



Item No. 86

# AGENDA ITEM MEMORADUM

**Town Manager**

**Connie Hoffmann**

Department

Department Director

<b>COMMISSION MEETING DATE (*) - 7:00 PM</b>	<b>Deadline to Town Clerk</b>
<input checked="" type="checkbox"/> Jan 10, 2012	Dec 30, 2011

*\*Subject to Change*

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

**FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC**

**SUBJECT TITLE:** Town Manager's Monthly Report

**EXHIBIT(S):** Memo dated 1/6/2012 from Town Manager  
Significant Assignment/Projects List

Reviewed by Town Attorney  
 Yes       No

Town Manager Initials CH

# Town of Lauderdale-by-the-Sea

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## Memorandum

**Date:** January 6, 2011

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

**From:** Connie Hoffmann, Town Manager 

**Subject:** Town Manager January Report

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As the size of my report indicates, the last 30 days have been extremely busy; it defies the conventional wisdom that things slow down during the holidays.

### **Transition from Broward County Building Services to C.A.P. Government**

The transition went smoothly. The County vacated the Town offices on December 28<sup>th</sup> and we did not process any building permit applications that week (traditionally a slow week, anyway). The County will continue to do the inspections and follow up work on projects that they issued the permits for. We posted this information at the Development Services Office, and the number contractors or homeowners use to call for an inspection (by Broward County) does not change. Anyone who needs to speak to the Broward County folks for reasons other than setting up inspections should call 954-765-4400, etc. 9871. Our thanks go to County Building Official Dan O'Linn for his professionalism and helps during this transition.

C.A.P. set up the same week the County left and began accepting permit applications on Tuesday, January 3rd.

### **Transition from Municipal Staff to Calvin Giordano for Code Enforcement Services**

Calvin Giordano began work on January 3rd, although they met with the Assistant Town Manager numerous times before their start date to plan for the transition. The two code officers assigned to us are Tuchette Torres (full time) and Richard Zalewski (part time) and they spent this week getting to know Lauderdale-by-the-Sea, reviewing active cases, learning our systems, etc.

Ms. Torres was most recently assigned to the City of Pompano Beach with Calvin-Giordano and has code experience with several other cities, including Fort Lauderdale and Miami Gardens. She also was a public safety aide with Fort Lauderdale.

Mr. Zalewski is a retired City of Miami Beach fire fighter/EMT, fire inspector and fire investigator. He currently works as a code compliance officer for Calvin-Giordano and will be assigned half time to the Town of Davie and half-time to Lauderdale-by-the-Sea.

The Assistant Town Manager and I met with the management team and Code Inspectors from Calvin Giordano on Friday, January 6<sup>th</sup> to discuss code enforcement priorities.

Residents should use the same Town phone number to report code issues (954-640-4220).

### **Conceptual Design for the East Commercial Streetscape Project**

Just a reminder that we have a special Commission meeting scheduled for 7 p.m. at Jarvis Hall on January 17<sup>th</sup> to review and discuss the proposed conceptual design of the streetscape project for the three eastern-most blocks of Commercial Boulevard. Jaime Correa and his team will provide drawings of the design concept they propose early next week and they will be posted on the Town's website and at Jarvis Hall so residents and businesses can look them over before the workshop on January 17<sup>th</sup>.

The workshop has been announced on Channel 78, on our website, and in the edition of Town Topics that may have already been distributed by the time you read this.

### **Flamingo Drive Drainage Project**

The Plaza East condominium Board of Directors executed the agreement with the Town to share in the cost of this project in late December. Municipal Services Director Don Prince is giving the contractor notice to proceed and will be in touch with The Fountainhead and Plaza East about construction issues that will affect their residents. Although it is high season, we cannot delay construction further as the contractor has held to their bid price since last August and cannot continue to do so if we delay the project.

### **Pay Stations in A1A Lot**

The two pay stations in the A1A lot are finally operational, after numerous problems with responsiveness from Parker Systems on parts. Because we usually experience some problems with the pay stations in the first several weeks after they go operational, the individual space meters will remain in the lot, with tape over their coin slots, until we are sure that the pay stations are operating properly.

In addition, we are going to install larger signs to direct people to the A1A lot. People still are unfamiliar with that lot and we feel that the signage is not visible enough to lead them there. Between improved signage and the pay stations, we hope to see a significant increase in utilization of the lot.

### **Pay for Parking by Phone**

The ability for customers to pay for their parking by phone or mobile application is also operational. Signs are being installed explaining how to use the system and cards with those instructions are being delivered to local businesses to distribute to their customers. Kudos are in order to Bud Bentley for bringing this technology to the Town.

