



AGENDA ITEM MEMORADUM

Item No. 8a

Town Manager

Connie Hoffmann

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input type="checkbox"/> Feb 28, 2012	Feb 17
<input type="checkbox"/> Mar 13, 2012	Mar 2
<input type="checkbox"/> Mar 27, 2012	Mar 16
<input checked="" type="checkbox"/> April 10, 2012	Mar 30
<input type="checkbox"/> April 24, 2012	Apr 13

***Subject to Change**

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

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: TOWN MANAGER REPORT

EXHIBIT: Memo dated April 6, 2012 from Town Manager
Updated Project/Assignment List

Reviewed by Town Attorney
 Yes No

Town Manager Initials CH

Town of Lauderdale-by-the-Sea

OFFICE OF THE TOWN MANAGER

Memorandum

Date: April 6, 2012

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

From: Connie Hoffmann, Town Manager 

Subject: April Town Manager's Report

We are now mid-way through the fiscal year and a large number of priority assignments have been completed, as you will see in your review of the attached status report on staff assignments.

I did want to call your attention to several issues that are ongoing.

Streetscape Design for Westernmost Blocks of Commercial Boulevard

As a result of Commission direction and comments, the designers are developing several modifications to the design concepts for this section of Commercial Boulevard. We would like to schedule a special meeting of the Commission during the week of April 16th, which would of course be open to business operators and property owners, to review the options. Commission concurrence and selection of a date for that meeting is requested.

Hotel Inspection Program

The Code Enforcement Officer and the Fire Marshall did a follow-up inspection on April 4th at the Lauderdale Beachside Hotel (the old Clarion) to see if they had corrected the violations cited in February and March. Most Town code violations on the rooms had been corrected, but many of the exterior violations were still observed. Those violations are scheduled to be heard by the Code Magistrate on April 18th if not corrected before that date.

The Fire Marshall noted some improvements, but there were still almost 30 violations that had not been corrected. He closed down their breakfast room and one hotel room for serious violations. He also noted their emergency generator was not operating on

the day of the re-inspection and gave them until 4:30 pm that day to repair it, bring in a temporary generator or be closed down entirely. They did provide the emergency generator as required. His citations will be heard by the Code Magistrate in May if not corrected.

Additional violations have been written up for the old Holiday Inn property for outdoor storage (in containers), unsecured pool access and doors. Those violations will also go before the Code Magistrate on April 18th if not corrected. That property resubmitted their application for renovation permits (their prior permits expired) in March, but the plans reviewers found the plans deficient and we are waiting for the contractor to pay his building permit fees and correct the deficiencies in the plans.

Tides Inn's violations have not been corrected, although the owner has advised Code Enforcement they are going to close down in May for renovations. Their violations are scheduled to be heard by the Code Magistrate on April 18th also.

A re-inspection of the Villa Caprice will take place before the April 18th Code Magistrate hearing to determine the status of their violations.

An inspection was made of Little Inn and Little Inn Too last week. Violations will be written up for both hotels. The Town had previously closed sections of the Little Inn Too for serious structural problems and the Fire Marshall closed additional rooms for occupancy last week. Those rooms were not occupied. The Little Inn Too is essentially not operating, except for one longer term tenant. They have made no progress on correcting the serious structural violations and the Assistant Town Manager will meet with the Town's Building Official to pursue stronger action.

We will be conducting an inspection of the Dolphin Inn in the next month.

Sewer Rate Study

It took Fort Lauderdale almost a month to provide the rate consultant with the billing data he requested. He is currently doing the analysis and expects to come to the Commission with recommendations in May.

Illustrative Sign About the Near Shore Reef

The Master Plan Steering Committee had recommended that the Town place informational signs on the beach about the reef and the Commission concurred. Jim Hendee from the Reef Fest Committee (and now a resident of our Town) got Reef Fest to donate \$1,000 to the Town for such a sign. We engaged the services of a professional museum sign designer to create the sign and it was installed this week on the beach near Datura portal. Please stop by and take a look.

Pat Himelberger coordinated the project from start to finish. Since we already own the artwork, we can produce a second sign at nominal cost and I've asked Pat to have that done. We'll place the second sign at the beach entrance near El Prado park.

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

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. The Town does have the <u>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 was 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 in March 2012, who advised that they could not allow cross access to the retail stores in the first block of Commercial through their parking lot as it is fully utilized in season by their valet parking operation.	

