



# AGENDA ITEM MEMORADUM

**Town Manager**

**Connie Hoffmann** *CH*

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> July 10, 2012	June 29
<input type="checkbox"/> July 24, 2012	July 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**

**EXPLANATION:** Provided below are responses to some questions that have been asked by members of the public at recent Commission meetings.

Status of 240 Imperial Lane Fines

This is the property where construction of a home has dragged on and on and caused numerous nuisances to abutting property owners. The fines on this property started to accrue at the rate of \$150 per day in January, 2011. As of 6/27/2012 the accumulated fines were \$79,500.

This project was, until recently, under the jurisdiction of Broward County building officials because the permit for construction was pulled when the County was our building services provider. The building permit expired on June 14, 2012 and the County refused to renew it due to lack of substantive progress on construction. (There is still an active permit to build a swimming pool.)

Status of Imperial Lane Traffic Calming Project

The project re-design is complete and Municipal Services Director Don Prince has requested our new construction contractor to price the project. Don sent the plans to Broward County Traffic Engineering for review and, hopefully, approval. As you know the County has been the stumbling block on this project for almost two years, rejecting each proposal we have developed.

Mr. Cooper's Swimming Pool

At the May 8, 2012 Commission meeting, Dale Cooper spoke at public comments regarding a courtesy notice he received for not meeting the Town Code requirement for a minimum five-foot high pool enclosure. Mr. Cooper noted that his pool had been built in the '50's and believed that his pool and fence should be grandfathered (legal non-conforming) and he should not be required to comply with a newer code requirement. Mr. Cooper also made some suggestions regarding our courtesy notice, which we immediately implemented.

According to our research, the pool enclosure requirement was first adopted by Ordinance 2002-500 on October 8, 2002. This is almost the exact text as Sec. 39-569 of the Broward County Code.



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The Town Attorney's Office advises Section 30-313(29) of the Code does not include a clause making it applicable to pools constructed prior to the passage of these regulations. Generally, new regulations are not applied to existing structures unless language is included specifying that they are covered. If the intent is to affect existing structures, the normal practice would be to include a specific future date for compliance.

Therefore, Mr. Cooper's pool is legal non-conforming. Town staff will notify him of that.

We will look at any other courtesy or violation notices that have been issued for enclosures around pools to determine the year in which the pool was built. If the pool predates, October 2002, we will withdraw the notices and advise the property owners.

Following are updates that the Commission requested.

#### Silver Shores Streetlight Upgrades

I advised the Commission at the last meeting that FP&L has advised us they require surveys of all properties over which their electric wires will pass to the new lights the Town has requested be installed. We have requested a price from one of the surveyors we have under contract.

With regard to the simple wattage upgrades we asked for over six months ago and which we were told by the FP&L rep would be finished by now, they still are not finished and FP&L's latest message indicates it could be another four weeks before that work is done. I fired off an email to the Government Relations Rep expressing our extreme dissatisfaction, but haven't heard back from her as of this writing.

#### Biorock Artificial Reef

Vone Research, who works with Dr. Goreau has completed several dives on the site and have done the fish counts and video required for the first monthly monitoring report. They are in the process of writing the report for submission to the permitting agencies. The Town will receive a copy.

They shot over 2 hours of video. I think it makes more sense to have them make a presentation in the fall after multiple months of monitoring so that they can illustrate the gradual growth on the structure but, if the Commission prefers, we can schedule them to come to the August meeting and make a presentation.

I have not yet received responses to the letter I wrote the permitting agencies last month regarding the discrepancy in the coordinates for the placement of the reef structures between the Army Corps permit and the other permits. Vone Research has a contact with the Army Corps whom they are going to contact.



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Other issues:

The Charter Review Board

The Board is scheduled to meet on Wednesday evening to continue their discussions of Article 7 Planning & Zoning of the Charter. Both the Town Attorney and Town staff have provided them with requested information for this meeting. The Commission has received the agenda and backup materials sent to the Board.

