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# Town of Lauderdale-by-the-Sea

## OFFICE OF THE TOWN MANAGER

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### Memorandum

**Date:** February 9, 2012

**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's Report

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#### Hotel/Motel Code Enforcement

We asked the State to assign an hotel inspector to do joint inspections with us of hotels that the Chamber of Commerce is receiving complaints about on cleanliness, safety, and disrepair. They State indicated they were too short staffed to do so. We then asked for assistance from State Representative Moraitis (via Commissioner Sasser) to intercede. His staff learned it is state policy to not do joint inspections with municipalities, but reported the complaints the Chamber has received to the hotel inspection division who then sent out an inspector to do their own inspections. Representative Moraitis' staff has been most helpful.

We also asked the Broward Health Department to participate but, surprisingly, they advised that they only deal with exterior problems or sewer backups. We are going to investigate those statements further with higher level people in that department.

On Tuesday, February 7th a team consisting of the Town's Code Officer, the Fire Marshall, and the Building Official inspected the Lauderdale Beachside Hotel (the old Clarion,) as that is the hotel for which the Chamber receives the most complaints. Despite only visiting public rooms and hotel rooms that were unoccupied at the time of the inspection, they found many violations which they are in the process of writing up. The Fire Marshall will likely post some rooms as not safe for occupancy. In addition to general disrepair

The number of violations found will require a good deal of effort on behalf of the team to process and follow up on, but we will be doing additional hotel inspections over the next

several months. Our plan is to concentrate on those hotels about which the Chamber receives the most inspections.

## **North A1A Project Status Report**

Here's an update from Raul Mederos, our Project Manager:

The brick paver sub-contractor is once again back on the project after a contractual issue with the prime contractor. They have completed almost all of the areas on the eastern side of A1A. Next week they will work on the west side as well as start sealing the brick pavers on the east.

Landscaping is progressing well. Ninety percent of the large trees and palms have been installed; the only trees left to be installed are coconut palms. The shrubs have started to be installed as well as the cleanup and mulch.

The decorative crosswalks have been completed. Thankfully, the contractor was able to complete this work during the night, which only took them two nights to complete the work compared to five to ten days during the day. Conducting this work at night was also a great benefit to the residents of the Town because they did not have to endure many hours and days of lane closures. The thermoplastic stripes will be installed along the new crosswalks next week. This will occur on the crosswalks that cross A1A.

This week the sub-contractor for the pre-cast seat cap, coral stone veneer and the pelican started. They started at the seat wall at Pine Ave and will work northward.

We are processing two Change Orders (CO) for the project. The first CO was for the modifications of the light pole footers. As you recall, we needed to remove a few inches of the footer to allow for the installation of the brick pavers as per plan. In addition, FDOT required us to use mortar to adhere the brick pavers to the footer in lieu of laying them on sand. After negotiations, CO #1 is for \$9,205.69 and added seven calendar days to completion date, thereby extending it to March 2<sup>nd</sup>.

CO #2 is for the upgrade of ADA ramps at the crosswalks and intersections. When FDOT was onsite looking into the issue of the Sea Ranch Shopping Center, they noted that our project did not include the upgrading of the ADA ramps; Federal law requires us to bring the ADA ramps up to current standards. There are twenty-one ramps that will require the detectable warning mats. Of those, twelve ramps need to be replaced because they do not meet the current criteria. The estimated cost and time for this Change Order is \$15,000 and an additional fifteen workdays. (This is an estimate and negotiations have not been finalized.)

In conclusion, the project is projected to come in under budget after taking into account the deduction of the shopping center and the addition of the change orders. However, the project completion date will have to be extended for the additional DA ramp work that is being required.

## **Reconciliation of Discrepancies between FY 2010 CAFR and General Ledger**

Last summer, new Finance Director Tony Bryan reported to the Commission that he had noticed two balance discrepancies between the 2010 CAFR and the general ledger;

one was in the amount of \$37,000 and the other \$120,000. Both have since been reconciled.

The \$120,000 was related, as Director Bryan thought, to OPEB (other post-employment benefits) which had to be reported in the CAFR for the first time in FY 2010. The former Finance Director had simply forgotten to make a journal entry to register that amount in the general ledger.

The bulk of the \$37,000 discrepancy was a \$24,000 account payable liability that had been booked twice. The second entry has been reversed. And there were a number of other journal entries that were made to address the remaining \$12,000.

Attached is the listing with the updated status of all assignments, pending projects, etc.

## 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 Town has the capability of sending email blasts.	
Benihana ROW License Renewal	Discussed w Commission in October & consensus was to negotiate a cross access easement. Benihana did make their annual license payment in the same amount as last year (\$20,987) at Bud's request as a show of good faith. (The license payment is scheduled to double this year.) Bud met with them briefly in late November to discuss some possible modifications to the license agreement. They are interested in discussing alternatives that would mitigate the 100% increase in their license fee. The Choice contract, Code Enforcement transition & new Building Services contract have consumed Bud's time, so he has not had much time to work on this matter, but he did talk to Benihana and they are willing to work with us on this matter. I included improving access to retail stores in the scope of service for the western Commercial Boulevard design so we will get an actual design for modifications once we decide on what they will be.	