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. Fort Lauderdale finally provided the requested data to the consultant in mid-March. The consultant is now working on the analysis.	May

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
CAPITAL PROJECTS		
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. Construction contract awarded to low bidder by Commission on March 27th & contract has been executed. Contractor will start construction shortly.	
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.	May
South A1A Streetscape Design		

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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. 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. On March 27th the Commission selected Plan A with the proviso that we not eliminate parking spaces. I met with the designers on April 5th to review our options. They have identified less than 10 places where trees can be placed in the swale without impacting parking. They are now costing out various pervious treatments of the swale.	May
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 was held on the morning of March 21st. The Commission reviewed two design concepts on March 27th and selected Scheme B (with back out parking onto Commercial), but asked designers to look at a few issues and an alternative approach to Scheme B. I reviewed with the designers some alternatives and they will be preparing them for Commission review later in April.	April
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 has sent several requests to FP&L to advise us of the status but we've had no response.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Terra Mar entryway gate maintenance & liability agreement	Attorney & Asst TM have prepared agreement. Sent to neighborhood for execution. The new Neighborhood Assn. President referred the maintenance agreement to one of their board members who is an attorney and we have agreed to slight edits. They will take the agreement to their April neighborhood assn. mtg for approval.	May
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 has met numerous times w Matthews to define the amount and type of work to be covered. The ITB was sent to the Commission on April 3 and will be released on April 12th.	
Sewer Infrastructure Repairs	We have decided not to include the sewer repair work into the ITB referenced above because of the specialized nature of the work. Don Prince will research recent bids from other cities for this type of work in order to find a contract we can piggyback.	
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. Geologic tests complete. Project is under design.	
Televise Drainage Pipes in Bel-Air	Being 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	Commission appointed the Board on March 13th and their first meeting is April 11th.	
Commission Districts Study	Charter says we must hire a university to do analysis of balanced districts for the Commission election in 2014; proposal from FAU is ready for Commission review.	April 10th

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. Scope of services for RFQ for assistance of advertising/marketing firms to implement marketing priorities is on the April 10th agenda for Commission input.</p> <p>3. 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. 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. Funds donated by area businesses for marketing Family Fun Week have exceeded our goal. Six hotels, 4 restaurants, and 20 retail operators have made financial contributions. The program is now being advertised on the LBTS events website, with links to participating businesses websites and the week's schedule is close to being finalized. The CVB has given us advice on marketing and advertising.</p> <p>4. Pat Himelberger met with Delray DDA Director Marjorie Ferrer for advice on assisting and working with the Town's retailers. Draft of an RFP for retail consultant is 3/4 done.</p>	Marketing RFQ Scope on April 10th
Branding	Goal was to define a brand image for the Town commercial district and incorporate the brand into marketing, communication materials, signage, etc. Three branding concepts were presented to the Commission on March 27th and have been well-received by the public. Public input has been received via a survey and the concepts are back on the April 10th agenda for a Commission decision.	April 10th

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Business Recruitment	I have talked to a retail leasing expert who indicated they feel it will be very difficult for the Town to recruit retail stores or other commercial businesses when we have no control over rents, lease provisions, etc. The individual felt that was the property owners' responsibility to hire a leasing agent.	

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 when the firm Standard Plus was ranked first. A contract with the company is on the April 10th Commission agenda .	April 10th
Banking Services Agreement	RFP for banking services has been prepared, was reviewed by the Audit Committee at their April meeting, and is on the April 10th agenda for Commission review before being released.	April 10th
Cash/Investment Report	First quarter report for FY 12 was sent to Commission in February. 2nd quarter report will be sent in a few weeks.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
PLANNING & DEVELOPMENT ISSUES		
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 were adopted on second reading in March. Staff will proceed with changes that can be approved by the Commission and identify the changes that would require a referendum vote because they "change" zoning.	
Planning Priority #6: Adopt architectural guidelines for Commercial & Multi-Family projects	Meeting set for next week to determine how to proceed with undertaking the work on this priority.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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. Re-inspected on 4/4 and most violation involving the rooms were corrected, but other violations dealing with the property have not yet been corrected and are scheduled for Code Magistrate hearing on April 18th. The Fire Marshal issued his violation notices for that hotel in March and also reinspected it on 4/4. On reinspection, he shut down their breakfast room because they had not replaced the hollow core doors cited earlier and one of the guest rooms. and put them on notice regarding their emergency generator.</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> <p>3. Also inspected the exterior of the Eastern Strand Hotel & cited them in response to a complaint and the La Cele Hotel while it was under renovation (no permits). 4. Wrote additional violations for the former Holiday Inn property regarding the pool, the outside storage in trailers, and open doorways. These items will go to the Code magistrate in April if not corrected by then.</p>	
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 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.	

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. Will bring a draft of ordinance to Commission on April 24th.	24-Apr
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 have a proposal from Chen 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. We are seeking a second proposal for the design.	May
Evaluate # of spaces that can be added to S. Bougainvillea	Determined 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, but 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 late April or early May.	April or May
Effective Solution to Improve Pedestrian Safety at A1A/Comm'l Intersection	East Commercial design project proposes the all red solution suggested earlier by Hughes Hughes. This proposal was discussed with Broward County the week of 2/13. They indicated they were receptive to all red on weekends. We had traffic and pedestrian counts done in March on weekdays in order to see if they are sufficient to justify All Red during weekdays, too. Hughes 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 engineering design was done and was sent to Broward County Traffic for review. The County rejected the design because they feel the speed bump is too close to the intersection. Two meetings have been held with the County, but they will not change their opinion. Molly Hughes & Bud Bentley met with neighborhood representatives last week about taking the speed bump out of the project. Topic is on the April 10th agenda.	April 10
Delivery Truck Parking Issues in Downtown	Will be addressed by Hughes in design for East Commercial.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
NEV Parking spaces	Commission wanted to revisit in March 2012. March agendas were huge, so staff scheduled the discussion for April.	April 10
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.	June
FDOT Approval of Parking Meters on Commercial Blvd	Request submitted to FDOT. Awaiting their response.	
Parking Garage Preliminary Investigation		

