



Item No. Ja

# AGENDA ITEM MEMORADUM

**Town Manager**

**Connie Hoffmann**

Department

Department Director

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> Aug 23, 2011	Aug 12 <sup>th</sup>
<input type="checkbox"/> Sept 12, 2011 1 <sup>st</sup> BUDGET PUBLIC HEARING	Sept 1 <sup>st</sup>
<input type="checkbox"/> Sept 13, 2011	Sept 2 <sup>nd</sup>
<input type="checkbox"/> Sept 26, 2011 2 <sup>nd</sup> BUDGET PUBLIC HEARING	Sept 15 <sup>th</sup>
<input type="checkbox"/> Sept 27, 2011	Sept 16

\*Subject to Change

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

FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

**SUBJECT TITLE:** Town Manager's Report - Town Manager's Monthly Report

**EXHIBIT(S):** Memo dated 8/20/2011 from Town Manager  
Memo dated 8/9/2011 from Assistant Municipal Services Director  
Significant Assignment/Projects List

Reviewed by Town Attorney  
 Yes     No

Town Manager Initials CH

# Town of Lauderdale-by-the-Sea

## OFFICE OF THE TOWN MANAGER

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**Date:** August 20, 2011

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

**From:** Connie Hoffmann, Town Manager 

**Subject:** August Town Manager's Report

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### DRAINAGE PROJECTS

#### PAVILION AREA

Construction of Phase I of the downtown drainage project commenced on August 10<sup>th</sup> and should be completed by the end of next week (August 26) barring weather delays. The drainage installed on the south side is already working very well.

#### WEST TRADEWINDS

The West Tradewinds project began early this month and, although they have 90 days to finish the project, it is well ahead of schedule. Don expects that project to be completed by Labor Day.

#### FLAMINGO AVENUE

This project was deemed a high priority because not only the street but the parking garage at the Fountainhead condominium was flooding during significant rains. At the time we originally planned this project, it was known that both the Fountainhead and the Plaza East Condominium to the south (in Fort Lauderdale) were both contributing to the water flow.

We originally had intended to ask the two condominiums to contribute funds to pay for the project. But when the Fountainhead installed a million dollar improvement project on their site to correct cooling tower issues, they also took actions that mitigated the vast majority of their contribution to the flooding of Flamingo Avenue. Their project was completed last month.

While Chen was designing the project, they determined through review of underground videos that there are three roof drains on the Plaza East building dumping directly into the Town's catch basins on Flamingo. In June, Don Prince had a preliminary meeting with the Plaza East Board of Directors on the issue and told them that we were looking to them to pay a portion of the cost of the project. Don advises that they acknowledged there was a problem and that their roof drains did flow into our catch basins, but they indicated they did not have funds currently available and wanted to know how much the Town was looking for them to contribute. Don advised them he would come back when we had a price for the project.

Since that meeting, the Fountainhead's project has been completed and their contribution to the problem substantially mitigated. Chen now estimates that, between the aforementioned roof drains and the sheet flow that comes off the Plaza East property onto Flamingo, over 50% of the flooding is caused by the Plaza East.

We received a large number of bids on the Flamingo Avenue drainage project last week. The low bid (\$111,710) was submitted by the contractor doing the West Tradewinds project and is below the engineer's updated construction estimate and way below our budget for the project (\$275,000).

Don Prince and Bud Bentley are going to schedule a meeting with the Plaza East Board soon to discuss their involvement in the project before we bring the project to the Commission for award.

## **TECHNOLOGY UPDATES**

We have made substantial progress on improving the functionality of our computer systems in the past month. Finance Director Tony Bryan has been instrumental in achieving this at a very low cost.

Up until a few weeks ago the Town had three different networks as follows:

- Town Manager and Clerk
- Finance and Municipal Services
- Development Services

We successfully consolidated the three networks into one. The key benefits are as follows:

- We will be able to share networked devices (e.g. printers) which will save money as we can reduce the number of printers.
- Now people in the different departments can access common shared directories, such as the Purchasing regulations, Personnel Rules, Agenda documents, Personnel forms, Administrative Policies and Procedure, etc. Bud and I will now have access to view the Finance records, which we have not had.
- All Town Staff can finally utilize the Microsoft Outlook capabilities for e-mail (as opposed to using webmail). Outlook offers a number of advantages over webmail. For example, webmail automatically logs users out after a few minutes of inactivity (which meant that users had to log-in every few minutes to

check/send e-mail) and individuals without Outlook frequently didn't receive meeting alerts and other scheduled reminders. Also, addressing an e-mail is significantly more cumbersome using webmail than it is to do so using Outlook.

- We are able to reduce the number of PCs being used by Town Staff. For example, the Town Hall receptionist (who was on the Town Manager / Clerk network) is responsible for entering cash receipts into the Town's Financial System, but since the Financial System was on the Finance Network, she needed a separate PC to access that system. Now that the networks have been consolidated she can access the Financial System directly from her PC.