## 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. Engineering Study and further rate analysis presented at Special Meeting on Jan. 19th. Commission decided to hire rate consultant; consultant's proposal to do the analysis is on the Feb 14 agenda for approval.	February 14th

## 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 directed Town to upgrade handicapped ramps. Change orders being prepared. I am providing the Commission regular project status updates	February 14th status report
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 with Plaza East. Also executed construction agreement. Construction is underway!	
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. Commission approved that approach on 1/24/2012. Awaiting permits.	
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. Both repaired/redesigned buoys have been deployed; currently one is delivering electricity to the structure. One of the other lines needs repaired & the contractor has developed a stronger sleeve to encase the wires. It will be installed when the weather permits.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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 was presented at Jan. 17th special meeting. Designers took input from that meeting & have made revisions to the plan. TMgr & designers have met with businesses to go over revisions.	February 28th
South A1A Streetscape Design		
N. Bougainvilla Dr Drainage & Streetscape Project	Commission approved award of design contract to Flynn Engineering on January 10th. Commission wants designer to address use of pervious asphalt in the project and size of piping w regard to 5 year or 10 year storm levels. I meet with them next week to look at design concepts	
West Commercial Blvd Streetscape	Proposals to design this project have been submitted by two firms that have continuing contracts with the Town (Architectural Alliance and Calvin Giordano.)	design contract award on agenda for February 14
Costs to Improve Street Lighting in Residential Neighborhoods	Report provided to the Commission on Nov. 29. FP&L has repaired lights that are out. In early December, staff requested FP&L increase lumens and formally requested FP&L to provide cost estimates 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 approach.) FP&L blames delays in responding on vacations in December; says they will assign to an engineer in February. (No explanation for why they didn't do anything in January!!!!) Don will discuss with FP&L VM Dodd's suggestion to reduce costs on adding additional street lights by running underground wires.	
Terra Mar entryway gate maintenance & liability agreement	Attorney & Asst TM have prepared agreement. Sent to neighborhood for execution last week.	

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Sidewalks Condition Analysis	Commission direction has been requested on the priority of this assignment. No indication it is a priority given workload.	
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>	
Sewer Infrastructure Repairs	Sewer repair work is being built into the contract referenced above.	
19th Street Drainage	Discovered drainage system had collapsed and must be replaced after November storm. Commission approved contract with Chen to design. Don Prince has found the County has no permit records of the installation. Chen advises type of pipe there was first used in the 1980s.	
Televise Drainage Pipes in Bel-Air	As a result of 19th street drainage system failure, we will be looking at the rest of the storm water system in Bel-Air.	

**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. Items for consideration include: district elections -sunset or not?;	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

## 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 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.</p> <p>2. Staff working on RFQ for assistance of advertising/marketing firm to implement marketing priorities identified.</p> <p>3. Goal was 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 would instead promote the existing February events as a package and will work on planning the June family tourism events.</p> <p>Have since created an LBTS events webpage &amp; logo, printed &amp; distributed posters for the February Festival by the Sea events, sent press releases &amp; info on the February events to the CVB, the Sun Sentinel, the Miami Herald and other newspapers and news organizations.</p> <p>Plan for the Town's involvement in the June promotion and events is on the February 14th agenda for review/approval. Will bring plans for a shore-diving promotion on February 28th.</p> <p>4. Pat Himelberger has met with Delray DDA Director Marjorie Ferrer for advice on assisting and working with the Town's retailers. Drafting RFP for retail consultant.</p>	February 14th and 28th

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Branding	Goal is to define a brand image for the Town commercial district and incorporate the brand into marketing, communication materials, signage, etc. We wish to avoid spending \$50-\$75K on branding studies that other cities have done and keep this much more economical, but still effective. Staff met with two branding companies recently to discuss the project. We feel one company's past work was more creative on development of a brand, and the other superb at developing branded signage for cities. We will work with the first company to develop ideas for the Commission's review. Once the brand is adopted, we will work with the other company on developing signage to be used throughout the business district.	April
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 have been administratively executed with Sea (6 seats), Daisy's (4 seats), and CoCo Yogurt (4 seats).	
Business Recruitment	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. Advised in December that architectural work on hold pending negotiations with seller. Also advised another buyer may be in the picture.	

## 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	Sought a grant from the State for turtle-friendly pedestrian lighting in El Prado parking lot. Will get answer after Legislative session ends. Applying 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 2014.) 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.	
Government Efficiency: Fill Staff Positions w Qualified & Talented Personnel	Hired a Town Planner in November, a Deputy City Clerk in December. Our latest hire, an Accounting Specialist, has picked up her work quickly and is very productive. Our choice for Project Manager position declined our offer; we have re-advertised the position and have interviews scheduled for the next two weeks.	
Banking Services Agreement	TAtty advises that, with notice, Town can terminate existing agreement. RFP to go to market for banking services agreement proposal. We've gathered sample RFPs and will produce one for e the Commission's review in March.	
Cash/Investment Report	All 4 FY 11 Quarterly reports were provided to the Commission. First quarter report for FY 12 will be submitted to Commission shortly.	

