



LAUDERDALE • BY • THE • SEA

Agenda Item Memorandum

Town Manager

Department

Connie Hoffmann *CH*

Department Director

COMMISSION MEETING DATE - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Sept 11 - Regular Meeting 7:00 PM	Sept 5

***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 |

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: SEPTEMBER TOWN MANAGER REPORT

EXPLANATION: There are a number of issues that will be of interest to the Commission:

1. Imperial Drive Traffic Calming Project

This project is finally completed. The two new trees went down in the tropical storm, but have been replanted.

2. North Silver Shores Additional Street Lighting

I have reported in the past that FP&L requires that the Town facilitate getting easements with property owners over whose properties power lines must cross in order to install new light poles. (This is because the easiest way to accomplish our objectives of adding poles on the street-side is to draw power from existing light poles to the rear of the properties.) There are approximately 13 addresses involved. In August we hand-delivered a letter to all properties involved; only 4 properties have responded to our request for permission or to give us a call for more information. Of those responding, 3 said "no" and 1 was willing to sign the easement. We mailed second notices to the remaining 9 properties this week and will give the Commission an update on responses in early October.

3. Florida Highway Beautification Council Grant

Staff is working on a grant application (due October 1st) for funds to assist with the cost of landscape plantings on the East Commercial Streetscape project. In order to improve our chances of getting a grant under the guidelines, Hugh Johnson is working on a modification on the some of the trees called for in the current landscape plan. We will bring the grant application to the Commission for review and authorization at the September 24th meeting.



4. Recycling Grant

The grant application you approved at your August meeting for \$121,000 to buy recycling carts, replace the existing garbage carts, and do an outreach program to promote recycling has been approved. I signed the grant document on Friday and it now goes to the County for execution.

5. HIP & POP Programs

We had good attendance at the kickoff meeting on these grant programs. The designer we retained to present an overview of MIMO architecture, develop a recommended color palate, and prepare a few paint studies of local hotels did far more than we asked and showed color alternatives for multiple hotels. That generates excitement among those who attended and we have had meetings with interested property owners and representatives about possibilities for their properties in each of the past two Thursdays with the designer.

We have received two formal applications for HIP grants, one from the High Noon Resort (which is on the agenda for Commission approval) and another from the Sea Spray Inn. Both are already Superior Small Lodging properties. Planner Linda Connors is working out some of the details with Sea Spray.

We expect additional HIP applications as we have had discussions with or calls from other hotels. We have also met with several property owners about POP grants. We have continued the services of the MIMO designer to meet with the potential applicants, provide them with color selection advice and color studies using the recommended palate. That service is being very well-received. We have also found an architect who is very knowledgeable about MIMO design that we recently used – with excellent results -to review and make suggestions about the plans for a the Tides Inn renovation. He has agreed to a very reasonable fee to meet with HIP applicants that have MIMO style hotels and want to consider exterior architectural modifications in order to guide them as to what would be appropriate modifications and make suggestions for modifications that would enhance the appearance of their hotel.

I feel we are off to a good start with these grant programs and that they will ultimately have a significant visual impact on the Town.

6. Tropical Storm Isaac

Don Prince and his crews did a terrific job in preparing for and cleaning up after Tropical Storm Isaac. As the Commission knows from status updates I sent earlier, Don rented a pump to use to alleviate flooding before water invaded properties and kept a crew out during the storm to constantly keep the drains clear of debris. That worked extremely well and we only had to use the pump once (on Bougainvillea Drive). Of course, in a hurricane, the crews could not stay out in the streets.

We were in steady contact with BSO and the VFD before and during the storm. The VFD stood ready to assist us with clearing drains if the work became more than our crew could handle or if we had such severe flooding that we needed their pumps, but neither situation occurred.



We met with BSO, the VFD, and AMR after the storm in a recap meeting to assess how things went.

7. Storm-water Inundation Issues

The new pump that the Commission authorized us to buy was delivered this past week. The pump that we rented during Isaac was difficult to use and maneuver because of its size; Don Prince feels the pump we purchased will be a lot easier to use.