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
TRASH & RECYCLING		
Accelerate Recycling Efforts	Important changes on recycling were made in the renewal of the Choice contract. Next step is grant application to the County for the purchase of recycling carts.	
Solid Waste Disposal Issues	There are new developments with the Miramar bid for disposal fees; there is no immediacy to the issue, so we will update the Commission once we get some other priority matters completed.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
MISC. ACTION ITEMS		
Written Strategic Plan	Plan is in draft form.	May
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. A single responses was received in February. Staff showed the warehouse to a prospective tenant on March 8th, and has followed up several times. Individual interested, but not ready to move. Analysis of Realtor's proposal is on the April 10th agenda.	April 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.	
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.	
P.A.C.E. (Property Assessed Clean Energy) Program	Mayor has asked the Town Attorney to explain how such a program works. That presentation is on the April 10th agenda.	April 10th

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.

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

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

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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. Staff removed the proposed amortization period to come into compliance as we do not have resources right now to do all of the research required to identify all non-conforming signs. Other changes made at Commission direction and the ordinance was adopted on second reading on March 27th.	Ordinance adopted
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
Grants	1. Town's grant application to the State for turtle-friendly pedestrian lighting in El Prado parking lot was not funded. Only one turtle lighting project was funded in the entire State. 2. Applied for state grant funding for beautification for the section of A1A between southern boundary of Town Hall site and Pine Avenue. (That would be for funding in FY 2015.) 3. In December investigated possible opportunity for a Scenic Highway grant, but very short deadline (window only open for 3 weeks) and required that the project already be designed to submit.	
Emergency Reserve Levels	Finance Director reported on his research at the 10/11/11 Commission meeting. The Commission decided to maintain the emergency reserve at its current level of \$2.3 million.	Policy decision made
Discussion of Commission Interest in Investigating police department alternatives to BSO	Commission decided in October they had no interest in pursuing this matter, but to continue looking for ways to reduce costs with BSO.	No further action.

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Designated Areas of Beach for Launching boats	At November 8th meeting, this follow-up meeting was placed on the agenda. Commission expressed no desire to pursue this at this time.	No further action
Commission Elections Dates	Ordinance to move to coincide w Presidential Primary adopted.	Ordinance adopted.
Calendar Year 2012 Pay down on Parking Debt	Annual pay down was made the week of January 9th.	Completed
Set up Candidate Forum w League of Women Voters	Held January 11th at 7 pm. Was televised live, was accessible on the website, and was rebroadcast many times before the election.	Completed
Chamber of Commerce	Commission wants verification of expenses of running the Welcome Center for FY 2013 budget considerations. Chamber's financial report for October-December was made at the January 24th meeting.	Commission satisfied with report format
Does Paid Parking Constitute a Change in Zoning	In response to Commissioner 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. Placed on Charter review Board topics list for consideration.	Report issued; Charter review Board to discuss
Fire Truck Purchase	On 1/24/2012, Commission approved purchase of a new truck by piggybacking on a Hillsborough contract. Purchase order issued. Delivery in 6 months. Affirmed Mayor's reading that a discount will be provided for prompt payment.	Truck ordered
Resolution of Balances	Staff to advise Commission of final resolution of the \$37K and \$120K balance discrepancies between the 2010 CAFR and the general ledger noticed by Fin Dir Bryan in summer of 2011. Both have since been reconciled. The \$120K was, as Director Bryan thought, related to the new requirement to report on the potential liability of OPEB (Other post-employment benefits).	Reported to Commission in Town Manager report in February

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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 & paying for it on 2/14. Plaque installed.	Done
Collection of yard waste	Issue is addressed in Choice renewal.	
Letter to Pompano re Terra Mar Drive	Town Mgr sent letter to Pompano City Manager in early March advising him of our consultant's evaluation of paving condition at intersection of Terra Mar Drive & A1A.	Done
Change Parking Time Limits on Bougainvilla/Comm'l Area	Brought retailers' request to shorten parking time allowed from 2 hours to 1 hour to Commission on Jan 10th. Other businesses were opposed. Ordinance adopted in March to allow Commission to change all parking rates & time limits by Resolution rather than by ordinance. Such a resolution adopted in March. No change was made to the Bougainvilla time limits.	No change made.
Expansion of Sidewalk in front of Athena Restaurant	Commission approved this request with conditions. Applicant Marchelos has decided not to proceed with the project. He will wait for the Est Commercial Streetscape project to accomplish the same goal.	Applicant not proceeding.
Opposition to 25% Utility surcharges	Resolution opposing these charges was sent to Legislative Delegation & League of Cities. State Representative George Moraitis advised of Town's interest in legislation addressing this matter. No member of the Legislature has agreed to take up the matter.	No action by the legislature.