We installed a firewall / VPN. The firewall is a security device that controls access to the Town's network and the VPN creates a secure connection to the Town's network through the firewall. Simply put, the VPN allows users the same access to the network that they would have if they were physically sitting at a computer inside Town Hall (including access to network drives, Outlook, and in the Finance Director's case, the Town's Financial System). We recently provided the Vice-Mayor with the ability to use Outlook to access his e-mail through the VPN and plan to do the same thing for any other Commissioners who still uses webmail.

Next steps:

- Consider the feasibility of having the Town's website hosted by a third party in order to improve security from hackers.
- While the networks have been consolidated, the processing and data storage hasn't been (e.g., the Finance applications and data files still reside on the Finance server). We plan to consolidate the Town's data processing and storage onto two servers which will free up the remaining two servers for use as back-ups.

### **BSO CONTRACT**

I met with Lt. Colonel Cavallo to discuss further the impact that extended but paid leave situations have on a small municipality. He suggested language be added to the contract that calls for BSO to report on the status of such leave periodically and affirms the Town's right to request that an individual deputy be transferred off the Town's roster of deputies.

With regard to Commissioner Sasser's concern about the possibility of overtime increasing, the Lt. Colonel and I agree that would be addressed each summer as the Town Manager and the Town Commission review the line item budget submitted by BSO for the following year. There is some room for negotiation on the budget BSO submits on an issue like overtime.

The Town Attorney recently reviewed the proposed contract and had a number of minor issues that need to be addressed in the contract and I transmitted those issues to BSO last this week.

We intend to bring the BSO contract to the Commission for approval at the first meeting in September.

## **GLOBAL CORAL REEF PROJECT**

On August 4th the Coast Guard renewed the permit for placement of the buoys that will provide electrical current to the coral reef project effective. That permit is good for one year and must be renewed annually. (Under our agreement with the Global Coral Reef Alliance (CGRA) they are responsible for keeping all permits current.) CGRA has advised us and the Coast Guard they will install the buoys and reef structure after August 26<sup>th</sup>. I have reminded Dr. Goreau he needs to send notices to all of the permitting agencies of the pending deployment of the project.

## **FY 2012 BUDGET UPDATE**

### **HEALTH INSURANCE**

We had projected a 10% increase in employee health insurance rates in the recommended FY 2012 budget based on information provided by the Florida League of Cities earlier this summer, however, the League has now advised us that they are switching to a new carrier with very similar coverage in order to keep the rates at the current levels. That will enable us to reduce the health insurance line items by a total of \$25,000 in the General Fund, and by small amounts in the Sewer and Capital Funds.

I am carefully watching our revenues, and a few of our utilities expenditure accounts that are coming in higher than we were projecting. At the first budget hearing I will suggest adjustments up and down in several accounts, so I'd like to defer consideration of the reduction in the health insurance accounts until September.

### **MUNICIPAL SERVICES BUDGET**

Don Prince had asked that we consolidate several of the Municipal Services Divisions into one budget for ease of administration. I agree there is no reason to separate the public works division from the community standards division, for example, so we would like to make that change in September, too. I wanted to present the budget in July to you in the same format it was in the current year so that it was easy for you to compare the two budget years, but we would like to consolidate the divisions before you adopt the budget on second reading. Unless the Commission objects, we will present the budget in that format on second reading.

### **GREEN MARKET**

Because the Master Plan Steering Committee, the University of Miami, and a number of citizens who have participated in various planning sessions have suggested the Town should have a weekly market, I placed \$5,000 in the proposed budget in the Recreation Division for a market. But I wasn't certain if that would be sufficient, so I asked Pat Himmelberger to get input from other cities that operate markets. Her findings (see attached report) have shown me that we do not have the staff resources right now to set up and operate a market. Other cities report that a successful market takes 30% of a staff person's time to maintain, and even more time in the initial year. The other cities stressed the importance of keeping the market in the same place over time. We are going to be doing major streetscape projects over the next several years that would be

very disruptive to a market. So it is my recommendation that we defer considering establishing a market for a few years.

Holding a series of concerts or cultural events in El Prado Park next year would be a much more manageable thing to do. That is something the Master Plan Steering Committee also recommended. We would need to purchase portable sound equipment at a cost of approximately \$2,000 (much cheaper than renting it). I did include some money in the budget for that and suggest we supplement it with the funds that were intended for the Green Market.

### **RECRUITMENT FOR A PLANNER**

Regrettably, two of our top three candidates for the position of Town Planner withdrew their names from consideration. One of them withdrew over salary considerations, although we had offered him a salary near the top of the range for the position because he also had economic development experience. The third candidate has good planning experience, but not quite as extensive as would be ideal.