**EXHIBITS: Spreadsheet of Assignments/Projects Status**

Reviewed by Town Attorney  
 Yes     No

Town Manager Initials CA

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<b>BUDGET</b>		
Sewer Rates	<p>Provided analysis of impact of sewer rate structure on several hotels, restaurants &amp; multi-family properties at December 13th meeting. Commission asked for additional analysis &amp; results of engineering study on sewer infrastructure before deciding what to do on rates. Engineering study and further rate analysis presented on Jan. 19th. Commission decided to hire rate consultant; approved consultant's proposal to do the analysis on Feb 14. Fort Lauderdale finally provided the requested billing data to the consultant in mid-March. Burton &amp; Associates presented recommendations at a special meeting on June 19th and a rate reduction alternative suggested by staff. The Commission decided to go with the rate reduction &amp; restructuring and set August 21 as the noticed public hearing date. Staff has given Fort Lauderdale the wording of the notice to be included in the bills that go out in July. Once again they resisted, but we told them they had to do it. Burton has prepared the analysis the Commission requested of the impact of the proposed rates on the commercial customers &amp; that report is on the July 9th agenda.</p>	July 9th

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<b>CAPITAL PROJECTS</b>		
Coral Reef Project Installation	Vone Research who is assisting Global Coral Reef Alliance with the project advises it was fully deployed on June 3. Prior to this date, not everything was functioning. In mid-June I sent letters to the Army Corps of Engineers and the Florida Dept of Environmental Protection advising them of deployment of the project, that there is a discrepancy between the permits on the location of the installation, and the actual location of the installation. I asked them what the next step was to correct those discrepancies but have not received a response yet. Vone Research has done the 1st month's monitoring and is now preparing the monitoring report required by the permitting agencies. In the first year of the project, monthly monitoring reports are required. Upon receipt, I will provide the reports to the Commission and schedule a public presentation on the reef's progress sometime in the fall when the progression of growth should be visible.	
East Commercial Drainage & Streetscape	Project is in final design stage. The contractors have until late September to complete the design.	
N. Bougainvillea Dr Drainage & Streetscape Project	Schematic design and report on all issues was made to the Commission on June 12th & we received direction to include landscaping at 24+ small areas. The roundabout is not going to be constructed, but a pavement treatment will be given to the intersection. The project is in final design stage.	

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<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.	
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 were 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. Bud has negotiated small changes to the agreement & it will come to the Commission for review in July.	July 24th

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
West Commercial Blvd Streetscape	Survey of the project area completed in January. Commission awarded design contract to Architectural Alliance on 2/14/2012. Meeting with stakeholders held on March 21st. The Commission reviewed two design concepts on March 27th. Special Commission meeting held on April 17th to review 3 modified design concepts. Merchants spoke in favor of Option 1, which kept some parallel spaces on Commercial, reversed the flow of traffic through the parking lots & moved parking w/i the lots to face Commercial. Commissioners Dodd & VM Sasser asked designers to look at another option. Designers returned on April 24th and Commission voted to proceed with Option 1. DOT input has forced some modifications to the design. The schematic design presentation is on the July 10th agenda.	July 10th
Costs to Improve Street Lighting in Residential Neighborhoods	Commission approved funding for the upgrade of lights in the Silver Shores area on May 22nd and new poles on May 8th. Despite FP&L's promises, progress is very slow. We are now being told (as of July 1) that it will be 4 weeks before the simple light upgrades are completed. FP&L has advised the Town has to have surveys done of all properties involved in the location of new light poles & we must get residents to sign agreements with FP&L to allow the power lines to cross their properties.	update in Town Mgr Report on July 10th
Sewer Infrastructure Repairs	Commission approval grouting repairs by Televac for \$97,000 on June 12th and piggybacking a contract with Lanzo Lining for installation of cured-in-place liners for \$290K and \$15K to King Engineering to inspect Lanzo's work on June 19th. Analysis of video tapes of the laterals is underway by King Engineering to determine the extent of work that will need to be done to repair or replace them.	August report on lateral analysis
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. Design is underway.	

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
Televise Drainage Pipes in Bel-Air	Completed. Videoed results under review by engineering company to determine extent of repairs or replacement needed.	August report

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<b>CHARTER ISSUES</b>		
Charter Review Board	Commission appointed the Board on March 13th. Board is holding monthly meetings.	

