TOWN MANAGER'S 8/20 /2010 LIST OF SIGNIFICANT ASSIGNMENTS/PROJE

PROJECT AREA	STATUS	TO CO COM
RESOLUTIONS & ORDINANCES		
Sign code revisions	Town Atty proposed revisions to sign code to reflect current case law and to make it easier to follow. P&Z Board reviewed and approved the revisions to the ordinance but wanted to review content of sign code once these housekeeping revisions are made. Commission on 10/12 decided that all sign code revisions should be made at one time & referred the issue back to the P&Z Board to study the issue, get citizen and business input, & make recommendations to the Commission. The item was deferred at the the November P&Z meeting and will be taken up at their December meeting.	P&Z -
Comp Plan Updates: Greenhouse Gas and Schools	These updates were reviewed by the P&Z Bd in June & July. Notice of intent approved at Aug 25th mtg. Commission approved 1st reading & transmittal of plan amendments to DCA in September. We expect to receive the DCA's comments in January.	Sp
Business Uses	This past summer the Commission asked that the list of allowable business uses in Town be expanded. Consultant Walter Keller prepared recommendations to expand the list and his recommendations were reviewed and approved by the P&Z Board and an ordinance incorporating them was passed on first reading by the Commission in October. The Ordinance at is on the November mtg for 2nd reading with revisions directed by the Commission.	TC- Novemb
Revisions of Parking Regulations to spur economic development	P&Z discussed at their November workshop and scheduled discussions of several options for their December meeting. Commission directed staff at their November roundtable to bring back revisions to exempt parking requirements for restaurants. Item is on the December 7th Commission meeting. The NOI for parking revisions does not allow adoption of changes until January.	Decem

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PROJECT AREA	STATUS	TO CO CON
ADMINISTRATIVE ISSUES		
Outdated Technology	ATM Bentley asked the County's IT Dept to review the hardware proposals to advise us if the recommendations are sound. They have advised that they are, but suggested the Town may be able to hook into another government's hardware, or place our hardware off-site at a "hardened" facility (IT lingo for a building that is hurricane-proof), and hooking into another gov'ts telephone system in order to reduce costs & have an even more robust system than we could otherwise afford. We are awaiting the County staff's suggestions on how to accomplish that.	Janua
Personnel Policies	Policies are outdated and need a substantial overhaul; Town Manager to prepare proposed revisions for Commission review. This project is important, but keeps getting pushed back by other priorities.	
Purchasing Policies	Request for review/updating of purchasing policies. T Atty has prepared a boilerplate RFP format that we are now using. This project has just started and we hope to bring a revised Purchasing policy back to the Commission in February.	
Town Website Improvements	Funding proposed in FY 2010/2011 budget to improve the website from the user's perspective & reflect our brand better than it currently does. Staff was preparing an RFP to select consultant to do the work, but realized that the new computer hardware probably needs to be settled first as it will support the redesigned website.	
Revisions to Dept. Monthly Reports	First round of changes completed. I would like to see further refinements to the reports' formats and focus, but it is not a high priority right now. We have been behind on getting these reports to the Commission on a timely basis, but are getting caught up.	Report

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PROJECT AREA	STATUS	TO CO COM
BUDGET		
Current Year Budget vs. Actual Analysis	A summary report for FY 2009/2010 is on the Dec. 7th Commission agenda.	D
Chamber of Commerce Funding request	Commission agreed upon $35,000 operating budget and funds for advertising, with. Town Manager to work with the Chamber to develop a contract.	
Town Attorney Agreement	Commission approved continuation of Town Attorney's services on an hourly rate basis. Tatty has agreed to forgo scheduled hourly rate increases in FY 2011 and 2012. Tatty budget reduced to $400,000. TMgr & Tatty to work together to control costs. We are to reschedule a discussion of the possibility of going to a fixed retainer/hourly rate combo in next year's budget deliberations.	rev
Employee Health-Related Insurance Programs	Fin Dir will prepare RFP for health insurance broker services in preparation for bidding for coverage for next fiscal year. Employee Committee to be set up to review suggestions broker has for how benefits are provided in future.	health evaluation