Town staff and Flynn Engineering met with FDOT representatives about the flooding that has been occurring on Commercial Boulevard in strong rain vents and FDOT acknowledges there are probably not enough drains along Commercial. They have promised a quick analysis of the situation and we will work with them on solutions. We are hopeful they will provide some funds to accomplish the work within the construction of the West Commercial streetscape.

Please see the assignments exhibit to this agenda item for an update on the 19th Street drainage project.

EXHIBIT: Spreadsheet on Status of Assignments

Reviewed by Town Attorney
 Yes No

Town Manager Initials OA

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
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.	
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 was scheduled to double this year.) Benihana advised a cross access agreement was not operationally feasible for them. Despite negotiations, we still have not reached an agreement with Benihana. They appeared at the July 24th Commission meeting and, as a result, we sent them a revised proposal the week of August 6th. Their atty continues to indicate he had not yet had feedback from his client.	September

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
BUDGET		
Sewer Rates	<p>Provided analysis of impact of sewer rate structure on several hotels, restaurants & multi-family properties at December 13th meeting. Commission asked for additional analysis & results of engineering study on sewer infrastructure before deciding what to do on rates. Engineering study and further rate analysis presented on Jan. 19th. Commission decided to hire rate consultant; approved consultant's proposal to do the analysis on Feb 14. Fort Lauderdale finally provided the requested billing data to the consultant in mid-March. Burton & Associates presented recommendations at a special meeting on June 19th and a rate reduction alternative suggested by staff. The Commission decided to go with the rate reduction & restructuring. Ordinance was adopted on 1st reading in July & the public hearing date & second reading were scheduled for Aug 21st. Customers received notice both through their water & sewer bill and through a post card mailed to them. The Commission decided they want Burton to prepare an alternative to using AWWA e.r.u. standards for commercial properties & instead drill down into actual consumption data and develop a rate structure specific to LRTS</p>	<p>public hearing continued to October 23</p>

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
CAPITAL PROJECTS		
East Commercial Drainage & Streetscape	Project is in final design stage. Alternate entryway designs have been prepared. We are awaiting the cost estimates to build them & wind load issues analysis.	
N. Bougainvilla Dr Drainage & Streetscape Project	Design is complete, drainage permit obtained, and cost to construct (except for landscaping portion) has been calculated utilizing the Town's annual construction contract. Commission approved work authorization for construction on August 21st agenda. Pricing to be brought back for stamped asphalt and landscaping portions of the work.	September
West Commercial Blvd Streetscape Design	Survey of the project area completed in January. Commission awarded design contract to Architectural Alliance on 2/14/2012. Meeting with stakeholders held on March 21st. The Commission reviewed two design concepts on March 27th. Special Commission meeting held on April 17th to review 3 modified design concepts. Merchants spoke in favor of Option 1, which kept some parallel spaces on Commercial, reversed the flow of traffic through the parking lots & moved parking w/i the lots to face Commercial. Commissioners Dodd & VM Sasser asked designers to look at another option. Designers returned on April 24th and Commission voted to proceed with Option 1. DOT input forced some modifications to the design. The schematic design presentation was made on July 10th and the Commission approved the schematic, selected lights, site furnishings, paving patterns, & the four plaza sculptures. Designer has developed three alternatives (including a pelican) for the entryway sign. She is now developing cost estimates.	Sept