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<b>ECONOMIC DEVELOPMENT</b>		
Town Marketing Efforts	<p>1. Staff 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. RFQ was issued to qualify firms to assist the Town with marketing initiatives. The Commission approved retaining 3 firms under continuing contracts. A scope of services is being developed for creation of a marketing strategy and plan.</p> <p>3. Update on marketing activities provided to the Commission with May 8 Town Mgr. report.</p> <p>4. Goal was to create at least one new special event that is supportive of economic vitality of the Town. Commission has approved two - Family Fun Week and lobster mini-season event. Family Fun Week concluded and Bug Fest will occur later in July. After Bug Fest, a recap of costs &amp; outcome will be provided to the Commission for the two events.</p> <p>5. We are starting to use the new brand with the Pelican &amp; Adirondack chair on written materials. We've order a couple of sample banners in order to test colors and legibility, before placing a full order. We've developed a design for a branded wrap for the Pelican Hopper, but have been advised by the County a new bus is on order for us, so will delay application of the wrap until the new bus arrives.</p>	
Business Recruitment	I have talked to a retail leasing expert who indicated they feel it will be very difficult for the Town to recruit retail stores or other commercial businesses when we have no control over rents, lease provisions, etc.	

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<b>FINANCIAL MATTERS</b>		
Banking Services Agreement	4 banks responded to our RFP. The evaluation committee ranked Sun Bank #1, and TD Bank #2. The rankings and evaluation of the proposals is on the July 10th agenda for Commission review.	July 10th
Cash/Investment Report	First quarter reports for FY 12 was provided to the Commission in February and the 2nd quarter report provided in April.	

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<b>PLANNING &amp; DEVELOPMENT ISSUES</b>		
Planning Priority #4: Neighborhood compatibility, historic preservation, archeological resources & design for safety LDRs	Cecelia Ward of JC Consulting is finalizing these changes.	
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. The Commission approved an N.O.I. for these revisions in June. Staff is drafting 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	We have obtained copies of Miami Beach's design guidelines for their north beach area where MIMO is a prevalent architectural style. They are very detailed and relate very well to our MIMO structures, so are a good starting base for us to work from. We also met with a design professional who specializes in interior and exterior design for MIMO-style hotels who is preparing a color palette for the Town to consider.	

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<p>Continue Hotel/Motel Code Enforcement Program</p>	<p>1. Lauderdale Beachside Hotel (the old Clarion) was inspected in February and violations notices issued. Re-inspected on 4/4; most violations involving the rooms were corrected, but 16 violations dealing with the property were not corrected &amp; were taken to the Code Magistrate in April. He imposed a \$50 per day per violation effective May 16th. He also assessed them \$250 for administrative costs. The second building (on El Mar) had 5 violations outstanding in April, were assessed \$250 administrative fees, and fined @ \$50 per remaining violation, per day. The Fire Marshall issued his violation notices for that hotel in March and also reinspected it on 4/4. On reinspection, he shut down their breakfast room because they had not replaced the hollow core doors cited earlier and one of the guest rooms. He also threatened them with closure because their emergency generator was not working. They corrected the latter problem by bringing in a temporary generator that day and have since repaired the generator. Remaining fire-related violations went before the Code Magistrate on May 23 and he assessed fines.</p> <p>2. Tides Inn's February NOVs went before the Magistrate in April. Tides Inn indicated they will submit plans for a complete renovation soon. The Magistrate assessed a \$150 administrative fee &amp; assessed a fine for 7 violations @ \$75 per violation per day because no evidence of substantial progress by May 16th.</p> <p>3. Inspected Villa Caprice on February 17th. The 14 violations that were not corrected went before the Code Magistrate in April and he imposed a \$250 administrative fee for each of the two buildings &amp; assessed a \$100 per day fine per violation on May 16th for the violations that had not been corrected.</p>	