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PROJECT AREA	STATUS	TO CO CO
CAPITAL PROJECTS		
A1A Landscape/Streetscape LAP Project Pine Island to Terra Mar	Various items extending the FDOT LAP agreement, Post Buckley's design contract, etc are on the Dec. 7th agenda. The project is 80% designed and we await the DOT's comments before finalizing the design.	D
El Mar Dr Streetscape Project	MPSC recommendations have been provided to the Commission. Commission needs to direct staff whether to cost out project as MPSC has recommended.	
Stormwater Projects	Municipal Svcs Dir is finalizing details on the cost of work orders with Engineer Chen to design the two smaller projects budgeted this year. ATM Bentley will be negotiating a possible contract with Chen to do the downtown core project engineering analysis. If not cost effective, we will put it out to RFP.	
Tennis Court lighting	Discussed briefly at Sept 20 roundtable. Staff researching less expensive alternatives w Mayor's assistance. Info on tennis revenue/# of keys issued provided in October Town Mgr's report. Have less expensive lighting proposal, but problem is the wind load calculations for the existing poles. The company that produced the poles is no longer in business, so we may not be able to get them certified. Project not considered a priority. p	
Public bathroom facilities near beach	Commission decided to defer decision until master plan update addresses the issue.	Su
Coral Reef Project	Negotiations proceed very slowly, even though only a few items still remain to be settled.	
Terra Mar Entranceway	TC discussed need to provide for neighborhood improvement projects such as this in the Master Plan and agreed to leave in five year funding for such projects. Staff to draft a policy for neighborhood entryways and other neighborhood projects and how they would be funded. We also are having a second look at the cost estimates Chen prepared for this project.	

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PROJECT AREA	STATUS	TO CO CON
PLANNING & DEVELOPMENT ISSUES		
Sea Lord Hotel drainage issue	Drainage permit is still waiting to be picked up. Owner had not yet submitted the change of Contractor form. Dev Svcs Dir Bowman called him on 11/4 to advise him of that.	won't C
4337 Seagrape Drive drainage	1. The permit was issued and was picked up by the customer on 9/15/10. There have not been any inspections called in as yet. Work has not been done. Bldg Official has left several notices for owner to contact him, but owner has not responded. Dev Svcs Dir tried unsuccessfully to contact owner 11/4. 2. The property owner submitted a request for extension to the Magistrate on September 15, 2010. The Magistrate granted an extension for 90 days (until December 14, 2010) and if not in compliance by then a $150 dollar per day fine would commence.	won't C
Building Services Options	Staff to explore the costs, advantages and disadvantages of utilizing a different building services provider or modifying current contract with the County. Goal is to maintain good service levels and reduce the cost of building permits. TMgr is reviewing a draft RFP.	
FINANCIAL MATTERS		
Banking Services Agreement	Town consolidated various Sun Bank accounts effective October 1. TAtty' advises that, with notice, Town can terminate existing agreement. Staff is preparing an RFP to go to market for banking services agreement proposals.	W
Improve efficiency in finance operations	Consultant identified numerous efficiency improvement opportunities & is now implementing them as Acting Finance Director. Funds included in new budget to buy upgrades for financial system. Will order accounts receivable module first, as that will eliminate a lot of manual work. Progress report will be made to the Commission in Spring 2011.	
LETF Reimbursement	Town returned $79,000 to LETF as public safety building project came in well under the appropriation for it. On October roundtable, TC asked that we come back with the cost of providing high definition cameras that can capture license plate #s clearly. TM signed form that authorizes BSO to begin the LETF proposal process. Chief LLerena is developing his recommendations and gathering the costs for the cameras. (The infrastructure needed to support new cameras in the process of being purchased and installed.)	

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PROJECT AREA	STATUS	TO CO CON
OTHER ACTION ITEMS		
Town Calendar	At 4/16 roundtable, Commission expressed desire to have recurring events placed on calendar two years in advance. This is being done.	
Collection of yard waste	Research on issue of how yard waste is to be disposed of.	
Lease of warehouse	Intent is to lease out north half of warehouse & offices. RFP drafted for a leasing agent.	
Revisions to Special Events Policy	Staff to draft amendments to policy to allow for TMgr approval of some events; fee schedule to reflect $200 for annual events or higher #?; look at issue of a Traffic control officer being mandated at some events (discuss w Police Chief)	
Reso 1222 - Retiree Health Insurance	to come back to the Commission for discussion	Decem
Charter Review Board	City Clerk researching how Town did this last time. What qualifications must someone have to serve on the Board. What do other cities do? Commission to appoint Board.	
Investigation of Missing Halloween & Easter Items	TM met with Police Chief 9/24 for his input on information needed to start the investigation. All invoices/payments pulled for Easter, Halloween & Fourth of July events. Municipal Services Director has searched warehouse and noted which items the Town has in its possession. List of items of significant value missing were provided to BSO on November 3rd.	
Use of website for communications	At 9/20 meeting the Commission asked that the website be designed so that residents could log on and ask for information to the Town. TC wants to be advised when the Town has the capability of sending email blasts.	
Regulation of Beach Recreational Uses	Workshop set up for January 25th at 5 pm. to cover both commercial recreational uses and non-commercial uses.	
Commission Districts Study	Intent is to hire a university to do analysis of balanced districts for the Commission election in 2014; RFP for study to Commission in Spring 2012 so that districts can be designated by September 2012 as required by Charter Article 6-6.1 (5).	Sp
Accelerated Recycling Efforts	Commission agreed at October roundtable that they would like to pursue methods to increase the volume of recycling done in Town. Research is being done and we will discuss options with Choice.	
PUBLIC SAFETY		
Notice on Channel 78 re VFD fire safety programs	At 9/27 meeting, TC asked that we put a notice and contact info that VFD can come to multi-family residences to do presentations on fire safety, do a drill, etc.	
Renegotiation of BSO contract	We are gathering copies of the most recent contracts BSO has entered into with other cities as background research for negotiations.	