We are going to look at a few other candidates, but are also reconsidering an option we had discussed earlier of contracting out the function. In the meantime, we have placed on the consent agenda a request that the Town retain Cecelia Ward's services for September and October while we continue through this process; otherwise we will start to fall behind in accomplishing our planning priorities. In addition, we need a planner's expertise to handle discussions with commercial property owners, architects and potential buyers of commercial properties about their plans for renovation of properties. (We have had a number of such people approach us this past month.)

### **PROJECT/ASSIGNMENT LIST**

The updated projects/assignment list is attached.



TOWN OF LAUDERDALE-BY-THE-SEA  
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Phone: 954-776-0576 Fax: 954-776-1857

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### Memorandum

Date: August 9, 2011  
To: Connie Hoffmann, Town Manager  
From: Pat Himelberger, Asst. Municipal Services Director *PH*  
Subject: Fresh, Green or Farmer's Market Research

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When researching various community markets in Broward County and across the state, one common theme recurred – markets take a great deal of time to organize and attract the right type of vendors. Some of the decisions and actions needed to get a market up and running are:

1. Determine the purpose of the market – is it to attract visitors and residents alike? Is it to provide a service, i.e. fresh produce and other items to full and part time residents? Is your goal to have a recurring event which tourists and residents alike make it a point to come regularly?
2. Determine what type of market –some places began with vegetables & fruit and attracted gourmet food offerings (all food must be prepared in commercial kitchens and require licenses). Do you want to focus on seafood or ethnic foods? What about art -most places require arts and crafts be handmade. Do you want to theme the market – perhaps capitalize on “by the sea.”
3. Decide what will be allowed or not- do you want food vendors preparing food for sale? Will there be music? Will there be entertainment for the children? Do you want to include social service, non profit organizations?
4. Develop an application. This should be very specific about the quality/type of goods desired.
5. Decide on a vendor fee and the purpose of the fee. Do you want to raise money to advertise the market or is the fee intended to get a commitment from the vendor to show up? It can be a combination of both. Would the Town charge no fee, or a reduced fee, for LBTS-based vendors?
6. Most markets are open on Saturday or Sunday mornings, while a few open on Wednesday mornings or Friday evenings. It's important to establish a day and time and continually market it as such while you are building your vendor base.
7. Find a site which needs to have enough parking. Successful markets range in size from 20 to 80 vendors, each requiring a 10X10 site. It all depends upon your customer. The markets with fewer vendors attract fewer people, thus you don't need as large a site or the amount of parking. Other cities advised that visibility is not as important as establishing a location and not moving it. The ultimate

size of the market goes back to the purpose – is it to provide a service to the residents or establish a key recurring event for the Town?

8. Budget - is there sponsorship available? Advertising is key to both attracting vendors and customers. Annual budgets ranged from \$5,000.00 to \$14,000.00 for advertising, marketing, music or other entertainment. In addition to budgeting the funds for the market, it is estimated it will take upwards of 40% or more of a staff person's time to set up the market. Afterwards, at least 30% of one staff member's time is required to run it.
9. You must communicate continually with your vendors – build an email base and utilize email blasts to encourage commitment from vendors.
10. Depending on the size of the market and number of customers, you may need a parking detail to handle the traffic.

To set up a market, it was recommended by the other cities that we visit the various locations of markets currently operating and develop a vendor list from them. Some markets will share their vendor list with you if you commit to not competing on the same day. If your goal is to attract very local customers, competition may not be an issue.

If food or other types of licenses are required, it was recommended that the responsibility for maintaining the license should be up to the vendor.

Site plans must be developed on a weekly basis and should be open to change (must be clearly stated on the application). There needs to be a lot of patience exercised to start and operate a Farmer's Market and it takes a lot of lead time to organize it and attract the vendors. Someone would need to be assigned to work on this immediately if the goal is to open a market in November.

As you know, the LBTS Chamber started a market several years ago between Interior Diggs and Concord Realty on Commercial Blvd. It was small, 8-10 vendors, and was not limited to handmade items and vegetables and fruit. There were parking issues with the businesses in the strip center there and issues with local merchants who were unhappy about the competition. It was well- received by local residents but due to the lack of harmony within the community, it was discontinued at the end of the season.