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PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
	<p>4. Inspected the exterior of the Eastern Strand Hotel in response to a complaint and cited them for 27 violations. (They were fully occupied on the day of the inspection.) The Code Magistrate assessed \$900 in administrative fees (because they have multiple buildings) and imposed fines of \$100 per violation per day because no substantial progress was made by May 16th. They have paid the \$900 administrative fee and applied for window &amp; roofing permits.</p> <p>5. Issued 9 violations on the former Holiday Inn property regarding the pool, outside storage in trailers, and open doorways. In April the Code Magistrate assessed them \$500 in administrative costs which they have paid and gave them 20 days to get rid of the stagnant water in the pool, which they've done. The Magistrate gave them 30 days to come into compliance on the other violations or face a \$350 per violation, per day. Property owner requested an extension in May which the Magistrate denied.</p> <p>6. Violations at the Little Inn went to the Magistrate on May 16th.</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. The fines have been accruing at \$150 daily since January of 2011 and, as of 6/27/2012, they amounted to \$79,500. The Commission denied property owner's request for extension on July 26th. Broward County advised contractor their permit expired on 6/14 due to lack of progress.</p>	

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<b>PUBLIC SAFETY</b>		
LETF - High Definition Cameras	One purchased. Holding off on 2nd camera so we can purchase a more sophisticated camera that can read & record license plates clearly. FDOT has refused to let us mount such a camera on traffic signal poles at A1A/Commercial intersection. Our local BSO reps worked with other jurisdictions to lobby FDOT to allow such cameras to no avail. The Sherriff has expressed a willingness to host the server for multiple cities. I am in the process of contacting other city managers & find out who is interested in the program so we can go together to appeal to Broward County to let us put the cameras on the County's traffic signal poles.	

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<b>TRAFFIC/PARKING ISSUES</b>		
Additional Spaces in the A1A lot	Work authorization to Chen & Associates to design the reconfiguration of the lot and combination with the Wings lot was approved by the Commission on June 12th.	
Evaluate # of spaces that can be added to S. Bougainvillea	Commission awarded a contract for design in June to Flynn Engineering & Architectural Alliance on June 26th.	
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 present those results to FDOT & the County when the final design plans for East Commercial are submitted to them.	
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. Commission approved that on the April 10th. Flynn Engineering has modified the drawing. County now has to sign off on traffic markings. Don Prince is getting a quote to construct from our new Construction contractor.	
Delivery Truck Parking Issues in Downtown	Will be addressed by Hughes in design for East Commercial.	
Parking Hardship Fees	Mid-year look at fees for hardship parking permits; consider impact on the hospitality industry. Look at # of hours hardship permits issued.	July

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
Parking Strategy Study	To be included in Parking Fund 2013 budget.	

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<b>TRASH &amp; RECYCLING</b>		
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	Commission received update at May 22nd meeting on Miramar & County progress on negotiating lower disposal fees.	update on July 24th

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

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
<b>MISC. ACTION ITEMS</b>		
Written Strategic Plan		
Staffing Plan		
Lease of warehouse	Commission approved Realtor's contract on April 24th. Realtor & Don Prince met on site to go over work that needs to be done to improve chances of renting it.	
County Beach Renourishment Proposal for LBTS	After multiple meetings, the Commission decided on May 5th to support the project with conditions on LBTS cost being limited to costs per cubic feet of sand spread on Town beaches as a proportion of all sand spread in the total project & that County repairs damage to Town portals or roadways done as a result of the project. Letter sent to County staff advising them of the Town's position. At some point, the County will come back to the Town to sign a formal agreement regarding the project.	
P.A.C.E. (Property Assessed Clean Energy) Program	Presentation made by Town Attorney's office on the Dade County PACE program to the Commission on April 10th. Mayor meeting with other Broward cities who have an interest in starting a Broward program.	

