



Item No. 8d

Agenda Item Memorandum

Town Manager

Department

Connie Hoffmann

Department Director

COMMISSION MEETING DATE - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Aug 21 - Regular Meeting 7:00 PM	Aug 15

***Subject to Change**

- | | | | |
|---------------------------------------|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Presentation | <input checked="" type="checkbox"/> Reports | <input type="checkbox"/> Consent | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Quasi-Judicial | <input type="checkbox"/> Old Business | <input type="checkbox"/> New Business |

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: TOWN MANAGER'S AUGUST PROJECT/ASSIGNMENT STATUS REPORT

EXPLANATION:

EXHIBITS: Status Report

Reviewed by Town Attorney

Yes No

Town Manager Initials CH

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
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.	
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.) Benihana advised a cross access agreement was not operationally feasible for them. Despite negotiations, we still have not reached an agreement with Benihana. They appeared at the July 24th Commission meeting and, as a result, we sent them a revised proposal the week of August 6th. Their atty indicated this week he had not yet discussed it with his client.	September

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
BUDGET		
Sewer Rates	<p>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 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 & 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 & restructuring. Ordinance was adopted on 1st reading in July & the public hearing date & second reading are Aug 21st. Customers received notice both through their water & sewer bill and through a post card mailed to them.</p>	August 21st

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
CAPITAL PROJECTS		
East Commercial Drainage & Streetscape	Project is in final design stage. The designers have until late September to complete the design.	
N. Bougainvillea Dr Drainage & Streetscape Project	Design is complete, drainage permit obtained, and cost to construct (except for landscaping portion) has been calculated utilizing the Town's annual construction contract. Approval of the work authorization to proceed with construction is on the August 21st agenda.	August 21st
West Commercial Blvd Streetscape Design	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 forced some modifications to the design. The schematic design presentation was made on July 10th and the Commission approved the schematic, selected lights, site furnishings, paving patterns, & the four plaza sculptures. Designer is to come back with alternatives (including a pelican) for the entryway sign.	Sept
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. The light upgrades were completed by FP&L on 7/10/2012. 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.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
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. Televac began their work in late June and Lanzo began work on August 15th. 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. They are still awaiting tapes from Televac of the last section of the Town to review the tapes.	Report on lateral analysis delayed from August to Sept.
Bel-Air Neighborhood Grant Project	Design work is done. We have received only 1 bid so far on construction. We are having difficulty getting contractors to bid on such a small project.	
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 original installation. Project was put on hold for awhile, pending tv-ing of all drainage lines in Bel-Air, but now being worked on due to flooding issues. Chen has been investigating options for the existing outfalls. \$350K is in the FY13 budget to construct the drainage.	
Televise Drainage Pipes in Bel-Air	Completed. Videoed results under review by engineering company to determine extent of repairs or replacement needed.	Report should be complete in Sept.

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
CHARTER ISSUES		
Charter Review Board	Commission appointed the Board on March 13th. Board is holding monthly meetings. Commission is receiving the minutes of their meetings.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
ECONOMIC DEVELOPMENT		
Town Marketing Efforts	<p>1. Staff 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. 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 and Bug Fest recap of costs & outcome is being prepared for the Commission.</p> <p>5. We are starting to use the new brand with the Pelican & Adirondack chair on written materials. We ordered sample banners in order to test colors and legibility. We now have three bids and will be ordering banners for A1A and Commercial Blvds. 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
FINANCIAL MATTERS		
Banking Services Agreement	4 banks responded to our RFP. The evaluation committee ranked Sun Bank #1, and TD Bank #2. The Commission endorsed that ranking on July 10th. The new contract with Sun Trust is ready for Commission approval.	August 21st
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
PLANNING & DEVELOPMENT ISSUES		
Planning Priority #4: neighborhood compatibility, historic preservation, & design for safety	Commission approved an NOI for this in June. Draft ordinance went to P&Z Board on August 15th and was approved without changes.	1st reading is on August 21st
Planning Priority #5: Code cleanup	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 further revisions in June. Staff is drafting changes that can be approved by the Commission w/o referendum.	1st reading in Sept.
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. Cumulative fines as of July 30 were \$37,600 on the Lauderdale Beachside Hotel (the old Clarion). That property 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 & were taken to the Code Magistrate in April. He imposed a \$50 per day per violation effective May 16th. The oceanfront building (on El Mar) had 5 violations outstanding in April and fined @ \$50 per remaining violation, per day.</p> <p>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. The Magistrate assessed a fine for 7 violations @ \$75 per violation per day because no evidence of substantial progress by May 16th. Tides Inn has developed plans for a complete and very attractive renovation. We had a MIMO architect meet with their architect last week & that meeting went well. Accumulated fines on that property are \$30,600 as of July 30.</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 assessed a \$100 per day fine per violation on May 16th for the violations that had not been corrected. Accumulated fines as of July 30 were \$78,800.</p>	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

