceptance of Kittelson's findings: residents expressed an interest in relocating a nearby existing "signal" to the subject location in large part, we believe, because the proximity to that other signalized location was stated as a reason why the subject location could not be signalized. First, the "other" signal is a pedestrian signal (not a traffic signal; needed to assist pedestrians rather than vehicular traffic) opposite a beach access pathway, and supports the safe use of the beach access. It cannot be relocated and remain effective in its purpose, and is not recommended to be removed for the obvious safety reasons. However, the presence of this beach access signal is not actually the reason for Kittelson's finding. In fact, in reviewing Kittelson's report, they found that existing conditions at the subject location did not warrant signalization. That is to say that the subject location did not meet Federal or State warrants, and as such did not qualify for consideration of traffic signal installation.

Our review of the data collected by Kittelson for its report, and our field observations confirmed Kittelson's conclusion. Peak hour and a combination of peak and off-peak traffic volumes, in combination with minor street volumes do not meet warrants. This includes Warrant 7, Crash Experience Warrant. This warrant is to be based on the most recent 12-month period for which crash data is available. In this case, that time frame is the calendar year 2009. During 2009, there were no reported crashes. More details on each of the warrants can be obtained by reviewing the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) which defines and describes each of the Federal Warrants in some detail.

It should be noted that area residents have also reviewed the Kittelson report and found what they believed to be flaws in the Kittelson methodology, and we took a particularly good look at these aspects of the Kittelson methodology and analysis. However, we believe that the Kittelson report suffers more from inadequate explanation, perhaps, than from any impactful errors. But we did see how the report's explanations may have lead non-technical readers to conclude that errors may have been made.

It is possible that neither Kittelson nor HHI captured the actual conditions referenced by area residents. If you receive further inquiries, my suggestion would be to request specific times of the day and week that the challenging conditions occur so that we might revisit the site during those specific times. Keep in mind that, absent sufficient crash history, these challenging field conditions (i.e., high SR A-1-A and Bel Air traffic volumes) would need to persist over at least several hours to support consideration of a traffic signal.

Unless addition information is received indicating that high traffic volumes are occurring at some unusual time of the day or week or year, we do not recommend conducting updated traffic counts, or the preparation of a new signal warrant study for presentation to Broward County and FDOT for their consideration.

If you have any questions, please don't hesitate to contact me.

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TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
RESOLUTIONS & ORDINANCES		
Sign code revisions - Part 2	An NOI to enable us to work on a second ordinance on the sign code was approved on April 27th. This ordinance will cover pole, pylon signs, hotel parking, banner signs, replacement deadline for non-conforming sign setc.	
Modification of Notification of Intent process	Commission wants to shorten the steps in the NOI Process. The NOI public hearing authoring us to proceed to work on that was held on 2/22. TAtty has drafted changes to NOI process; Commission agreed with them at June Roundtable. Now to P&Z Bd.	July & August
Architectural Standards and Review	The NOI public hearing authoring us to proceed to work on that was held on 2/22. Cecelia Ward's draft of changes to the Code that deal with the first phase of this work were received this week and will be taken to P&Z and the Commission in August.	August & September
Sidewalk Cafes	Comm Sasser suggested Town make it easier to obtain sidewalk café permits. Staff suggested a number of revisions to the code to accomplish that at June Roundtable, incl eliminating P&Z and Commision review of permits, reduce fees, eliminate lineal feet requirements & open to take out food businesses. 1st reading occurred in June.	2nd reading July 26th