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PROJECT AREA	STATUS	TO CO COM
STRATEGIC PLNG/MASTER PLAN & PRIORITIES		
Town Manager Performance Plan	Performance goals set. Evaluation to occur in September 2011.	Se
Preparation of Strategic Plan	A series of community meetings will be held this winter to engage stakeholders (residents, business owners, seasonal residents, visitors) in defining strategic priorities for the Town. When the work on the Master Plan update is completed, those recommendations will be merged into the Strategic Plan implementation program.	Febr
Updating Master Plan	TMgr prepared a summary of the major recommendations of the 2004 Master Plan and the current status of each. Using that list, TMgr is working with the MPSC to update the Master Plan to reflect current thinking and priorities.(Meetings with MPSC held in October & November. December is scheduled.) Once MPSC has provided their recommendations to the Commission, citizen and business input will be sought on those recommendations and brought back to the Commission.	
Speaker Series on Urban Design & Redevelopment	First speaker, David Sucher, author of *City Comforts* scheduled to speak in LBTS on Friday, Jan 7th at 4-6 pm at Jarvis Hall and do Town walk with interested residents & business people, Commissioners & staff on Saturday, Jan 8th at 9 am. Sandra Booth is finalizing a date for University of Miami Dean of the School of Architecture and famed Seaside planner Elizabeth Plater-Zyberg to revisit LBTS in February. TMgr is contacting other speakers on topics of retail revitalization and the hospitality industry.	January,

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PROJECT AREA	STATUS	TO CO COM
TRAFFIC/PARKING ISSUES		
Imperial Lane Traffic Calming	County Traffic Engineering has rejected both plans we submitted to them. ATM Bentley has advised neighborhood representative and indicated we will work with them on a neighborhood entryway project proposal.	
Trial Valet Project	Plan approved by Commission in July. Trial period has been extended through February.	F
Open outlet to alley from Pier pig lot	Walter Keller did on-site evaluation on Aug 5th and recommendations provided Aug 13th. Copy given to Pier tenants to evaluate their costs of implementing it and a copy was given to the Commission with he indication we would proceed unless the Commission wished to discuss it. Several months ago, the pier tenants advised it looks good to them and they'll discuss with their engineer. Nothing has happened since then.	
Red light camera for Comm'l/A1A inter	Have prepared a report on implementation issues for Commission review. Have deferred this item for 3 months in a row because roundtable agendas have been so full.	Decem
Bel Air traffic light issues	Traffic count to be requested to be done during season; Comm. Clottey has advised that light near the church is now working properly	Ma
Town-wide Parking Study	RFP responses came in at high cost. ATM Bentley considering next step.	
Expand Sun trolley to LBTS	Mayor interested in possibility of having the Sun Trolley in Fort Lauderdale expand into LBTS or having Pelican Hopper go to Galt Ocean Mile to meet it; investigate option of using Pelican Hopper grant to do so.	
Wings Parking Lot	Tatty advises Wings has submitted deed to Town and Town is recording it. Next step is to develop design to join the two parking lots.	
Parking System Ordinance	Staff to bring back revisions to hardship permits policy, eliminate reference to beach parking permits, clarify overnight parking, & address other needed changes in the Parking Ordinance.	

