

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

8a

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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. 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. Bud met with their Operations Manager last week who advised that they could not allow access to the retail stores in the first block of Commercial through their parking lot as it is fully utilized in season.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
BUDGET		
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. Commission approved consultant's proposal to do the analysis on Feb 14. Staff has supplied the consultant with all data he requested with the exception of billing data formatted per his request. That info has been requested of Fort Lauderdale and is not yet available.	May

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
CAPITAL PROJECTS		
North A1A FDOT LAP Grant Project	Project is nearing completion. Last of the trees were delivered this week. All benches & garbage cans are in. Pavers are done, with the exception of some sealing. The undercarriage of the bench seats will be repainted as the blue color does not look good. Awaiting FDOT's approval of ADA change order which will extend the project deadline. With all of the change orders, there will be a large net savings on the Town's match.	
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. ITB issued 2/22. Bids are due later this month.	construction bid award March 27th
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; both are delivering electricity to the structure.	
East Commercial Drainage & Streetscape	Design contract awarded to Jaime Correa Associates & traffic planning contract awarded to Hughes Hughes at Oct 8th mtg. Commission approved the revised conceptual design on February 28th. Project is now in schematic design phase.	April
South A1A Streetscape Design		

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
N. Bougainvillea 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. Survey & soil testing completed. Meeting with property owners held March 7th to review several preliminary design ideas. Ten property owners attended (some of whom own multiple units on the street) and it was a lively meeting with lots of input. Designers & staff will further revise plans to determine feasibility of proceeding with various concepts due to deeded parking issues.	possibly March 27th
West Commercial Blvd Streetscape	Survey of the project area completed in January. Commission awarded design contract to Architectural Alliance on 2/14/2012. Several meetings held with staff to review design issues & concepts. Meeting with stakeholders tentatively scheduled for morning of March 21st. Traffic Planner has explored new FDOT program that staff had learned of that may allow for flexibility in normal FDOT standards that would be very beneficial for the design. We will need to amend the work authorization to add traffic counts and & analysis. We are awaiting Hughes' proposal on the costs for that work.	conceptual design March 27th
Costs to Improve Street Lighting in Residential Neighborhoods	Report provided to the Commission on Nov. 29. FP&L has repaired most 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 asked FP&L this week to advise of the status but we've had no response.	
Terra Mar entryway gate maintenance & liability agreement	Attorney & Asst TM have prepared agreement. Sent to neighborhood for execution. We have been advised the new Neighborhood President referred the maintenance agreement to one of their board members who is an attorney and he wants to suggest a slight edits.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

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. Staff will meet w Mathews next week to review draft of bid specs. Reminder: ITB to be circulated to Commission before being released	
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 in January. 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. <u>Geologic tests complete</u>	
Televise Drainage Pipes in Bel-Air	Will be done as a result of 19th street drainage system failure.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
CHARTER ISSUES		
Charter Review Board		March 13th
Commission Districts Study	Charter says we must hire a university to do analysis of balanced districts for the Commission election in 2014; proposal on for Commission review in March.	March 27th

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
ECONOMIC DEVELOPMENT		
Town Marketing Efforts	<p>1. Staff has 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. 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. Commission has approved 2 - Family Fun Week and lobster mini-season event.</p> <p>Have created an LBTS events webpage & logo, printed & distributed posters for the February Festival by the Sea events, sent press releases & info on the February events to the CVB, the Sun Sentinel, the Miami Herald and other newspapers and news organizations.</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> <p>5. Funds donated by area businesses for marketing Family Fun Week have</p>	February 14th and 28th
Branding	<p>Goals are to define a brand image for the Town commercial district and incorporate the brand into marketing, communication materials, signage, etc. Staff met with two companies that specialize in branding & felt one was more creative on development of a brand and the other better for developing signage. Many good ideas have been developed and are being refined for Commission review.</p>	March 27th
Business Recruitment		