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>RESOLUTIONS &amp; ORDINANCES</b>		
Sign code revisions - Part 2	An NOI to enable us to work on a second ordinance on the sign code was approved on April 27th. This ordinance will cover pole, pylon signs, hotel parking, banner signs, replacement deadline for non-conforming sign setc.	
Modification of Notification of Intent process	Commission wants to shorten the steps in the NOI Process. The NOI public hearing authoring us to proceed to work on that was held on 2/22. TAtty has drafted changes to NOI process; Commission agreed with them at June Roundtable. P&Z Bd approved in July. 1st reading in July.	2nd reading August 23
Architectural Standards and Review	The NOI public hearing authoring us to proceed to work on that was held on 2/22. At their August 17th meeting, Cecelia Ward's 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. That will set this planning priority back. We will place a discussion on this on the COMmisison agenda on September 13th	13-Sep

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>ADMINISTRATIVE ISSUES</b>		
Outdated Technology - Telephone System	Town Commission approved a contract to install a new phone system at the June 28th meeting. The new system will be installed the final week of August.	
Outdated technology - IT System	See August Town Manager's report.	
Personnel Policies	Recommendations provided to the Town Commission at July 26th mtg. Will come back in August for adoption.	August 23rd
Town Website Improvements	At 9/20 meeting the Commission asked that the website be designed so that residents could log on and ask for information of the Town. PIO looked into software to do this, but its complicated and project not deemed a priority, so we have not pursued it further. TC wants to be advised when the Town has the capability of sending email blasts.	
Benihana ROW License Renewal	Commission gave ok to staff extend when current agreement ends.	September

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>BUDGET</b>		
Town Attorney Agreement	Discussed at June Roundtable. Town Atty submitted \$390K budget request for FY 2012. Majority of Commission agreed at July 26th meeting they want to discuss again. Town Atty has placed her recommendations on the August 23rd agenda.	August 23rd
Employee Health-Related Insurance Programs	After ongoing service problems with our prior benefits broker, we switched to a new broker in April (piggybacking off another city's contract). New broker solicited alternative health carriers for the employee medical insurance, but is finding costs are not competitive with the current policy we have through the League of Cities. Lof Cities advises they are going with a new carrier at similar cost. We've asked them for alternative plan options, but have not received them yet. We have run out of time to review alternative plans with an employee group as the new policy starts on October 1. Will bring new policy & contribution rates to Commission in September.	September
Economic Vitality: Marketing Plan	In April, Commission requested proposal from RMA to prepare Town's marketing plan. RMA's proposal discussed at June Roundtable; Commission decided to defer action at this time & look at budget option to hire a marketing staff person in FY 2012. Position included in Mgr's recommended budget for FY 12. Commission determined in July to not hire a staff member, but do this work by contract.	
Other Budget Review Issues	Ridership & funding Pelican Hopper .	September

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>CAPITAL PROJECTS</b>		
West Tradewinds Dr Stormwater Project	Chen designed the project and obtained the permit to construct it. Lowest construction bid came in 30% under budget. Construction bid awarded at June 14th meeting. Project underway and should be completed by Labor	
Flamingo Drive Stormwater Project	Design completed; have received all permits; construction bids opened in mid-August. See August Town Manager's report.	September
Terra Mar Stormwater Project	Don Prince has gone with a more cost-effective way to alleviate the flooding by boring a hole in the side of the catch basin, & reworking grassed swale areas. Next step is to repave the roadway to change the crown of the road so it drains to the swale.	
Harbor Drive (seagrape to e. tradewinds) stormwater project design	Got a design proposal from Chen but would take us over their annual contract amount which Commission did not want to do. We've requested two other engineering firms with continuing contracts with the Town to submit proposals.	September for Commission approval of design firm & work authorization
Downtown Stormwater Project Design	Survey of section of Commercial, the alleys and all of El Mar has been completed. At Vice Mayor's suggestion, we pulled out old engineering plans for a drainage project for the easternmost block. Commission approved a contract to construct that project as Phase 1 of the ultimate drainage solution. Project underway; unless unforeseen problems, will be completed week of August 22nd.	
Coral Reef Project	The amended agreement was executed. Coast Guard renewed the permit for the buoys. Coral Reef Alliance says deployment will occur in late August, weather permitting.	
Terra Mar Entranceway	Commission directed staff at March Roundtable & again in April to proceed with this project. Commission approved estimated budget of this project in June. Don Prince is managing the implementation & hopes to have it done by end of September.	
Public bathroom facilities near beach	Commission decided to defer decision until summer. I put the restrooms in the CIP in FY 2013. No direction by Commission to the contrary.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>PLANNING &amp; DEVELOPMENT ISSUES</b>		
240 Imperial Drive	Delayed construction project which has caused many neighborhood complaints. Property owner has been cited for violations on numerous occasions. Code Magistrate imposed fines retroactively. Although the Bldg Official didn't have authority to limit permit extension he gave in January to 30 days and it runs for 180 days, the Town Atty has determined that does not affect the Magistrate's decision to impose fines for lack of progress on the job. The certification of the lien for the fines was approved by the Magistrate on 4/20. Commission denied property owner's request for extension on July 26th	
Economic Vitality:Reduce Permit Fees	Commission reviewed the Fire Marshall's proposal to reduce fees by almost 50% at June Roundtable. 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	
Building Services Options	Comm. Vincent appt'd Commission liaison. He & Town Mgr met with several possible contractors for input. Comm Vincent provided input to RFP scope. RFP sent to Commission for review and released to public in August. Proposals due in early September.	September
Strategic Plan: Planning Priorities	Commission reviewed prioritization of planning projects on the "to do" list. TM authorized Planner Cecelia Ward to work on Priority 1 (her work product went to the P&Z Board in August) & TC approved her to start work on Priority 3 (Hotel issues). One of the U of Miami Design workshop students retained as the intern to do the hotel survey work. Seeking the Chamber's help in getting the word out. Funding for rest of the priorities are in the proposed budget.	Analysis completed; implementation plan approved; implementation ongoing