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
ADMINISTRATIVE ISSUES		
Outdated Technology - Telephone System	Town Commission approved a contract to install a new phone system at the June 28th meeting. The new system will be installed in August.	
Outdated technology - IT System	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), to reduce costs & have an even more robust system than we could otherwise afford. . We have not had any luck in getting this project moving with the County, so have pursued a different approach. New Finance Director Tony Bryan is tech saavy and believes we do not need to spend much money to improve our technical operations. He & Pat Himmelberger recently worked on moving the Development Services staff onto the Administration server and will consolidate the Finance and Administration server in August.	
Personnel Policies	Recommendations provided to the Town Commission in July.	26-Jul
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	Commission gave ok to staff extend when current agreement ends.	August
Jarvis Hall Rentals	Amendments to code to be prepared to waive insurance & indemnity for Town resident & civic assn use of Jarvis; to allow TMgr to approve Jarvis Hall use; to allow out of town users to use it for a rental fee.	1st reading June, 2nd reading July

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
BUDGET		
Town Attorney Agreement	Discussed at June Roundtable. Town Atty submitted \$390K budget request for FY 2012. Commission indicated they will discuss further during budget process.	
Employee Health-Related Insurance Programs	After ongoing service problems with our prior benefits broker, we switched to a new broker in April (piggybacking off another city's contract). New broker solicited alternative health carriers for the employee medical insurance, but is finding costs are not competitive with the current policy we have through the League of Cities. Lof Cities advises they are going with a new carrier & will provide our new premiums and plans options during the last week of July.	August
Economic Vitality: Marketing Plan	In April, Commission requested proposal from RMA to prepare Town's marketing plan. RMA's proposal discussed at June Roundtable; Commission decided to defer action at this time & look at budget option to hire a marketing staff person in FY 2012. Position included in Mgr's recommended budget for FY 12.	July
Other Budget Review Issues	Funding Pelican Hopper (see item), payoff of Parking Fund debt. Town staff provided report on Parking Debt payoff issue at 1st mtg in July.	Parking Fund debt issue on July 26th agenda

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
CAPITAL PROJECTS		
West Tradewinds Dr Stormwater Project	Chen designed the project and obtained the permit to construct it. Lowest construction bid came in 30% under budget. Construction bid awarded at June 14th meeting. Project underway.	
Flamingo Drive Stormwater Project	Design completed; have received all permits; construction bids due in mid-August.	construction bid award in August
Terra Mar Stormwater Project	Don Prince has gone with a more cost-effective way to alleviate the flooding by boring a hole in the side of the catch basin, & reworking grassed swale areas. Next step is to repave the roadway to change the crown of the road so it drains to the swale.	
Harbor Drive (seagrape to e. tradewinds) stormwater project design	Got a design proposal from Chen but would take us over their annual contract amount which Commission did not want to do. Once continuing contracts are signed with a variety of engineering firms as a result of recent RFQ, we will seek proposals from additional firms to do the design work.	
Downtown Stormwater Project Design	Survey of section of Commercial, the alleys and all of El Mar has been completed. At Vice Mayor's suggestion, we pulled out old engineering plans for a drainage project for the easternmost block. Commission approved a contract to construct that project as Phase 1 of the ultimate drainage solution.	
Public bathroom facilities near beach	Commission decided to defer decision until summer . I put the restrooms in the CIP in FY 2013	Summer 2011
Coral Reef Project	The amended agreement was executed. See update in Town Mgr report cover memo.	
Terra Mar Entranceway	Commission directed staff at March Roundtable & again in April to proceed with this project. Commission approved estimated budget of this project in June. Don Prince is managing the implementation.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
PLANNING & DEVELOPMENT ISSUES		
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. Although the Bldg Official didn't have authority to limit permit extension he gave in January to 30 days and it runs for 180 days, the Town Atty has determined that does not affect the Magistrate's decision to impose fines for lack of progress on the job. The certification of the lien for the fines was approved by the Magistrate on 4/20.	Property Owner's Request for Extension on July 26th agenda
Reduce Permit Fees	Commission reviewed the Fire Marshall's proposal to reduce fees by almost 50% at June Roundtable. Ordinance amendments to be prepared. Consultant Gary Shimun's recommended bldg permit fees were reviewed by the Commission and will be appended to Bldg Services RFP.	July
Building Services Options	Comm. Vincent appt'd Commission liaison. He & Town Mgr met with several possible contractors for input. Commission must decide on new building permit fee schedule before an RFP to seek proposals from alternative providers to the County can be issued. Comm Vincent is reviewing RFP scope. Will be sent to Commission in late July.	
Planning Priorities	Planning Consultant Cecilia Ward in April, Commission asked that she, TM & T Atty prioritized the items on the "to do" list and TM & Ward brought proposed implementation plan to Commission in June. Ward working on Priority 1 and 3. Funding for rest are in the proposed budget.	Budget discussions in July