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
Costs to Improve Street Lighting in Residential Neighborhoods	Commission approved funding for the upgrade of lights in the Silver Shores area on May 22nd and new poles on May 8th. The light upgrades were completed by FP&L on 7/10/2012. FP&L has advised the Town has to have surveys done of all properties involved in the location of new light poles & we must get residents to sign agreements with FP&L to allow the power lines to cross their properties. Only 4 of 13 residents have responded to our letters, 3 of whom will not approve the easement. We are sending second letter to those who have not responded.	October
Sewer Infrastructure Repairs	Commission approval grouting repairs by Televac for \$97,000 on June 12th and piggybacking a contract with Lanzo Lining for installation of cured-in-place liners for \$290K and \$15K to King Engineering to inspect Lanzo's work on June 19th. Televac began their work in late June and Lanzo began work on August 15th. Analysis of video tapes of the laterals is underway by King Engineering to determine the extent of work that will need to be done to repair or replace them. They are still awaiting tapes from Televac of the last section of the Town to review the tapes.	Report on lateral analysis delayed from August to Sept.
Bel-Air Neighborhood Grant Project	Design work is done. We finally received 3 bids on construction. Bill Cole has met with the Bel Air reps as the low bid came in at \$64,000. The neighborhood is working on either getting additional contributions to the project or scaling it back a bit. We hope to be able to bring the bid award to the Commission on September 24th.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
19th Street Drainage	<p>After flooding that occurred in a November storm, Don Prince investigated and determined a portion of the drainage system had collapsed and must be replaced. In response to Commission questions, Don found the County has no permit records of the original installation. Commission approved contract with Chen to design repairs in January. The design was put on hold for awhile to determine if there were bigger problems with other drainage pipes in Bel-Air (we had the lined video taped), but the design is almost complete. Chen received verbal approval from Broward County to expand the size of the drainage outfall. Don, the Town's contractor and Chen have met on site and determined there are too many onstacles on the property where the outfall is located to upgrade the size of the outfall. We budgeted \$350K in the FY13 budget to construct the drainage; Chen now estimates the cost for drainage (without an outfall upgrade) will be \$425,000.</p>	
South Silver Shores Road Resurfacing	<p>At neighborhood's request, withdrew work authorization for our contractor to pave the three Tradewinds streets and will wait for Ft. Lauderdale paving contractor on the other 2 streets.</p>	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
CHARTER ISSUES		
Charter Review Board	Commission appointed the Board on March 13th. Board is holding monthly meetings. They cannot meet in September due to the numerous Commission meetings scheduled and the Jewish holiday. Commission is receiving the minutes of their meetings.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
ECONOMIC DEVELOPMENT		
Town Marketing Efforts	<p>1. Staff invited business owners representing the retail, hotel, & restaurant sectors to participate in a series of meetings on marketing issues. Reported to Commission on November 29th the marketing priorities id'd by the group.</p> <p>2. RFQ was issued to qualify firms to assist the Town with marketing initiatives. The Commission approved retaining 3 firms under continuing contracts. A scope of services is being developed for creation of a marketing strategy and plan.</p> <p>3. Update on marketing activities provided to the Commission with May 8 Town Mgr. report.</p> <p>4. Goal was to create at least one new special event that is supportive of economic vitality of the Town. Commission has approved two - Family Fun Week and lobster mini-season event. Family Fun Week and Bug Fest recap of costs & outcome is being prepared for the Commission.</p> <p>5. We are starting to use the new brand with the Pelican & Adirondack chair on written materials. Street banners are in production. We've developed a design for a branded wrap for the Pelican Hopper, but have been advised by the County a new bus is on order for us, so will delay application of the wrap until the new bus arrives.</p>	
Business Recruitment	I have talked to a retail leasing expert who indicated they feel it will be very difficult for the Town to recruit retail stores or other commercial businesses when we have no control over rents, lease provisions, etc.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
FINANCIAL MATTERS		
Cash/Investment Report	First quarter reports for FY 12 was provided to the Commission in February, the 2nd quarter report provided in April, and the 3rd quarter report in July.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
PLANNING & DEVELOPMENT ISSUES		
Planning Priority #4: neighborhood compatibility, historic preservation, & design for safety	Commission approved an NOI for this in June. Draft ordinance went to P&Z Board on August 15th and was approved without changes. Ordinance adopted on 1st reading on Aug 21.	2nd reading is in Sept