### **Project Status Report- North A1A LAP Project**

The project is running well with the exception of the brick pavers. The brick paver sub-contractor was supposed to be working onsite since late November, but their assignment of personnel has been sporadic and insufficient. They have simply not provided the manpower required to get the job done in a timely manner. Raul, the Town's Project Manager from Carnahan Proctor, has consistently complained to the prime contractor (Horizon) about this and, as a result, the sub-contractor has been put on notice that if they are not in full force next week, Horizon will seek out another sub-contractor to take over and finish the project. A full paver crew showed up on Friday, January 6<sup>th</sup>.

We have had some complaints about the safety of the areas where the sidewalk was cut out in anticipation of the pavers being installed. Again the Carnahan Proctor Project Manager has stayed on the contractor to keep those areas graded and safe.

On the other hand, the landscaping is progressing well. Eighty percent of the large trees and palms have been installed. The shrubs are starting to be installed this week along with mulch. Large trees do go into shock when transplanted and the high winds last month added to the shock. The landscape materials have a guarantee, and we have made the contractor replace some trees and will continue to monitor the health of the planted materials.

The prime contractor has completed the demolition and preparation of all the corner treatments areas, seat walls and sidewalk enhancements. They will start working on modifying the light pole footers this week and next. Raul has done a good job in negotiating the costs of that work down. With the improvements in front of the Sea Ranch Center now out of the project, we are looking at an approximate cost of \$10,000 to address the footer issue. That cost will be more than offset by the savings to be realized by deducting the Sea Ranch Shopping Center improvements. We estimate that savings will be around \$80,000.

Next week, the specialty contractor will come in and start the crosswalk work. It will take approximately ten business days to do that work.

At this same time, the sub-contractor for the precast seat cap and coral stone veneer will be placing the caps on the seat wall and wall terminus throughout the project.

FDOT has informally told us they want us to include upgrades to handicapped ramps in the project. We are awaiting their written request to do that, and clarification on how that cost will be covered.

We have also been in contact with Broward County, advising them we cannot agree to maintain a bus shelter located in Sea Ranch Village's corporate boundaries. They have advised that ridership may be sufficient to move that planned bus shelter, across the street into LBTS (at the eastern intersection of Pine and A1A). We will have further discussions with them about that if the Commission is in agreement with that location.

### **Marketing Issues**

1. Both staff and members of the business community felt there was insufficient time to "re-theme" the proposed Caribbean-style event in February and pull off a quality event, so an event will not be held this year.
2. However, the Town is working on marketing all the events that are happening that week (Taste of the Beach, the Friday and Saturday night music events, Aruba's Friday Pig Roast, Alley Oop's Skim and Dance contest) under the umbrella description of "Festival by the Sea." We have acquired web domain names which will be used to promote a variety of LBTS events throughout the year and are preparing posters and other marketing materials for Festival by the Sea. (See attached banner ad that was created by a LBTS marketing firm for us.)
3. Staff and business community volunteers are now working on plans for the June program designed to bring family tourists to LBTS and keep them busy with activities that week. Hoteliers and retailers are being surveyed about their willingness to offer discounted rates that week. Once we have commitments from the business community, we will bring back to the Commission recommendations on the Town's involvement in that program.
4. We will bring to the Commission at the next meeting an RFP to review which will seek the assistance of a retail consulting firm to assist us in achieving our goal of strengthening the economic viability of retail operations in LBTS. We are reviewing studies other cities have done on retail issues and have a meeting scheduled next week with Delray's Downtown Development Authority Director to get insight into their approach to supporting their retail community.

### **Interns from Germany**

We received a request this fall from two German students studying Public Management/Administration at the University of Applied Sciences in Ludwigsburg, to participate in an unpaid 3 month internship with the Town. We have been working with them to complete their visa applications and have verified they are responsible for their lodging while here. (They have visited Lauderdale-by-the-Sea in the past, love it and are familiar with the lodging costs.) Both speak English well. Denise Schmid and Lisa Strizelberger will be assisting us with research, marketing and planning projects and are due to begin work in early February. We're looking forward to having them assist us and experience the many enjoyable aspects of our Town.

**Biorock Reef Project**

One of the redesigned buoys was reinstalled in December. Unfortunately, Dr. Goreau's team was not able to get the second one installed during the fine weather we had around the holidays. They are all volunteers and had holiday commitments.