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>FINANCIAL MATTERS</b>		
Banking Services Agreement	Town consolidated various Sun Bank accounts effective October 1. TAtty advises that, with notice, Town can terminate existing agreement. We' drafted an RFP to go to market for banking services agreement proposals, but other issues have taken precedence.	
Cash/Investment Report	First quarter's report was sent to the Commission by email February 1 showing we have invested \$2 million in higher yielding instruments. 2nd Quarter report was on the April 27th agenda. Thirda quarter report sent to Commission by email.	January & April & July (completed), next report in October
Sewer Fund Solvency: Engineering Analysis of Condition of the Town's Sewer System	We received 9 responses to the RFP for engineering services to analyze the condition Town's sewer system. Commission approved ranking of top 3 firms. Continuing contracts awarded to top 2 firms. Negotiated with top two firms on scope of work.	work authorization on August 23rd agenda
Improved Parking Practices: Parking Operations RFP	RFP prepared & Commission reviewed. Agreed to put it out & consider contracting for parking operations if a substantial savings. 5 reponses to RFP received. Evaluation Committee to have 1st meeting August 29th.	September
Parking Debt Payoff	Staff negotiated early payoff opetions with Sun Trust. Commission approved annual paydown option in July. Sun Trust wanted us to proceed on basis of email communications. I felt that didn't provide sufficient protection to Town. We have drafted an amendment to the loan agreement & submitted it to Sun Trust, after Town Atty reviewed. Now being reviewed by Sun Trust's atty. 2011 paydown will be made as soon as amendment is executed. 2012 budget will be revised to reflect paydowns.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>OTHER ACTION ITEMS</b>		
Collection of yard waste	Research on issue of how yard waste is to be disposed of. This assignment was not given high priority in the Town Mgr's goals, so is dormant at the moment.	
Lease of warehouse	No response to letters sent to adjacent City Managers to see if their cities have any interest in renting the warehouse space. RFP for a leasing agent produced 1 response (LBTS Realty), despite being issued several times. Staff advised Commission of additional inquiries about leasing & purchase in June. Commission received requested financial analysis in July & decided to proceed with leasing contract, w review in 6 months. Realtor insistent on 12 month contract, with payment if Town cancels. Realtor also objected to other contract suggestions from Town. Still working that out.	leasing contract w realtor to come to TC in September
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). This project is still on the back burner due to other priorities.	2nd reading of ordinance August 23
Solid Waste Disposal Issues	The TC appt'd Comm. Sasser as the Commission's liaison on solid waste disposal strategies. Staff recommended in December & Commission agreed not to enter into the new ILA. A sufficient number of cities did not sign the proposed ILA for solid waste disposal by the December 31 deadline. Updated report provided Commission in July. Comm Sasser to report back to TC in August on issues to discuss with Choice but not possible btwn his schedule and Bud's	September

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>PUBLIC SAFETY</b>		
Renegotiation of BSO contract	Commission discussed at two meetings; agreed to eliminate 1 deputy position. TMgr to discuss contract language re light duty officers with BSO.	September for contract approval
Nuisance Abatement Ordinance	Have gathered a few examples from other cities & counties.	
LETF - High Definition Cameras	One ordered. Holding off on 2nd pending Chief's advice on alternate camera for A1A/Commercial intersection that can record license plates clearly.	
<b>MASTER PLAN &amp; PRIORITIES</b>		
Town Manager Performance Plan	Performance goals set. Evaluation to occur in September 2011.	September 27th
Strategic Plan	Master Plan process below is part of Strategic Plan. In addition, Redevelopment Management Associates (RMA) on April 5 provided their recommendations on the economic revitalization issues in the Master Plan. Draft of a five year Finance Plan to implement many Master Plan projects & initiatives presented at June budget workshop. <i>See other item on planning priorities as it relates to the strategic plan</i>	
Town Manager 2011 Assigned Priorities	Provided updated report to Commission at April Roundtable. Assignment to "Accelerate Recycling" was removed from the list of priorities until solid waste contract comes back up for rebidding. Per Commission direction, agenda items now note if items relates to a designated priority.	Next Status Report to Commission in September