## FY 2012 COMPLETED TASKS

Town Manager Evaluation & Determination of 2012 Priorities	Completed in October.	Completed
Government Efficiency: Code Enforcement Delivery	With one staff vacancy and another pending vacancy, the Commission approved a contract with Calvin Giordano Associates in December to deliver code enforcement services for the Town at slightly lower cost than doing it in-house.	Contract started Jan 2, 2012
Planning Priority # 1: Architectural Preference	The NOI public hearing authoring us to proceed to work on that was held on 2/22. Draft of changes to the Code were tabled by the P&Z on a 3-2 vote until November and until an economic study of their impact was done. Commission decided on September 13th they want to move forward with the change on first reading, then back to P&Z Bd in October. NOI adopted in September, 1st reading occurred in October. Passed on second reading November 29th.	Ordinance adopted in November
Economic Vitality: Reduce Permit Fees	Commission adopted the Fire Marshall's proposal to reduce fees by almost 50% in July. Ordinance amendments to be prepared. Consultant Gary Shimun's recommended bldg permit fees were reviewed by the Commission and was appended to Bldg Services RFP.	New bldg permit fee structure took effect January 2nd
Building Services Options	C.A.P. selected to replace County as our Building Services provider. County vacated our offices on December 28th, but will continue to inspect projects they permitted. C.A.P. began service with the Town on January 2nd.	Service started January 2nd
Implement pay by phone service	Pay by phone signs have come in & are being installed. The service is active. Was demonstrated at January 10th Commission meeting.	Went live in January.
Prioritize Street Resurfacing Needs	Analysis completed & presented to Commission on January 10th. Vast majority of streets in good to excellent condition.	Report done in December

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

<p>Planning Priority # 3: Sign code revisions</p>	<p>In October, Commission approved planning consultant Cecelia Ward to prepare recommendations on immediate issues - wall signs, banner signs, &amp; pole signs. Meetings held with the business community to review &amp; get their input on January 12th. Went to P&amp;Z Board in January. Staff removed the proposed amortization period to come into compliance as we do not have resources right now to do all of the research required to identify all non-conforming signs. Other changes made at Commission direction and the ordinance was adopted on second reading on March 27th.</p>	<p>Ordinance adopted</p>
<p>Negotiate Favorable Extension to Garbage Collection Contract or RFP</p>	<p>Public input session on November 8th indicated satisfaction with Choice's service. Commission on November 29th directed staff to negotiate a renewal contract with Choice. Commission reviewed draft changes to contract on 1/24/2012 and approved the franchise ordinance on 1st reading on Feb 28th.</p>	<p>March 27th</p>
<p>Grants</p>	<p>1. Town's grant application to the State for turtle-friendly pedestrian lighting in El Prado parking lot was not funded. Only one turtle lighting project was funded in the entire State. 2. Applied for state grant funding for beautification for the section of A1A between southern boundary of Town Hall site and Pine Avenue. (That would be for funding in FY 2015.) 3. In December investigated possible opportunity for a Scenic Highway grant, but very short deadline (window only open for 3 weeks) and required that the project already be designed to submit.</p>	
<p>Branding Logo &amp; Tag line</p>	<p>Goal was to define a brand image for the Town commercial district and incorporate the brand into marketing, communication materials, signage, etc. Three branding concepts were presented to the Commission on March 27th and have been well-received by the public. Public input has been received via a survey and reported to the Commission. Commission approved chair &amp; pelican logo on April 10th and "Relax...You're Here" tag line on April 24th.</p>	<p>Selected in April</p>

Hotel Code Compliance	La Cele Hotel was cited for doing renovation work without permits. They have pulled the required permits.	
Government Efficiency: Parking Operations RFP	Two Parking employees transitioned to Standard Plus, one decided to retire and the third accepted a position with Municipal Services.	Transfer of operations to Standard Plus occurred on June 1st.
Harbor Drive storm water project (Seagrape to E. Tradewinds)	Drainage completed in June.	
Nuisance Abatement Ordinance	Adopted on 2nd reading on June 26th.	
Emergency Reserve Levels	Finance Director reported on his research at the 10/11/11 Commission meeting. The Commission decided to maintain the emergency reserve at its current level of \$2.3 million.	Policy decision made
Discussion of Commission Interest in Investigating police department alternatives to BSO	Commission decided in October they had no interest in pursuing this matter, but to continue looking for ways to reduce costs with BSO.	No further action.
Designated Areas of Beach for Launching boats	At November 8th meeting, this follow-up meeting was placed on the agenda. Commission expressed no desire to pursue this at this time.	No further action
Commission Elections Dates	Ordinance to move to coincide w Presidential Primary adopted.	Ordinance adopted.
Calendar Year 2012 Pay down on Parking Debt	Annual pay down was made the week of January 9th.	Completed
Set up Candidate Forum w League of Women Voters	Held January 11th at 7 pm. Was televised live, was accessible on the website, and was rebroadcast many times before the election.	Completed