We did receive renewal of our permit for the project from Broward County. I asked the County to extend the permit for five years and reflect the re-designed buoys, which they did.

[Download Banners Archive](#)

728x90:



300x250:



160x600:

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>ADMINISTRATIVE ISSUES</b>		
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 <u>Town has the capability of sending email blasts.</u>	
Benihana ROW License Renewal	Discussed w Commission in October & consensus was to negotiate a cross access easement. Benihana did make their annual license payment in the same amount as last year (\$20,987) at Bud's request as a show of good faith. (The license payment is scheduled to double this year.) Bud met with them briefly in late November to discuss some possible modifications to the license agreement. They are interested in discussing alternatives that would mitigate the 100% increase in their license fee. The Choice contract, Code Enforcement transition & new Building Services contract have consumed Bud's time, so he has not had time to work on this matter.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>BUDGET</b>		
Fire Assessment Fees	TMgr to have study done of the relationship between residential & commercial fire assessment fees and to determine if there have been sufficient changes since last fee analysis to warrant a modification for commercial properties. Commission also to discuss whether they wish to have two hearings on fire assessment fees.	
Hotel Sewer Rates	TMgr 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.	Special Meeting on Jan. 19th
Chamber of Commerce	Commission wants verification of expenses of running the Welcome Center for FY 2013 budget considerations. Finance Dir met with Chamber Exec Dir re: reporting. First quarter report for Town's fiscal year will be made in report <u>the Chamber submits in January.</u>	January 24th
Calendar Year 2012 Paydown on Parking Debt	Will be made on Monday, January 9th.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>CAPITAL PROJECTS</b>		
North A1A FDOT LAP Grant Project	Most trees planted. Most seating benches constructed. Paver installation behind schedule. Reviewing change order/cost adjustment to delete improvements in front of Sea Ranch Center & address footer solution at other locations. FDOT has informally asked Town to upgrade handicapped ramps. Awaiting FDOT's written request and clarification on funding for that work	Addressed in Town Manager report memo January 10th
Flamingo Drive Storm water Project	Construction bids opened in mid-August. Reported on Plaza East issues to the Commission in August, September, November & December. Commission authorized bid award on December 13th, contingent on Plaza East Board of Directors executing a legal agreement with Town prior to December 29th. deadline. Agreement executed by deadline. Will now execute construction agreement.	
Harbor Drive storm water project (Seagrape to E. Tradewinds)	Commission approved award of design contract to City Engineer Chen Moore & Associates in September. Received 90% design for entire street as it was felt, given great pricing we've received on recent drainage projects, that it will be more cost effective in the long run to do the entire project now than break it into two segments as originally planned. Will bring that issue to the Commission for direction, along with cost estimates.	
Coral Reef Project Installation	Town received extended and modified permit from the County for the project, which reflects new buoy design & installed artificial reef location. One repaired/redesigned buoy has been deployed. GCRA advises the second buoy will be installed in January.	
East Commercial Drainage & Streetscape	Design work awarded to Jaime Correa Associates & Hughes & Hughes at Oct 8th mtg. Updated survey of project area was completed & provided to Correa. Public & business input sessions on conceptual design alternatives held on Saturday, December 3rd.	Conceptual Design to be presented at January 10th Special Meeting

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Engineering Analysis of Condition of the Town's Sewer System & Cost to Repair	King & Associates awarded work authorization by Commission in August to do the study. Study to be presented to Commission on January 19th.	Special Workshop January 19th
Prioritize Street Resurfacing Needs	Mathews Consulting has completed their analysis. Vast majority of streets in good to excellent condition.	January 10th
South A1A Streetscape Design		
N. Bougainville Dr Drainage & Streetscape Project	Staff recommends design work be awarded to Flynn Engineering.	Design Work Authorization Award on January 10th agenda
West Commercial Blvd Streetscape	The scope of services for design of this project has been sent to several firms that have continuing contracts with the Town to propose a design team and costs to do this work.	design contract award at first meeting in February
Costs to Improve Street Lighting in Residential Neighborhoods	Report provided to the Commission on Nov. 29. Staff to pursue lumens increases, stay on FP&L to repair lights that are out, get cost estimates from FP&L to extend electric to bare poles and add additional poles in north Silver Shores neighborhood. This will be the pilot neighborhood to determine costs, impact of approaches.	
Terra Mar entryway gate maintenance & liability agreement	not yet drafted	
Sidewalks Condition Analysis	Commission direction has been requested on the priority of this assignment. No indication it is a priority given workload.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Bid Annual Contracts for certain types of construction	Will expedite project construction and reduce administrative burden of multiple bidding processes. Commission approved hiring Mathews Consulting to prepare the bid specs for these contracts on Nov. 29th. <b>Reminder: ITB to be circulated to Commission before being released.</b>	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>CHARTER ISSUES</b>		
Charter Review Board	Commission to discuss appointing a Charter Advisory Board in March 2012. Town Clerk currently accepting applications from Town residents who wish to serve.	March
Commission Districts Study	Intent is to hire a university to do analysis of balanced districts for the Commission election in 2014; RFP for study to Commission in Spring 2012 so that districts can be designated by September 2012 as required by Charter Article 6-6.1 (5).	Spring 2012
Does Paid Parking Constitute a Change in Zoning	In response to Commissioner Clotley's question, the Town Attorney has placed a response on the January 10th agenda.	January 10th
Commission Districts Sunsetting	Town Attorney report on this matter on January 10th agenda.	January 10th