Planning Priority #5: Code cleanup	Part A: Revisions to B1-A and B-1 section of code were adopted on second reading in March. Part B: The Commission approved an N.O.I. for further revisions in June. An ordinance implementing changes has been prepared, was approved by the P&Z Board, the Commission briefed on it, and its scheduled for first reading on Sept 11th. Part C: The detailed work done on this ordinance has revealed that additional research has to be done on the County zoning regs as they apply to the annexed areas in the northern part of Town. A work authorization for JC COnsulting to do that additional research and analysis is also on the Sept. 11th agenda.	1st reading in Sept.
Planning Priority #6: Adopt architectural guidelines for Commercial & Multi-Family projects	We have obtained copies of Miami Beach's design guidelines for their north beach area where MIMO is a prevalent architectural style. They are very detailed and relate very well to our MIMO structures, so are a good starting base for us to work from. A design professional who specializes in interior and exterior design for MIMO-style hotels has prepared a color palette which will be referenced in the guidelines. This project is way behind schedule because of other planning work.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<p>Continue Hotel/Motel Code Enforcement Program</p>	<p>1. Cumulative fines as of July 30 were \$37,600 on the Lauderdale Beachside Hotel (the old Clarion). That property was inspected in February and violations notices issued. Re-inspected on 4/4; most violations involving the rooms were corrected, but 16 violations dealing with the property were not corrected & were taken to the Code Magistrate in April. He imposed a \$50 per day per violation effective May 16th. The oceanfront building (on El Mar) had 5 violations outstanding in April and fined @ \$50 per remaining violation, per day.</p> <p>The Fire Marshall issued his violation notices for that hotel in March and also reinspected it on 4/4. On reinspection, he shut down their breakfast room because they had not replaced the hollow core doors cited earlier and one of the guest rooms. He also threatened them with closure because their emergency generator was not working. They corrected the latter problem by bringing in a temporary generator that day and have since repaired the generator. Remaining fire-related violations went before the Code Magistrate on May 23 and he assessed fines.</p> <p>2. Tides Inn's February NOVs went before the Magistrate in April. The Magistrate assessed a fine for 7 violations @ \$75 per violation per day because no evidence of substantial progress by May 16th. Tides Inn has developed plans for a complete and very attractive renovation. We had a MIMO architect meet with their architect last week & that meeting went well. Accumulated fines on that property are \$30,600 as of July 30.</p> <p>3. Inspected Villa Caprice on February 17th. The 14 violations that were not corrected went before the Code Magistrate in April and he assessed a \$100 per day fine per violation on May 16th for the violations that had not been corrected. Accumulated fines as of July 30 were \$78,800. A fire inspection</p>	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
	<p>life safety violations. 4.</p> <p>Inspected the exterior of the Eastern Strand Hotel in response to a complaint and cited them for 27 violations. (They were fully occupied on the day of the inspection.) The Code Magistrate assessed \$900 in administrative fees (because they have multiple buildings) and imposed fines of \$100 per violation per day because no substantial progress was made by May 16th. They have paid the \$900 administrative fee and applied for window & roofing permits. Accumulated fines as of July 30 are \$67,500.</p> <p>5. Issued 9 violations on the former Holiday Inn property regarding the pool, outside storage in trailers, and open doorways. In April the Code Magistrate assessed them \$500 in administrative costs which they have paid. The Magistrate gave them 30 days to come into compliance on violations or face a \$350 per violation, per day due to the repeated violations at this property. Property owner requested an extension of the compliance deadline in May which the Magistrate denied. The accumulated fines on this property are \$161,000 as of July 30. certified.</p> <p>We issued additional violation notices regarding the fence & other issues in August. 6.</p> <p>Violations at the Little Inn went to the Magistrate on May 16th. Fire inspections in late August revealed more issues and they are in the process of being cited. 7.</p> <p>Fines accumulated on the Tropic Ranch Motel were \$28,850 as of July 30.</p>	
240 Imperial Drive	<p>Delayed construction project which has caused many neighborhood complaints. Code fines have been accruing at \$150 daily since January of 2011 and, as of 6/27/2012, they amounted to \$79,500. The Commission denied property owner's request for extension in July 2011. Broward County advised contractor their permit expired on 6/14 due to lack of progress. Contractor has submitted for a new permit, but has not paid the permit fee. Town Attorney is investigating further actions.</p>	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
Agreement w County to serve as our Unsafe Structures Board		
Sign Code Amendment to Allow Professionally Painted Signs on Awnings		