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
FINANCIAL MATTERS		
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 have taken precedence.	
Cash/Investment Report	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. 2nd Quarter report on the April 27th agenda.	January & April & July (completed), next report in October
Sewer Fund Solvency: Engineering Analysis of Condition of the Town's Sewer System	We received 9 responses to the RFP for engineering services to analyze the condition Town's sewer system. Commission approved ranking of top 3 firms. Awaiting top two firms' proposals on scope of work.	continuing contract in July; fee proposal on work in August

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
OTHER ACTION ITEMS		
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	No response to letters sent to adjacent City Managers to see if their cities have any interest in renting the warehouse space. RFP for a leasing agent produced 1 response (LBTS Realty), despite being issued several times. Staff advised Commission of additional inquiries about leasing & purchase in June. Commission wants financial analysis.	July 26th
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.	
Solid Waste Disposal Issues	The TC appt'd Comm. Sasser as the Commission's liaison on solid waste disposal strategies. Staff recommended in December & Commission agreed not to enter into the new ILA. A sufficient number of cities did not sign the proposed ILA for solid waste disposal by the December 31 deadline. Updated report is on July agenda.	July 26th

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
PUBLIC SAFETY		
Renegotiation of BSO contract	Commission discussed at two meetings; agreed to eliminate 1 deputy position. TMgr to discuss contract language re light duty officers with BSO.	July
Nuisance Abatement Ordinance	Have gathered a few examples from other cities & counties.	
LETF - High Definition Cameras	One ordered. See Town Mgr Report memo.	
MASTER PLAN & PRIORITIES		
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) on April 5 provided their recommendations on the economic revitalization issues in the Master Plan. Draft of a five year Finance Plan to implement many Master Plan projects & initiatives presented at June budget workshop. See other item on planning priorities as it relates to the strategic plan.	
Master Plan: Design Concepts	Univ of Miami conducted 5 day Community Design Workshop from Saturday, May 21- Thursday May 26th at Jarvis Hall with excellent participation from residents and business community. Ideas were well-received. Final report from U of M to be submitted next week.	
Town Manager 2011 Assigned Priorities	Provided updated report to Commission at April Roundtable. Assignment to "Accelerate Recycling" was removed from the list of priorities until solid waste contract comes back up for rebidding. Per Commission direction, agenda items now note if items relates to a designated priority.	Next Status Report to Commission in September

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
TRAFFIC/PARKING ISSUES		
Imperial Lane Traffic Calming	County Traffic Engineering has rejected both plans we submitted to them. ATM Bentley & Traffic Engineer met with neighborhood in June with traffic calming plan.	on July 26th agenda
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.	August
Bel Air traffic light issues	Task assigned to Traffic Engineer who has obtained traffic count & crash data.	August
Town-wide Parking Operations Study	Consultant made recommendations which were accepted re changing proposed placement of multi-pay stations. Commission adopted recommendations on parking rates on April 27th & rates have been implemented. Consultant looked at outsourcing parking operations and made recommendations on topic. Commission authorized staff in June to issue an RFP to contract out parking operation. Finance controls report submitted in June & Finance Director has addressed control concerns & preparing report.	
Sea Grape Speed Humps	Traffic counts and speed counts done by both County and BSO. Data has been sent to out Traffic Engineer for review and advice.	26-Jul