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
FINANCIAL MATTERS		
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 March 13.	March 13th
Grants	Sought a grant from the State for turtle-friendly pedestrian lighting in El Prado parking lot. Will get answer after Legislative session ends. This week received many questions from review committee on our application. 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.) 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 Town Planner in November, Deputy City Clerk in December & Accounting Specialist in January. Our first choice for Project Manager position declined our offer; have re-advertised and have interviews scheduled for the next two weeks.	
Banking Services Agreement	RFP for banking services is being prepared.	to Commission for review in March
Cash/Investment Report	First quarter report for FY 12 was sent to Commission in February.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
PLANNING & DEVELOPMENT ISSUES		
Planning Priority# 2 Hotel Issues	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. Have learned that this particular ordinance must be advertised twice, so will not be on for first reading until March.	1st reading March 13th
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 held with the business community to review & get their input on January 12th. Went to P&Z Board at their January meeting. 2nd reading in March on accelerated adoption schedule. We 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. Commission approved on first reading on February 28th.	2nd reading March 27
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, but had to be readvertised so back on for first reading March 13th.	March 13th

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	<p>1. Calvin Giordano code officer, the Fire Marshall, and the Building Official did a team inspection of the Lauderdale Beachside Hotel (the old Clarion) on Tuesday, February 7th and found multiple violations. Town code citations issued in February. If not corrected, will go to Code Magistrate in April. Fire Marshall issued his violation notices this week.</p> <p>2. Inspected Villa Caprice and Tides Inn on February 17th. Those notices of violation were issued in February and are scheduled for the April Code Magistrate also if they are not corrected.</p>	
240 Imperial Drive	<p>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 have been accruing at \$150 daily ever since. Commission denied property owner's request for extension on July 26th. The Bldg Official visited the site on 3/2/2012 and reports all of the windows and doors are in place except for the garage doors. The interior is being worked on (slowly).The exterior has been painted, but the painting caused problems for the neighbor.</p>	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
PUBLIC SAFETY		
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
TRAFFIC/PARKING ISSUES		
Additional Spaces in the A1A lot	We had requested a price from the Town Engineering firm to do the design for reconfiguration of this lot and also involved a landscape architect so that there is some attention to aesthetics in the design. We anticipate the reconfiguration of the lot will be fairly costly. Since the Commission has now asked for a preliminary study of parking garage options, we feel the reconfiguration design should reflect the possibility that a garage might be built on this lot. That necessarily will slow down our timetable for the design.	
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 one of their Traffic Engineers review this & will bring the topic to the Commission for direction in March.	March
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 last two weeks on weekdays in order to see if they are sufficient to justify All Red during weekdays, too. Hughes will evaluate those results.	
Tire Stops on Comm'l Blvd	Staff to look at alternative ways to eliminate tire stops	
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 with the County's Director and Asst Director. Molly Hughes & Jay Flynn met with the County as second time. The County objects to the speed bump at that location. Molly Hughes will now discuss with the neighborhood the other options.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Delivery Truck Parking Issues in Downtown	Will be addressed by Hughes in design for East Commercial.	
NEV Parking spaces	Commission wants to revisit in March 2012.	March 27th
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.	
Change Parking Time Limits on Bougainvillea/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 other businesses' reaction & bring ordinance back to allow Commission to change all parking sites by Resolution rather than by ordinance. Ordinance adopted.	Resolution on rates on March 13th agenda
Parking Garage Preliminary Investigation		

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
TRASH & RECYCLING		
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 and approved the franchise ordinance on 1st reading on Feb 28th.	March 27th
Solid Waste Disposal Issues	Updated reports provided Commission in July & September on County & Miramar developments. There are new developments which we will advise the Commission of once we have the information we need to do so.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
MISC. ACTION ITEMS		
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. Staff showed the warehouse to a prospective tenant on March 8th, so we are holding off on the realtor agreement until we see if that prospective tenant is serious.	
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 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.	
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 held March 5th. County to answer several questions raised about cost to LBTS, feasibility of project on Galt Ocean Mile w/o LBTS involvement, etc.	
Neighborhood Street Lighting	TCommission directed staff to turn continue to work with FP&L to turn on all street lights and the FP&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&L to remove the light entirely. 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	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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.	

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 presented to Commission on January 19th.	Completed
Flamingo Drive Storm water Project		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
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.
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

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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 Clotey's question, the Town Attorney placed a response on the January 10th agenda. Comm. Clotey 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.	
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 changed in February. Family has submitted language for a plaque they want put in the park. Commission okayed plaque verbiage & paving for it on 2/14. Plaque has been ordered.	
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
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