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
PUBLIC SAFETY		
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. Our local BSO reps worked with other jurisdictions to lobby FDOT to allow such cameras to no avail. The Sherriff has expressed a willingness to host the server for multiple cities. I've found limited interest from other city managers in joining together to appeal to Broward County to let us put the cameras on the County's traffic signal poles. BSO had the LPR provider in Town last week to determine how many additional cameras would be required if the County won't let us mount them on traffic light poles & the best locations for the cameras. I met with them & we roughed out the additional costs. Next step is to set a meeting with Broward County Traffic Engineering.	
Negotiate renewal of AMR contract	On 6/12/2012 the Commission directed Town staff to negotiate a contract extension w AMR provided that AMR agreed to forgo their 4% increase in FY 2013. AMR has provided a letter indicating they have agrees to do so & submitted some proposed revisions to the contract this week. The Finance Director and I met on September 6th with AMR representatives to discuss some revisions to the contract we would like to see and they were very amenable to them. We will be developing a draft of a revised contract for further discussion with them.	October

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
TRAFFIC & PARKING ISSUES		
Additional Spaces in the A1A lot	Work authorization to Chen & Associates to design the reconfiguration of the lot and combination with the Wings lot was approved by the Commission on June 12th. Commission approved design concept on August 21st. The architect has developed an exciting conceptual design of a MIMO style sign/shelter for the lot. Once we have a preliminary cost estimate to construct it, we'll bring it to the Commission for review.	
Evaluate # of spaces that can be added to S. Bougainvillea	Commission awarded a contract for design in June to Flynn Engineering & Architectural Alliance on June 26th. Flynn has submitted their preliminary design concept to Broward County traffic for comment/review to determine if it is acceptable to them before bringing it to the Commission.	Sept or early October
Effective Solution to Improve Pedestrian Safety at A1A/Comm'l Intersection	East Commercial design project proposes the all red solution suggested earlier by Hughes Hughes. This proposal was discussed with Broward County the week of 2/13. They indicated they were receptive to all red on weekends. We had traffic and pedestrian counts done in March on weekdays in order to see if they are sufficient to justify All Red during weekdays, too. Hughes met again with FDOT, who has now advised other cities have approached them and so now they want to create criteria for such systems. FDOT will let the Town draft the criteria for their review.	
Parking Strategy Study	Funds included in Parking Fund 2013 budget.	
Expansion of Parking	Design contracts have been approved by the Commission for the proposed Public Safety parking lot, reconfiguration of the A1A lot, and median parking on South Bougainvillea Dr. All are currently in the first phase of design.	
Expansion of Sun Trolley		

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
TRASH & RECYCLING		
Accelerate Recycling Efforts	Important changes on recycling were made in the renewal of the Choice contract. Grant application to the County for the purchase of recycling carts has been approved. Bud held recycling plan feedback meeting in late August with the public. Approval of Recycling Plan is scheduled for Sept. 11th.	September 11th
Solid Waste Disposal Issues	Commission received update at May 22nd meeting on Miramar & County progress on negotiating lower disposal fees. Wheelabrator has filed a bid protest on Miramar's selection of Bergeron. Broward County (with assistance of 2 cities) has negotiated contracts with Bergeron & Wheelabrator for disposal services at reduced costs effective July 2013. Cities will have a "chinese menu" of options with either contractor, or may go their own route with another disposal contractor.	report on Town's options for disposal will be brought back in the fall