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>TRAFFIC/PARKING ISSUES</b>		
Imperial Lane Traffic Calming	County Traffic Engineering has rejected both plans we submitted to them. ATM Bentley & Traffic Engineer met with neighborhood several times re traffic calming plan & presented plan to TC in July. Commission requested info on costs of security arms.	on August 23rd agenda
Trial Valet Project- Phase II	A report on the valet trial program was provided and discussed on the January 25th agenda The Commission approved continuing the valet program for an additional six months. Annual license on agenda.	August 23rd
Improved Parking Practices: Parking Operations Study	Consultant made recommendations which were accepted re changing proposed placement of multi-pay stations. Commission adopted recommendations on parking rates on April 27th & rates have been implemented. Consultant looked at outsourcing parking operations and made recommendations on topic. Commission authorized staff in June to issue an RFP to contract out parking operation. Finance controls report submitted in June & Finance Director has addressed control concerns & preparing report.	Final Reports on August 23rd agenda
Sea Grape Speed Humps	Traffic counts and speed counts done by both County and BSO. Commission directed at July 26th mtg 2 speed humps to be installed.	
Delivery Truck Parking Issues in Downtown	Commission asked T Mgr to come back in May with suggested solution to problem of delivery trucks parking on travel lanes of El Mar. Workload & designated priority items delayed progress on this issue. Bud has had some discussion with restaurants.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>ITEMS DEFERRED TIL NEXT YEAR</b>		
Charter Review Board	City Clerk has researched how Town did this last time and prepared a report for Commission review at Feb Roundtable. TC deferred discussion to a future Roundtable. March Roundtable agenda is lengthy, so will look to put it on in April. Commission decided to defer to March 2012.	Mar-12
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).	Spring 2012
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 done on Recycle Bank and cost of bigger recycling containers. At 4/12 Roundtable, Commission decided to defer further consideration of this issue until 2012 when we prepare the RFP for refuse collection services.	
Standards for Events Held in Right of Way	Standards desired for such thing as barricades, lighting, signage & stages.	
Designated Areas of Beach for Launching boats	Commission agreed to discuss this in October.	October
Discussion of Commission Interest in Investigating police department alternatives to BSO	Commission was not interested in pursuing this idea in the current fiscal year, but agreed to discuss whether there was any interest in analyzing this issue next fiscal year.	October

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>COMPLETED ASSIGNMENTS IN FY 2010/ 2011 (DESIGNATED PRIORITY ITEMS HIGHLIGHTED IN PINK)</b>		
Sewer Fund Solvency: Sewer Rates	Sewer rates were analyzed and options presented to the Commission on rate increases last fall The Commission adopted new sewer rates in January. Customers billed under new rate system in February.	Adopted in January; revenues coming in as expected
Sewer Fund Solvency: Sea Ranch Condos Sewer Billing	Town Commission directed Town Manager to extricate Town from the billing for the 4 Sea Ranch Condos as soon as practical. Three SRCC buildings switched to Pompano billing in March; 4th switched over to Pompano at the end of June.	Completed
Sewer Fund Solvency: Resolution of Pompano Billing Error on SRCC	Consultant K Margoles discovered while researching sewer bill issues that Pompano Beach had the Sea Ranch Condos misclassified as commercial rather than residential accounts which resulting in overbilling the Town for many years. Town has received a \$82,000 (statutory limit) against our <u>master sewer bill</u>	Town reimbursed \$82,000
Economic Vitality Issue: Parking Garage Cost Estimate	TM & AsstTM met with President & CEO of USA Parking in Feb to discuss possibility of them building a garage as they did on City of Deerfield Beach property. He advised it was not economically feasible for him to construct a garage in LBTS (market, financing, demand & Town's parking rates were cited as reasons). He advised it costs \$20K per space to construct a garage (w/o land costs) if the lot size was big enough. If a small lot, prices can get up to \$30K. This & more info was provided to Commission in February Town Manager report.	Reported to Commission in February
Economic Vitality: Parking	1. Ordinance and resolution implementing parking exemption program were adopted on second reading in March. 2. Gave TMgr authority to waive small #s of required parking. 3. Modified code to allow paid parking in other than Town-owned parking facilities.	Multiple ordinances & policies adopted
Economic Vitality: Review of Master Plan from Economic Development Perspective	Contracted w RMA to review our Master Plan for economic feasibility. They made multiple recommendations and prepared a five year finance plan to implement the Master Plan and their econ dev recommendations.	
Economic Vitality: Expansion of Business Uses	Commission expanded the types of businesses allowed in Town significantly.	Ordinance adopted.