## 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. Status report provided to Commission at Jan 10th meeting. Getting input from a hotel consultant on some of the issues identified and from a traffic engineer on the parking issues hotels are experiencing. Commission wants recommendations on discouraging conversion of hotels to residential & incentives for hotels.	February 28
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 came to conclusion it was more cost-effective to rewrite the ordinance to address all issues. Meetings held with the business community to review & get their input on January 12th. Went to P&Z Board at their January meeting. First reading of February 28th , 2nd reading in March on accelerated adoption schedule. We are removing 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.	February 28
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 was approved Jan. 24th.	2nd reading Feb. 28th

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Planning Priority #6: Adopt architectural guidelines for Commercial & Multi-Family projects		
Continue Hotel/Motel Code Enforcement Program	Calvin Giordano code officer, the Fire Marshall, and the Building Official did their first team inspection of the Lauderdale Beachside Hotel (the old Clarion) on Tuesday, February 7th and found multiple violations, including life-safety issues. Violation notices are being processed.	
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. Other priorities are keeping us from working on this.	
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.	

## 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 have been installed in the A1A lot and the single space meters removed. The third will be installed on SW corner of El Mar/Commercial when we receive a replacement for the solar panel for it.	
Additional Spaces in the A1A lot	We have requested a price from the Town Engineering firm to do the design for reconfiguration of this lot.	
Evaluate # of spaces that can be added to S. Bougainvillea	Found this project was evaluated by Chen in 2007 & they have provided us that info. Their report indicates there is insufficient roadway width for angled parking; they say 34 parallel parking can be accommodated if we go all the way down to the southern end of the street. We have asked them to have their Traffic Engineers review this & will bring the topic to the Commission for direction in March.	March
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	East Commercial design project proposes the all red solution suggested earlier by Hughes Hughes. This proposal will be discussed with Broward County & the FDOT as the project design proceeds.	
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 & Molly Hughes and Asst Town Mgr Bentley met this week (2nd week in February) with the County's Director and Asst Director. Molly Hughes & Jay Flynn will meet with them again next week.	
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

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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
FDOT Approval of Parking Meters on Commercial Blvd	Request submitted to FDOT. Awaiting their response. Meters being installed.	
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. Staff to get restaurants' reaction. First reading of ordinance to allow Commission to change all parking sites by Resolution rather than by ordinance adopted in January. 2nd reading on 2/28.	28-Feb

## 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. Commission reviewed draft changes to contract on 1/24/2012.	28-Feb
Solid Waste Disposal Issues	Updated reports provided Commission in July & September on County & Miramar developments. New report being prepared.	
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 and was issued week of January 9th. Responses due February 16th. Steve showed the warehouse last month to a prospective tenant, but that business has not returned his calls. Several more people have called to inquire about leasing, but have declined offers to show them the warehouse.	March
Friedt Park Signage	Ordinance renaming it Friedt Family Park approved on 2nd reading on January 10th. Park sign changed in February. Family has submitted language for a plaque they want put in the park. Getting price estimate on plaque & will bring that & verbiage to the Town Commission for approval.	28-Feb
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.	
Expansion of Sidewalk in front of Athena Restaurant	Commission approved this request with conditions. Applicant Marchelos has not proceeded with the project.	
County Beach Renourishment Proposal for LBTS	Staff report and County presentation made at December Commission meeting. Public workshop to be held when County ready with more detailed proposal.	??
Letter to Pompano re Terra Mar Drive		

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Neighborhood Street Lighting	<p>TCommission directed staff to turn continue to work with FP&amp;L to turn on all street lights and the FP&amp;L "outdoor lights" in the rear yards. If the majority of the 4 residential properties served by the outdoor light wanted the light off, the Town should direct FP&amp;L to remove the light entirely.</p> <p>Staff to pursue options 2 #, and discuss with them VM Dodd's suggestion to reduce costs on adding additional street lights by running underground wires</p>	
P.A.C.E. (Property Assessed Clean Energy) Program	Mayor has asked the Town Attorney to explain how such a program works in March.	March

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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. 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.	

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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 presented to Commission on January 19th.	Completed
Emergency Reserve Levels	Fin Director reported on his research at the 10/11/11 Commission meeting. The Commission decided to maintain the emergency reserve at its current level of \$2.3 million.	Policy decision made
Discussion of Commission Interest in Investigating police department alternatives to BSO	Commission decided in October they had no interest in pursuing this matter, but to continue looking for ways to reduce costs with BSO.	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.	No further action
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 in report at the January 24th meeting.	Commission satisfied with report format
Does Paid Parking Constitute a Change in Zoning	In response to Commissioner Clotley's question, the Town Attorney placed a response on the January 10th agenda. Comm. Clotley 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.	Now on Charter Advisory Board list

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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