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
A1A/Commercial Traffic Pedestrian Issues	High season traffic and pedestrian counts were done by Hughes & Hughes which indicated intersection has some of highest pedestrian counts in Broward County. H&H has approached County & FDOT about possibility of installing an "all red" pedestrian crossing system at the intersection. FDOT is open to discuss it. County wanted to first try taking light off the County control system for a trial basis for several weeks. She has reported on her & BSO's observation to the County that it had little effect. The County now wants to do another adjustment that might help the north bound conflict and help the pedestrian movement a bit. I've given the okay to try that. This is just a process we have to go through.	
Bcycle Program	Presentation made to the TC in February . Staff & Bcycle selected A1A parking lot corner as preferred first location in LBTS. Brought that & Bcycle input that they cannot proceed without advertising on their station. Town Atty prepared ordinance to modify sign code to accommodate.	1st reading in June, 2nd reading & agreement w Bcycle July 26th
Delivery Truck Parking Issues in Downtown	Commission asked T Mgr to come back in May with suggested solution to problem of delivery trucks parking on travel lanes of El Mar. Workload & designated priority items have caused no progress on this issue.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
ITEMS DEFERRED TIL NEXT YEAR		
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. Commission decided to defer to March 2012.	Mar-12
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
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 done on Recycle Bank and cost of bigger recycling containers. At 4/12 Roundtable, Commission decided to defer further consideration of this issue until 2012 when we prepare the RFP for refuse collection services.	
Standards for Events Held in Right of Way	Standards desired for such thing as barricades, lighting, signage & stages.	
Designated Areas of Beach for Launching boats	Commission agreed to discuss this in October.	October
Discussion of Commission Interest in Investigating police department alternatives to BSO	Commission was not interested in pursuing this idea in the current fiscal year, but agreed to discuss whether there was any interest in analyzing this issue next fiscal year.	October

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
COMPLETED ASSIGNMENTS IN FY 2010/ 2011 (DESIGNATED PRIORITY ITEMS HIGHLIGHTED IN PINK)		
Sewer Fund Solvency: Sewer Rates	Sewer rates were analyzed and options presented to the Commission on rate increases last fall The Commission adopted new sewer rates in January. Customers billed under new rate system in February.	Adopted in January
Economic Vitality Issue: Parking Garage Cost Estimate	TM & AsstTM met with President & CEO of USA Parking in Feb to discuss possibility of them building a garage as they did on City of Deerfield Beach property. He advised it was not economically feasible for him to construct a garage in LBTS (market, financing, demand & Town's parking rates were cited as reasons). He advised it costs \$20K per space to construct a garage (w/o land costs) if the lot size was big enough. If a small lot, prices can get up to \$30K. This & more info was provided to Commission in February Town Manager report.	Reported to Commission in February
Economic Vitality: Restaurant Required Parking Exemption	Ordinance and resolution implementing parking exemption program were adopted on second reading in March.	Adopted in March
Sewer Fund Solvency: Sea Ranch Condos Sewer Billing	Town Commission directed Town Manager to extricate Town from the billing for the 4 Sea Ranch Condos as soon as practical. Three SRCC buildings switched to Pompano billing in March; 1 did not. Property Mgr advised in early July he will switch account this month.	
Sewer Fund Solvency: Resolution of Pompano Billing Error on SRCC	Consultant K Margoles discovered while researching sewer bill issues that Pompano Beach had the Sea Ranch Condos misclassified as commercial rather than residential accounts which resulting in overbilling the Town for many years. Town has received a \$82,000 (statutory limit) against our master sewer bill.	Town reimbursed \$82,000