Chamber of Commerce	Commission wants verification of expenses of running the Welcome Center for FY 2013 budget considerations. Chamber's financial report for October-December was made at the January 24th meeting.	Commission satisfied with report format
Does Paid Parking Constitute a Change in Zoning	In response to Commissioner Clotney's question, the Town Attorney placed a response on the January 10th agenda. Comm. Clotney asked for further clarification which was provided on 1/24/2012.	Completed
Commission Districts Sun setting	Town Attorney reported on this matter at Commission's January 10th meeting. Issue to be referred to Charter Advisory Board. Placed on Charter review Board topics list for consideration.	Report issued; Charter review Board to discuss
Fire Truck Purchase	On 1/24/2012, Commission approved purchase of a new truck by piggybacking on a Hillsborough contract. Purchase order issued. Delivery in 6 months. Affirmed Mayor's reading that a discount will be provided for prompt payment.	Truck ordered
Resolution of Balances	Staff to advise Commission of final resolution of the \$37K and \$120K balance discrepancies between the 2010 CAFR and the general ledger noticed by Fin Dir Bryan in summer of 2011. Both have since been reconciled. The \$120K was, as Director Bryan thought, related to the new requirement to report on the potential liability of OPEB (Other post-employment benefits).	Reported to Commission in Town Manager report in February
Friedt Park Signage	Ordinance renaming it Friedt Family Park approved on 2nd reading on January 10th. Park sign and family contributions to LBTS plaque installed.	Done
Collection of yard waste	Issue is addressed in Choice renewal.	
Letter to Pompano re Terra Mar Drive	Town Mgr sent letter to Pompano City Manager in early March advising him of our consultant's evaluation of paving condition at intersection of Terra Mar Drive & A1A.	Done

Change Parking Time Limits on Bougainvilla/Comm'l Area	Brought retailers' request to shorten parking time allowed from 2 hours to 1 hour to Commission on Jan 10th. Other businesses were opposed. Ordinance adopted in March to allow Commission to change all parking rates & time limits by Resolution rather than by ordinance. Such a resolution adopted in March. No change was made to the Bougainvilla time limits.	No change made.
Expansion of Sidewalk in front of Athena Restaurant	Commission approved this request with conditions. Applicant Marchelos has decided not to proceed with the project. He will wait for the 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.
Tire Stops on Comm'l Blvd	When road is closed on Saturday nights for special events, the event producer is marking the tire stops. The stops will come out entirely in the East Commercial streetscape plan.	
Fire Assessment Fees	Per the Commission's request, the Finance Director analyzed the relationship between residential & commercial fire assessment fees and to determine if there have been sufficient changes since last fee analysis to warrant a modification for commercial properties. Finance Director presented analysis to the Commission on May 8th. Commission decided to make no changes now but asked for information on how other Broward cities apportioned fire assessment fees. The Finance Director presented that information to the Commission on June 26th.	
Terra Mar entryway gate maintenance & liability agreement	Agreement was finally executed in June.	

<p>Bid Annual Contracts for certain types of construction</p>	<p>Commission awarded contract to low bidder E&amp; M Construction on June 19th.</p>	
<p>Uverse airing of Town Commission meetings</p>	<p>Staff provided updated subscription #s &amp; costs from Uverse on May 22nd. Commission asked whether Direct TV &amp; other television providers are willing to broadcast Town meetings &amp; info. Direct TV indicated they will not televise our meetings. Commission decided on June 26th not to broadcast on Uverse due to cost and limited subscribers.</p>	
<p>Commission Districts Study</p>	<p>Charter says we must hire a university to do analysis of balanced districts for the Commission election in 2014. Commission approved proposal from FAU on April 10th &amp; reviewed their report on June 12th. Town Attorney provided advice to the Commission on June 26th regarding their options. Commission decided no change in the Commission residency districts.</p>	