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>ECONOMIC DEVELOPMENT</b>		
Town Marketing Efforts	<p>1. Staff has invited multiple business owners representing the retail, hotel, &amp; 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. Staff working on RFQ for assistance of advertising/marketing firm to implement marketing priorities identified.</p> <p>2. Goal is to create at least one new special event that is supportive of economic vitality of the Town. In December, brought to the Commission suggestions for 2 new tourist-related events - 1 in February to entertain existing tourists, 2nd a multi-day event in June to draw family tourism in a shoulder season. Commission approved both, with suggestion theme of February event be changed. Staff &amp; marketing group felt not enough time to retheme the February event and pull off a good event, so will not do it in 2012. Advised the Commission we will instead promote the existing February events as a package and will work on planning the June family tourism events.</p> <p>3. Drafting RFP for retail consultant to help develop strategies to be promote Town retail establishments, drive more business to them, and develop ideas to recruit additional retailers.</p>	Will bring RFP for Retail Consultant and Marketing/Advertising Consultant to Commission for review in late January or early February.
Branding	Goals are to define a brand image for the Town and incorporate the brand into marketing and communication materials.	
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). Sidewalk café agreements with Sea, Daisy's, and CoCo Yogurt will likely be executed next week.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Business Recruitment	<p>1. Although not recruited by the Town, staff has had numerous meetings with an architect representing a company doing due diligence with regard to the purchase of a large LBTS hotel; the buyer would have a national chain affiliation. Company's purchase agreement is dependent on site plan approval for their renovations by the Town. Recently advised architectural work on hold pending negotiations with seller. Also advised another buyer may be in the picture. 2.</p> <p>See earlier discussion of possibility of retaining a retail consultant to assist in retail recruitment.</p>	

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

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

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>PLANNING &amp; DEVELOPMENT ISSUES</b>		
Planning Priority# 2 Hotel Issues	Interviewed nine hoteliers and found similar input. N.O.I. adopted November 29th. Planning consultant Cecelia Ward has drafted issues. Getting input from a hotel consultant on some of the issues identified and from a traffic engineer on the parking issues hotels are experiencing.	Report to the Commission on findings/issues on January 10th
Planning Priority # 3: Sign code revisions	In October, Commission approved planning consultant Cecelia Ward to prepare recommendations on immediate issues - wall signs, banner signs, & pole signs. Cecelia has rewritten ordinance to address all issues. Meetings scheduled with the business community to review & get their input on January 12th (9:30 am and 5:30 pm), then to P&Z Board at their January meeting. First reading of ordinance in February, 2nd reading in March, unless Commission decides to accelerate adoption schedule.	to P&Z in January; to commission in February
Planning Priority #4: Neighborhood compatibility, historic preservation, archeological resources & design for safety LDRs		
Planning Priority #5: Remove pyramidal zoning structure, improve purpose & intent of districts, & make code compatible with the Charter	Revisions to B1-A and B-1 section of code being developed to address issues and consistency. NOI for this adopted on November 29th. P&Z Board reviewed and recommended adoption on December 21st.	1st reading January 10th
Planning Priority #6: Adopt architectural guidelines for Commercial & Multi-Family projects		