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Master Plan Update: Speaker Series on Urban Design & Redevelopment	We had three speakers: David Sucher, author of City Comforts, Elizabeth Plater-Zyberk, Dean of Architecture at U of Miami, and Gianni Feoli. Plater-Zyberk's visit caused her to later offer LBTS the opportunity to be the subject of the University's annual Community Design Workshop. Gianni Feoli enlightened the audience on the design characteristics of the large number of buildings in LBTS built in the Miami Modern design style.	Completed in March
Master Plan Update: MPSC & Citizen Input on Master Plan	Town Mgr facilitated the MPSC's review and update of various elements of the 2004 Master Plan at their October- December meetings. The MPSC's recommendations were reviewed by the Commission on several occasions and approved with some modifications. 3 citizen input sessions were held in March. Input from the citizenry was reviewed by the Commission in April.	MPSC & Citizen Input completed in March
Outdated Technology & Economic Vitality: Upgrade Parking Meters	Five multi space pay stations were installed in the downtown area in March. Credit card payment capability was implemented for the new pay stations and the two existing stations in the El Prado lot.	Installed in March
Outdated Technology - Finance Systems	Updated version of finance software, purchased accounts receivable module in order to be able to automate some functions, bought a cash register that ties into the finance system which negates need for dual manual entries.	Implemented in winter
Government efficiency: finance operations	Consultant identified numerous efficiency improvement opportunities & implemented many as Acting Finance Director. Staffing level has been reduced. Report on progress provided to the Commission in June.	Report provided in June

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Neighborhood Projects Program	Staff drafted a program for neighborhood projects and how they would be funded which was conceptually approved by the Commission in February . Commission reconsidered decision in March & decided to go to a simpler approach of allowing each neighborhood a maximum of \$30,000 for entryway features. Commission was comfortable with delineation of neighborhood definitions, and a variety of types of things that can be included. Issue of security features (traffic gates, security cameras) that will require ongoing costs & maintenance to be determined on case-by-case basis.	
Purchasing Policies	Completed.	Adopted on June 28th
Five Year CIP	U of Miami and RMA have moved us along on this project. Commissioner provided input provided at the Budget Workshop in June & again at first meeting in July. 5 Year CIP included in the Proposed FY 12 Budget.	July
Chamber of Commerce Contract	Made \$9400 payment to Chamber in October. Town Commission approved the contract with the Chamber on January 25th.	
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	Amendments to contract executed in October
Increased fees for resident permits, and meter rates	Fee increases instituted and meters changed out on Bougainvillea in October. Meter rate increases approved by Commission for May 2011 and October 2011 implementation.	Approved in October, and April
Non-profit & church waiver from temporary sign fees	Adopted in November	Adopted in November
Year-End Budget Adjustments	Commission approved a few adjustments in November 2010.	Completed

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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
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
Red light camera for Comm'l/A1A intersection	Staff reported our findings to the Commission in October. The Commission made the decision not to implement red light cameras in LBTS.	Commission decided not to install the cameras
Wings Parking Lot Acquisition	After notice of Town legal action, Wings submitted the deed to the Town. The wall between the two parking lots has been removed and the former Wings lot metered in April.	Completed
A1A Parking Lot Signs	DOT-approved Parking directional signs were installed in February on AIA & Commercial.	Installed in February
Possible Acquisition of Property to Expand A1A lot	Town approached by owner of Majestic Apts to buy that property to square of the A1A parking lot. Staff did preliminary investigations & got two appraisals on the property. Owners' asking price far, far in excess of appraisals. Commission expressed no interest in pursuing the property when asked at April roundtable. Property pulled from foreclosure auction in June.	Decided not to pursue purchase
40 Year Inspections Code Hearings	Report was provided to the Commission on the status of the 40 year Inspections in November & again in June. County has agreed that LBTS 40 year inspections violations cases can be heard by the Town's magistrate rather than by the County Board.	Completed