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Economic Vitality: Sidewalk Cafes	Comm Sasser suggested Town make it easier to obtain sidewalk café permits. Staff suggested a number of revisions to the code to accomplish that at June Roundtable, incl eliminating P&Z and Commission review of permits, reduce fees, eliminate lineal feet requirements & open to take out food businesses. Adopted on 2nd reading July 26th.	Adopted
Economic Vitality: Hotel Code Inspection Program	Began proactive program of code enforcement at hotel properties in response to tourist complaints about the conditions at some hotels. Closed one hotel entirely for safety reasons; as a result, that hotel is now undergoing major interior and exterior renovations. Closed sections of other hotels, which are in the process of making renovations. Owners of the Dolphin Hotel have substantially improved the appearance of their hotel. Code Supv Jeff Bowman stays in active contact with hoteliers & their contractors	
Master Plan: Speaker Series on Urban Design & Redevelopment	We had three speakers: David Sucher, author of City Comforts, Elizabeth Plater-Zyberk, Dean of Architecture at U of Miami, and Gianni Feoli. Plater-Zyberk's visit caused her to later offer LBTS the opportunity to be the subject of the University's annual Community Design Workshop. Gianni Feoli enlightened the audience on the design characteristics of the large number of buildings in LBTS built in the Miami Modern design style	Completed in March
Master Plan: MPSC & Citizen Input on Master Plan	Town Mgr facilitated the MPSC's review and update of various elements of the 2004 Master Plan at their October- December meetings. The MPSC's recommendations were reviewed by the Commission on several occasions and approved with some modifications. 3 citizen input sessions were held in March. Input from the citizenry was reviewed by the Commission in April	MPSC & Citizen Input completed in March
Master Plan: Design Concepts	Univ of Miami conducted 5 day Community Design Workshop from Saturday, May 21- Thursday May 26th at Jarvis Hall with excellent participation from residents and business community. Ideas were well-received. Final report from U of M received & posted on our website.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Master Plan: Prioritization of Capital Projects	Over series of meetings, the Commission has prioritized the large capital projects required to implement the Master Plan & those priorities are reflected in the FY 12 Capital Budget and in the 5 Year CIP.	
Master Plan: Design Contracts and Government Efficiency	Used an RFQ process to enter into continuing design contracts with multiple firms in multiple disciplines in order to speed up the design selection process and give us the ability to consider pricing from multiple qualified contractors, which the RFP process does not allow.	Entered into continuing contracts in July & August w 11 firms.
Outdated Technology & Economic Vitality: Upgrade Parking Meters	Five multi space pay stations were installed in the downtown area in March. Credit card payment capability was implemented for the new pay stations and the two existing stations in the El Prado lot.	Installed in March
Outdated Technology - Finance Systems	Updated version of finance software, purchased accounts receivable module in order to be able to automate some functions, bought a cash register that ties into the finance system which negates need for dual manual entries.	Implemented in winter
Government efficiency: finance operations	Consultant identified numerous efficiency improvement opportunities & implemented many as Acting Finance Director. Staffing level has been reduced. Report on progress provided to the Commission in June.	Report provided in June
Government efficiency: Redbid Numerous contracts & Piggyback on Gov't Contracts	1. After doing a good deal of research, Don Prince determined we could achieve better pricing by piggybacking on larger cities' contracts than by bidding the Town's expiring disaster recovery contracts. 2. Rebid the street sweeping contract for better pricing.	
Neighborhood Projects Program	Staff drafted a program for neighborhood projects and how they would be funded which was conceptually approved by the Commission in February . Commission reconsidered decision in March & decided to go to a simpler approach of allowing each neighborhood a maximum of \$30,000 for entryway features. Commission was comfortable with delineation of neighborhood definitions, and a variety of types of things that can be included. Issue of security features (traffic gates, security cameras) that will require ongoing costs & maintenance to be determined on case-by-case basis. Terra Mar project underway; will be completed in Sept.	
Purchasing Policies	Completed.	Adopted on June 28th

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Five Year CIP	U of Miami and RMA have moved us along on this project. Commissioner provided input provided at the Budget Workshop in June & again at first meeting in July. 5 Year CIP included in the Proposed FY 12 Budget.	July
A1A/Commercial Traffic Pedestrian Issues	High season traffic and pedestrian counts were done by Hughes & Hughes which indicated intersection has some of highest pedestrian counts in Broward County. H&H has approached County & FDOT about possibility of installing an "all red" pedestrian crossing system at the intersection. FDOT is open to discuss it. County wanted to first try taking light off the County control system for a trial basis for several weeks. She has reported on her & BSO's observation to the County that it had little effect. The County & FDOT have approved 2 other adjustment that will help both traffic flow & pedestrian safety.	
Chamber of Commerce Contract	Made \$9400 payment to Chamber in October. Town Commission approved the contract with the Chamber on January 25th.	
Volunteer Fire Department budget & Agreement	Amendments to the agreement that affect annual payments to the VFD, use of the fire apparatus & equipment reserve, collection of fire inspections fees were approved by the VFD membership on 10/11 and by the Commission	Amendments to contract executed in October
Increased fees for resident permits, and meter rates	Fee increases instituted and meters changed out on Bougainvilla in October. Meter rate increases approved by Commission for May 2011 and October 2011 implementation.	Approved in October, and April
Non-profit & church waiver from temporary sign fees	Adopted in November	Adopted in November
Choice Environmental Negotiations on mixed use & multi family carts issues	Mixed used rate change approved in Summer. Revisions to multi-family cart requirements adopted in November and took effect in January, 2011.	Completed
Business Uses	Commission adopted an ordinance on second reading in November that significantly expanded the uses allowed in Town.	Completed