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PROJECT AREA	STATUS	TO CO CO
2010 COMPLETED ASSIGNMENTS		
Relay info by email to Commission	Commission requested that former Town Admn send as much info to them by email as possible; new Town administration implemented in May 2010	
Jarvis Hall lighting improvements	completed in June	
Chapter 2 Administration Ordinances	Adopted in June & July 2010	
Ordinance re P&Z Bd & Bd of Adjustment	adopted in May 2010	
Ethics Ordinance	Adopted in July 2010	
Code of Conduct	All Commissioners signed in July 2010	
Lien Mitigation Policy	Commission adopted new policy in June 2010. First liens mitigated under the program in September 2010. Bank paid 20% of the larger liens on 1624 SE 21 Ave in Bel-Air in October 2010.	
LAP project match	TC was advised of town's match requirements at 5/25 mtg	
Speeding on Seagrape	BSO conducted traffic enforcement on Seagrape throughout April & May	
Analysis of Contingencies & Reserves	Was provided to the Commission in June; projections are contained in the budget message	
July 4th Fireworks	completed	
Colon payout	inquiry completed; litigation commenced; settlement agreement approved by TC in July; reimbursement agreed upon from Colon in August; TA withdrew lawsuit.	
Appoint Audit Committee & RFP for External Auditor	Both completed; Audit Committee reviewed & revised RFP, met & ranked proposers.	
Additional Bocce Court	Completed week of 8/15.	
Olinzock final separation	On 6/22 TC decided to revise termination to "with cause"	
Granicus	Report provided to TC on 5/25 agenda; staff reviewed list of Granicus features Comm. Vincent submitte that we use almost all features	
Soccer program	Town staff approved lease of soccer field for soccer camp	
24 Hours Opening Ordinance	staff researched other cities' practices; ordinance reviewed and recommended 3-2 by P&Z Board at thei Commission decided not to proceed with ordinance on July 27th	
More detailed Commission mtg minutes	At the 4/12 roundtable mtg the Commission asked that Commission minutes contain more detail. This is the Commission has expressed approval of the degree of detail.	
Perez & Associates site plan issues	have been issued a permit after meetings with Jeff Bowman; determined they would be exempt from site if they changed their renovations from a duplex to a triplex which they did	

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PROJECT AREA	STATUS	TO C
Pavilion Clock	Clock deemed not appropriate for proposed location by the four Commissioners who viewed it, so cl No cost to the Town.	
Stormwater Plan Contract Questions	Asst TM completed review of Chen contract and prior studies to determine compliance w contract ter complied with contract terms.	
Ord 2010-3 City Organization Ord 2010-4	Commission reviewed suggestions at 6/23 roundtable; Ordinance passed on first reading in July and second reading in August.	
Monthly Report from Chamber of Commerce	At the 4/16 roundtable mtg the TC asked the Chamber to provide a monthly report to the Town. Chamber's newsletter which provides statistical data is provided to the TC.	
Corner Lot Pool Ordinance	Passed on first reading in August & 2nd reading in August, 2010	
Abandoned Property Ordinance	Passed on 1st reading in August, 2nd reading in September 2010	
Reduce Fire Inspection Fees for Small Business	Passed on 1st reading in August, 2nd reading in September 2010	
Appropriation to cover budget shortfalls from Colon payout	Completed. Commission approved appropriations in June & August 2010.	
Chamber of Commerce roof	Completed in September 2010	
Selection of External Auditor	Grau & Associates selected as recommended by Audit Committee.	
Cash Reports	Provided report to Commission on September 14th. Will provide quarterly in future.	
Investment Policy & Review of Current Investments	Presented new investment policy for TC consideration at September 14th meeting and reported on current investments at the same meeting.	
Withholding of $7,000 from Chamber of Commerce	At 4/16 roundtable meeting the Commission discussed the former TMgr's decision to withhold fundin due to their financial reports showing a profit for 2009. Commission asked the Town Atty to provide le matter. Topic has come up several times at Commission meetings, but no direction to make the paym item to completed list.	
Ordinance amending code on accessory buildings	Ordinance adopted on final reading in October.	
Status of projects approved in prior fiscal years & closeout of old projects	Addressed in CIP plan presented at September 20 roundtable	
Senior Program Operation Issues	Commission concerned whether Town satisfying grant requirements, policy of charging non-residents hold harmless forms participants required to fill out. TM provided TC with a report on what the grant r of August 9th. Implementing changes to improve compliance. Recommend we drop hold harmless ag	
Performing Arts Center	Contract approved for the presentation of three plays, November - April.	
Town Atty budget overrun	$50,000 appropriated from contingencies in Sept. to cover projected overrun.	

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PROJECT AREA	STATUS	TO C
Payment of past commitment to Chamber of Commerce	Made $9400 payment to the Chamber in October.	
Volunteer Fire Department budget & Agreement	Amendments to the agreement that affect annual payments to the VFD, use of the fire apparatus & collection of fire inspections fees were approved by the VFD membership on 10/11 and by the Co	
Increased fees for resident permits, and parking rates at corner of Bougainvilla & Commercial	Fee increases instituted and meters changed out on Bougainvilla in October.	
Non-profit & church waiver from temp sign fees	Adopted in November	