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
MISC. ACTION ITEMS		
Written Strategic Plan	This task takes concentrated hours of work. I have it about 3/4 done.	
Lease of warehouse	Commission approved Realtor's contract on April 24th. Realtor & Don Prince met on site to go over work that needs to be done to improve chances of renting it. Realtor has shown the property; some interest, but no offers. Municipal Services has done work that the realtor suggested at the site.	
County Beach Renourishment Proposal for LBTS	After multiple meetings, the Commission decided on May 5th to support the project with conditions on LBTS cost being limited to costs per cubic feet of sand spread on Town beaches as a proportion of all sand spread in the total project & that County repairs damage to Town portals or roadways done as a result of the project. Letter sent to County staff advising them of the Town's position. At some point, the County will come back to the Town to sign a formal agreement regarding the project. We are still awaiting copies of the permitting agencies reports on the Hollywood project. We've followed up and requested them again.	
P.A.C.E. (Property Assessed Clean Energy) Program	Presentation made by Town Attorney's office on the Dade County PACE program to the Commission on April 10th. Mayor found only one other Broward city has an immediate interest in starting a Broward program.	
North Beach Foot Shower	Commission authorized installation of a foot shower on 6/12/2012. Pompano has installed the water meter and the plumber should install the shower the week of September 10th.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
Christmas-by-the-Sea	<p>I met with the Chamber President and Executive Director to discuss the event and how we might reduce the costs. The Christmas tree should make it through one more season and we've budgeted \$4500 for the Town's contribution to Christmas-by-the-Sea which will cover the costs associated with the tree for this year. It is too late in the year to get a good price on a new tree, so we will look at that issue in the Spring of next year when there are significant discounts on trees. We have also discussed not having a Christmas parade as it adds considerably to the cost for police personnel and to the coordination of the event. Once we nail down the costs, the Chamber will see if local businesses will contribute to the cost of the event.</p>	September

FY 2012 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 in December to deliver code enforcement services for the Town at slightly lower cost than doing it in-house.	Contract started 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 in November
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.	New bldg permit fee structure took effect January 2nd
Building Services Options	C.A.P. selected to replace County as our Building Services provider. County vacated our offices on December 28th, but will continue to inspect projects they permitted. C.A.P. began service with the Town on January 2nd.	Service started January 2nd
Implement pay by phone service	Pay by phone signs have come in & are being installed. The service is active. Was demonstrated at January 10th Commission meeting.	Went live in January.
Prioritize Street Resurfacing Needs	Analysis completed & presented to Commission on January 10th. Vast majority of streets in good to excellent condition.	Report done in December

Engineering Analysis of Condition of the Town's Sewer System & Cost to Repair	King & Associates presented the results of the study to the Commission on January 19th.	Completed
Flamingo Drive Storm water Project	Project completed ahead of schedule.	Completed 1st week of March
Communicate sidewalk café license opportunities & parking exemption program	Staff has held discussions with multiple restaurants re: sidewalk café options & parking exemption program (Basilic, JoJos Tacos, Corelli's, CoCo Yogurt, Sea, Pa DeGennaro's, Swiss Bakery, Daisy Bakery, Lenore Nolan Ryan Cooking School, Japan Max,). Sidewalk café agreements have been administratively executed with Sea (6 seats), Daisy's (4 seats), and CoCo Yogurt (4 seats).	
Continue Transition from Single Space Meters to Pay Stations	Commission approved purchase of 3 add'l pay stations. Two were installed in the A1A lot in January and the single space meters removed. The third was installed on SW corner of El Mar/Commercial in February.	Completed in February
North A1A FDOT LAP Grant Project	Project completed in March 2012.	
Government Efficiency: Fill Staff Positions w Qualified & Talented Personnel	Hired Town Planner in November, Deputy City Clerk in December & Accounting Specialist in January. Hired the Construction Project Manager & he started to work on April 1st.	
Planning Priority# 2 Hotel Issues	Status report provided to Commission at Jan 10th meeting. Ordinance prepared to respond to input from hoteliers' and was adopted in March.	Ordinance adopted