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Tennis Court lighting estimates	Last Sept Commission asked us to check possibility of using different lights on existing poles. Info on tennis revenue /# of keys issued provided in October Town Mgr's report. Lighting analysis done of the existing lights and received suggestions on a less expensive solution using the existing poles. It was determined that the poles could be refurbished but structural engineer advised that the current poles, even if refurbished, will not satisfy wind load requirements for the proposed lighting fixtures. No more research is planned on this project unless the Commission directs otherwise.	Research completed. Cheaper alternative not feasible.
List of contracts that expire in 2011	Provided to Commission at March 22 meeting in Town Mgr's report. And discussed at that meeting.	Completed in March
Audit of 2010 Town Finances	Audit completed. Audit Committee reviewed. Auditor presented report at Commission meeting 3/22. Commission accepted report.	Commission accepted report in March
New Community Bus Contract	Staff research revealed agreement with Quality Transport had been renewed over & over again by prior staff w/o Commission approval. Transitioned to new company under a new contract at end of May.	Switched to new contractor in May
Wine Bar Business Use	The Town Attorney advised wine bars can not be differentiated from other bars, but could be permitted in the restaurant category if more than 51% of revenues come from food. TAtty updated the Commission at the Roundtable 4/12.	
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 reported on this research at April Roundtable. Commission decided vs. adding another stop.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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 adopted on 2nd reading April 27th. .	Adopted in April
LDR revisions re walls	Adopted on 2nd reading on April 27th.	Adopted in April
Revisions to conditional use regs	We incorporated into 2nd reading amendments to address the mixed use/flex unit issues Cecelia Ward raised as needed in her report. Also added paid parking as a conditional use on 2nd reading April 27th.	Adopted in April
Sign Code Revisions - Part 1	Primarily legal and housekeeping changes, but some policy issues included in ordinance that was voted on by TC in March & April.	Adopted in April
LDR revisions re size backup generators	The NOI public hearing was held on 2/22. At 1st reading on March 22 speaker asked ord be amended to allow generators to be placed in side setback. Staff drafted recommendations on that & Commission reviewed at the April Roundtable, then adopted on 2nd reading.	Adopted in April
Revisions to allow Paid Parking	Sun Trust lot received approval for paid parking. Aruba and the Pier have applied for temporary approval. Hotel advertising paid parking that cannot satisfy conditional use requirements for paid parking has been cited.	Adopted on 2nd reading in April
Town Website Improvements	The PIO revised a lot of info on the website that was outdated, incorrect, or found in illogical places. He has also archived 2010 Commission meeting files on the web and made them easier to access. 2011 meetings are up to date. This should cut down the staff effort required on public records requests. New front page with improved functionality, more inviting seaside image look.	Completed in May

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Investigation of Missing Halloween & Easter Items	State Atty declined to file charges because Town did not have a clear inventory of items placed in the warehouse after the event.	Investigation completed; charges not filed
RFPS over \$15K to Commission to review	implemented in February	ongoing
Community Center Participation Fees	Commission asked TMgr for recommendations for more flexible policy. Gave TM authority to set a daily and weekly rate. Commission also agreed seasonal residents with a 2 month or longer lease can attend for free.	Implemented in April.
4th of July Fireworks & Pier Lease	Multi-year fireworks contract awarded. One year Pier license agreement approved.	Completed in June
NLC Prescription Drug Program	Commission approved in February. Project launch this month & article in June edition of Town Topics. Also on Town website.	Launched in July
Code Enforcement Priorities	Commission asked staff to prepare recommendations on prioritizing enforcement of code violations. Commission reviewed at 6/14 Roundtable and made one revision.	Completed
Timeline for a referendum	Provided in May.	
ITBs over \$15k to Commission	Direction received on June 14th to do so. Staff advised to implement.	Ongoing
El Mar Dr Streetscape Project Decisions	Commission decided vs. burying utilities for El Mar on June 21st budget workshop. Commission decided at April Roundtable to stick with 4 lanes of traffic.	
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 of FY 11 on 4/27 agenda as a report. Mid-year budget presentation was made on the April 27th agenda. Next report will be in July with the presentation of the Manager's recommended budget for FY 2012.	Provided in December, April and in July with Proposed 2012 Budget
A1A Streetscape LAP Project Pine Island to	Project CEI contract and construction bid both awarded in July; construction bid came in substantially under PBS&J's cost estimate, so	Approved in July

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Parking for Neighborhood Electric Vehicles	Commission agreed to converting 2 parking spaces in the Oceanfront Center area to mini-spaces for NEVs at the June Roundtable mtg.	Completed