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Continue Hotel/Motel Code Enforcement Program	No activity due to staff vacancies during fall 2011. Meeting with with Calvin Giordano code enforcement team on January 6th to discuss this & other code priorities.	
240 Imperial Drive	Delayed construction project which has caused many neighborhood complaints. The certification of the lien for code fines was approved by the Magistrate on 4/20/2011 and fines are accruing daily. Commission denied property owner's request for extension on July 26th.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>PUBLIC SAFETY</b>		
Nuisance Abatement Ordinance	Have gathered a few examples from other cities & counties.	
LETF - High Definition Cameras	One purchased. Holding off on 2nd camera so we can purchase a more sophisticated camera that can read & record license plates clearly. FDOT has refused to let us mount such a camera on traffic signal poles at A1A/Commercial intersection. BSO is working with other jurisdictions to lobby FDOT to allow such cameras.	
Fire Truck Purchase	VFD has prepared truck specifications & TMgr reviewed. VFD has proposed piggybacking on a Hillsborough County contract. TMgr has asked VFD to check for more recent bids at other cities to assure pricing under the Hillsborough contract is competitive.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>TRAFFIC/PARKING ISSUES</b>		
Continue Transition from Single Space Meters to Pay Stations	Commission approved purchase of 3 add'l pay stations. Two installed in A1A lot, but experienced repeated delays with Parker activating the cell service from the pay stations to relay the credit card transactions. Then delays in getting Parker to install the necessary keypads. Pay stations now operational. Municipal Services crews have installed signage so customers are aware	
Additional Spaces in the A1A lot		
Evaluate # of spaces that can be added to S. Bougainvillea		
Tire Stops on Comm'l Blvd	Staff to look at alternative ways to eliminate tire stops	
Effective Solution to Improve Pedestrian Safety at A1A/Comm'l Intersection	Will be addressed in the East Commercial design project by Hughes & Hughes.	
Imperial Lane Traffic Calming	Commission approved plan for traffic choker & speed bump. The design is completed and was sent to Broward County Traffic for review & comments. A reviewer at the County rejected the design & we are appealing to a higher authority at the County.	
Delivery Truck Parking Issues in Downtown	Will be addressed by Hughes & Hughes in design for East Commercial.	
NEV Parking spaces	Commission wants to revisit in March 2012.	March
Parking Hardship Fees	Mid-year look at fees for hardship parking permits; consider impact on the hospitality industry. Look at # of hours hardship permits covered.	April

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

<b>PROJECT AREA</b>	<b>STATUS</b>	<b>TO COMMISSION/ COMMITTEES</b>
FDOT Approval of Parking Meters on Commercial Blvd	Request submitted to FDOT. Awaiting their response.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>TRASH &amp; RECYCLING</b>		
Accelerated Recycling Efforts	Being addressed in Choice negotiations.	
Negotiate Favorable Extension to Garbage Collection Contract or RFP	Public input session on November 8th indicated satisfaction with Choice's service. Commission on November 29th directed staff to negotiate a renewal contract with Choice. Liaison Commissioner Sasser now reviewing	January 24th meeting
Solid Waste Disposal Issues	Updated reports provided Commission in July & September on County & Miramar developments.	
Collection of yard waste	Issue being addressed in negotiations with Choice.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>MISC. ACTION ITEMS</b>		
Written Strategic Plan		
Staffing Plan		
Lease of warehouse	In September, Commission rejected realtor agreement and instructed staff to put out a new RFP with modifications suggested by Comm. Vincent. Revised RFP sent to Commission for review; will be issued January 9th. Steve showed the warehouse two weeks ago to a prospective tenant, but no communication from that business since.	
Friedt Park Signage	Ordinance renaming it Friedt Family Park. Family approved revised park sign. Also submitted language for a plaque they want put in the park. Staff gave the family comments on the plaque. Awaiting their feedback.	2nd reading Jan. 10th
Standards for Events Held in Right of Way	Standards desired for such thing as barricades, lighting, signage & stages, but Commission feels it is not a priority right now.	
Opposition to 25% Utility surcharges	Resolution opposing them sent to Legislative Delegation & League of Cities. State Representative George Moraitis advised of Town's interest in legislation addressing this matter. No member of the Legislature has agreed to take up the matter.	
Set up Candidate Forum w League of Women Voters	Scheduled for January 11th at 7 pm. Will be televised live, and many times before the election.	
Expansion of Sidewalk in front of Athena Restaurant	Commission approved this request with conditions. Applicant Marchelos has not proceeded with the project.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>COMPLETED TASKS</b>		
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.	Went live in January.
Emergency Reserve Levels	Fin Director reported on his research at the 10/11/11 Commission meeting. The Commission decided to maintain the emergency reserve at its current level of \$2.3 million.	Policy decision made

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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.
Commission Elections Dates	Ordinance to move to coincide w Presidential Primary adopted.	Ordinance adopted.
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.	