<p>Planning Priority # 3: Sign code revisions</p>	<p>In October, Commission approved planning consultant Cecelia Ward to prepare recommendations on immediate issues - wall signs, banner signs, & pole signs. Meetings held with the business community to review & get their input on January 12th. Went to P&Z Board in January. Staff removed the proposed amortization period to come into compliance as we do not have resources right now to do all of the research required to identify all non-conforming signs. Other changes made at Commission direction and the ordinance was adopted on second reading on March 27th.</p>	<p>Ordinance adopted</p>
<p>Negotiate Favorable Extension to Garbage Collection Contract or RFP</p>	<p>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. Commission reviewed draft changes to contract on 1/24/2012 and approved the franchise ordinance on 1st reading on Feb 28th.</p>	<p>March 27th</p>
<p>Grants</p>	<p>1. Town's grant application to the State for turtle-friendly pedestrian lighting in El Prado parking lot was not funded. Only one turtle lighting project was funded in the entire State. 2. Applied for state grant funding for beautification for the section of A1A between southern boundary of Town Hall site and Pine Avenue. (That would be for funding in FY 2015.) 3. In December investigated possible opportunity for a Scenic Highway grant, but very short deadline (window only open for 3 weeks) and required that the project already be designed to submit.</p>	
<p>Branding Logo & Tag line</p>	<p>Goal was to define a brand image for the Town commercial district and incorporate the brand into marketing, communication materials, signage, etc. Three branding concepts were presented to the Commission on March 27th and have been well-received by the public. Public input has been received via a survey and reported to the Commission. Commission approved chair & pelican logo on April 10th and "Relax...You're Here" tag line on April 24th.</p>	<p>Selected in April</p>

Hotel Code Compliance	La Cele Hotel was cited for doing renovation work without permits. They have pulled the required permits.	
Government Efficiency: Parking Operations RFP	Two Parking employees transitioned to Standard Plus, one decided to retire and the third accepted a position with Municipal Services.	Transfer of operations to Standard Plus occurred on June 1st.
Harbor Drive storm water project (Seagrape to E. Tradewinds)	Drainage completed in June.	
Nuisance Abatement Ordinance	Adopted on 2nd reading on June 26th.	
Coral Reef Project Installation	Project was finally fully deployed on June 3. In mid-June I sent letters to the Army Corps of Engineers and the Florida Dept of Environmental Protection advising them of deployment of the project, that there is a discrepancy between the permits on the location of the installation, and the actual location of the installation. I asked them what the next step was to correct those discrepancies but have not received a response yet. The 1st month's monitoring report required by the permitting agencies was submitted & the Commission received a copy of it. We will schedule reports a public presentation on the reef's progress sometime in the fall when the progression of growth should be visible.	
Incentive Programs	The Commission approved the Paint Only Program (POP) on 6/12/2012, with a \$5k limit on the grants to commercial properties, and the Hotel Improvement Program on 6/26/2012. We have worked with a hotel interior designer to develop a color palate for these incentive programs. A flyer on the POP program has been developed. An explanatory meeting will be held next week for hoteliers & commercial property owners. We have one application for the HIP grant which was sent back for some add'l info and have had a number of inquiries.	

Staffing Plan	Town contracted out code enforcement positions in January and Parking positions in June, thus reducing Town staff. Commission approved new maintenance position in Public Works effective in June and a parking employee transitioned into that position. Staffing levels are not expected to change further in the next 18 months.	
Emergency Reserve Levels	Finance 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.	No further action.
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.	No further action
Commission Elections Dates	Ordinance to move to coincide w Presidential Primary adopted.	Ordinance adopted.
Calendar Year 2012 Pay down on Parking Debt	Annual pay down was made the week of January 9th.	Completed
Set up Candidate Forum w League of Women Voters	Held January 11th at 7 pm. Was televised live, was accessible on the website, and was rebroadcast many times before the election.	Completed
Chamber of Commerce	Commission wants verification of expenses of running the Welcome Center for FY 2013 budget considerations. Chamber's financial report for October-December was made at the January 24th meeting.	Commission satisfied with report format
Does Paid Parking Constitute a Change in Zoning	In response to Commissioner Clotney's question, the Town Attorney placed a response on the January 10th agenda. Comm. Clotney asked for further clarification which was provided on 1/24/2012.	Completed