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 & roofing permits. Accumulated fines as of July 30 are \$67,500.</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. The Magistrate gave them 30 days to come into compliance on violations or face a \$350 per violation, per day due to the repeated violations at this property. Property owner requested an extension of the compliance deadline in May which the Magistrate denied. The accumulated fines on this property are \$161,000 as of July 30. certified.</p> <p>We issued additional violation notices regarding the fence & other issues in August.</p> <p>6. Violations at the Little Inn went to the Magistrate on May 16th.</p> <p>7. Fines accumulated on the Tropic Ranch Motel were \$28,850 as of July 30.</p>	
240 Imperial Drive	<p>Delayed construction project which has caused many neighborhood complaints. Code 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 in July 2011. Broward County advised contractor their permit expired on 6/14 due to lack of progress. Contractor has pulled a new permit.</p>	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
PUBLIC SAFETY		
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've found limited interest from other city managers in joining together to appeal to Broward County to let us put the cameras on the County's traffic signal poles.	
Negotiate renewal of AMR contract	On 6/12/2012 the Commission directed Town staff to negotiate a contract extension w AMR provided that AMR agreed to forgo their 4% increase in FY 2013. AMR has provided a letter inicating they have agrees to do so & submitted some proposed revisions to the contract this week. Negotiations have not begun.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
TRAFFIC & PARKING ISSUES		
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. Design concept is on the August 21st agenda.	August 21st
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.	design concept in Sept
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 met again with FDOT, who has now advised other cities have approached them and so now they want to create criteria for such systems. FDOT will let the Town draft the criteria for their review.	
Imperial Lane Traffic Calming	Construction of this long-awaited project started Friday, August 17th.	
Delivery Truck Parking Issues in Downtown	Addressed by Hughes in design for East Commercial.	
Parking Strategy Study	Funds included in Parking Fund 2013 budget.	
Expansion of Parking	Design contracts have been approved by the Commission for the proposed Public Safety parking lot, reconfiguration of the A1A lot, and median parking on South Bougainvillea Dr. All are currently in the first phase of design (i.e. surveys are being done).	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
TRASH & RECYCLING		
Accelerate Recycling Efforts	Important changes on recycling were made in the renewal of the Choice contract. Grant application to the County for the purchase of recycling cart is on the August 21st agenda as is the recycling plan & ILA with the County for recycling.	August 21st
Solid Waste Disposal Issues	Commission received update at May 22nd meeting on Miramar & County progress on negotiating lower disposal fees. Wheelabrator has filed a bid protest on Miramar's selection of Bergeron. Broward County (with assistance of 2 cities) has negotiated contracts with Bergeron & Wheelabrator for disposal services at reduced costs effective July 2013. Cities will have a "chinese menu" of options with either contractor, or may go their own route with another disposal contractor.	report on Town's options for disposal will be brought back in the fall

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION
MISC. ACTION ITEMS		
Written Strategic 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. Realtor has shown the property; some interest, but no offers.	
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. We are still awaiting copies of the permitting agencies reports on the Hollywood 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 found only one other Broward city has an immediate interest in starting a Broward program.	
North Beach Foot Shower	Commission authorized installation of a foot shower on 6/12/2012. Awaiting installation of water meter by Pompano; supposed to happen by Labor Day.	
Christmas-by-the-Sea	Meeting scheduled next week with the Chamber to discuss.	September