Commission Districts Sun setting	Town Attorney reported on this matter at Commission's January 10th meeting. Issue to be referred to Charter Advisory Board. Placed on Charter review Board topics list for consideration.	Report issued; Charter review Board to discuss
Fire Truck Purchase	On 1/24/2012, Commission approved purchase of a new truck by piggybacking on a Hillsborough contract. Purchase order issued. Delivery in 6 months. Affirmed Mayor's reading that a discount will be provided for prompt payment.	Truck ordered
Resolution of Balances	Staff to advise Commission of final resolution of the \$37K and \$120K balance discrepancies between the 2010 CAFR and the general ledger noticed by Fin Dir Bryan in summer of 2011. Both have since been reconciled. The \$120K was, as Director Bryan thought, related to the new requirement to report on the potential liability of OPEB (Other post-employment benefits).	Reported to Commission in Town Manager report in February
Friedt Park Signage	Ordinance renaming it Friedt Family Park approved on 2nd reading on January 10th. Park sign and family contributions to LBTS plaque installed.	Done
Collection of yard waste	Issue is addressed in Choice renewal.	
Letter to Pompano re Terra Mar Drive	Town Mgr sent letter to Pompano City Manager in early March advising him of our consultant's evaluation of paving condition at intersection of Terra Mar Drive & A1A.	Done
Change Parking Time Limits on Bougainvilla/Comm'l Area	Brought retailers' request to shorten parking time allowed from 2 hours to 1 hour to Commission on Jan 10th. Other businesses were opposed. Ordinance adopted in March to allow Commission to change all parking rates & time limits by Resolution rather than by ordinance. Such a resolution adopted in March. No change was made to the Bougainvilla time limits.	No change made.

Expansion of Sidewalk in front of Athena Restaurant	Commission approved this request with conditions. Applicant Marchelos has decided not to proceed with the project. He will wait for the East Commercial Streetscape project to accomplish the same goal.	Applicant not proceeding.
Opposition to 25% Utility surcharges	Resolution opposing these charges was sent to Legislative Delegation & League of Cities. State Representative George Moraitis advised of Town's interest in legislation addressing this matter. No member of the Legislature has agreed to take up the matter.	No action by the legislature.
Tire Stops on Comm'l Blvd	When road is closed on Saturday nights for special events, the event producer is marking the tire stops. The stops will come out entirely in the East Commercial streetscape plan.	
Fire Assessment Fees	Per the Commission's request, the Finance Director analyzed 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. Finance Director presented analysis to the Commission on May 8th. Commission decided to make no changes now but asked for information on how other Broward cities apportioned fire assessment fees. The Finance Director presented that information to the Commission on June 26th.	
Terra Mar entryway gate maintenance & liability agreement	Agreement was finally executed in June.	
Bid Annual Contracts for certain types of construction	Commission awarded contract to low bidder E& M Construction on June 19th.	

Uverse airing of Town Commission meetings	Staff provided updated subscription #s & costs from Uverse on May 22nd. Commission asked whether Direct TV & other television providers are willing to broadcast Town meetings & info. Direct TV indicated they will not televise our meetings. Commission decided on June 26th not to broadcast on Uverse due to cost and limited subscribers.	
Commission Districts Study	Charter says we must hire a university to do analysis of balanced districts for the Commission election in 2014. Commission approved proposal from FAU on April 10th & reviewed their report on June 12th. Town Attorney provided advice to the Commission on June 26th regarding their options. Commission decided no change in the Commission residency districts.	
Parking Hardship Fees	Mid-year look at fees for hardship parking permits; consider impact on the hospitality industry. Commission declined staff recommendation to increase the cost of hardship permits.	
2x Yearly Parking Exemption Report	Sent report for January - June 2012 to Commission by email on 8/27/12.	
Imperial Lane Traffic Calming	Finally completed in August.	
Banking Services Agreement	RFP issued; Selection Committee recommended Sun Bank; the Commission approved a new agreement with Sun Bank in August.	
Delivery Truck Parking Issues in Downtown	Addressed by Hughes in design for East Commercial.	