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
New Years Eve Pelican Hopper Service	Staff worked out the details of the New Years' Eve service schedule with the community bus contractor and several Town merchants donated funds to pay for the service. Bus operator advises business was steady all night and estimates 125-150 persons rode the Hopper New Years' Eve.	Completed
Red light camera for Comm'l/A1A intersection	Staff reported our findings to the Commission in October. The Commission made the decision not to implement red light cameras in LBTS.	Commission decided not to install the cameras
Wings Parking Lot Acquisition	After notice of Town legal action, Wings submitted the deed to the Town. The wall between the two parking lots has been removed and the former Wings lot metered in April.	Completed
A1A Parking Lot Signs	DOT-approved Parking directional signs were installed in February on AIA & Commercial.	Installed in February
Possible Acquisition of Property to Expand A1A lot	Town approached by owner of Majestic Apts to buy that property to square of the A1A parking lot. Staff did preliminary investigations & got two appraisals on the property. Owners' asking price far, far in excess of appraisals. Commission expressed no interest in pursuing the property when asked at April roundtable. Property pulled from foreclosure auction in June.	Decided not to pursue purchase
40 Year Inspections Code Hearings	Report was provided to the Commission on the status of the 40 year Inspections in November & again in June. County has agreed that LBTS 40 year inspections violations cases can be heard by the Town's magistrate rather than by the County Board.	Completed
Tennis Court lighting estimates	Last Sept Commission asked us to check possibility of using different lights on existing poles. Info on tennis revenue /# of keys issued provided in October Town Mgr's report. Lighting analysis done of the existing lights and received suggestions on a less expensive solution using the existing poles. It was determined that the poles could be refurbished but structural engineer advised that the current poles, even if refurbished, will not satisfy wind load requirements for the proposed lighting fixtures. No more research is planned on this project unless the Commission directs otherwise	Research completed. Cheaper alternative not feasible.

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
List of contracts that expire in 2011	Provided to Commission at March 22 meeting in Town Mgr's report. And discussed at that meeting.	Completed in March
Audit of 2010 Town Finances	Audit completed. Audit Committee reviewed. Auditor presented report at Commission meeting 3/22. Commission accepted report.	Commission accepted report in March
New Community Bus Contract	Staff research revealed agreement with Quality Transport had been renewed over & over again by prior staff w/o Commission approval. Transitioned to new company under a new contract at end of May.	Switched to new contractor in May
Wine Bar Business Use	The Town Attorney advised wine bars can not be differentiated from other bars, but could be permitted in the restaurant category if more than 51% of revenues come from food. TAtty updated the Commission at the Roundtable 4/12.	
Expand Pelican Hopper Route to Imperial Point Hospital	On 1/11/2011 the Commission asked staff to survey the community to determine interest in a stop at Imperial Point Hospital, including surveying riders. PIO D'Oliveira reported on this research at April Roundtable. Commission decided vs. adding another stop.	
Regulation of Beach Recreational Uses	Successful Workshop held January 25th at 5 pm. Staff researched other Broward coastal cities' practices. Commission decided no regulations other than to enforce no teaching wind surfing on Town beaches. Ordinance prohibiting teaching kiteboarding and launching motorized paragliders on L BTS beach adopted on 2nd reading April 27th.	Adopted in April
LDR revisions re walls	Adopted on 2nd reading on April 27th.	Adopted in April
Revisions to conditional use regs	We incorporated into 2nd reading amendments to address the mixed use/flex unit issues Cecelia Ward raised as needed in her report. Also added paid parking as a conditional use on 2nd reading April 27th.	Adopted in April
Sign Code Revisions - Part 1	Primarily legal and housekeeping changes, but some policy issues included in ordinance that was voted on by TC in March & April.	Adopted in April
LDR revisions re size backup generators	The NOI public hearing was held on 2/22. At 1st reading on March 22 speaker asked ord be amended to allow generators to be placed in side setback. Staff drafted recommendations on that & Commission reviewed at the April Roundtable, then adopted on 2nd reading.	Adopted in April

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PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Town Website Improvements	The PIO revised a lot of info on the website that was outdated, incorrect, or found in illogical places. He has also archived 2010 Commission meeting files on the web and made them easier to access. 2011 meetings are up to date. This should cut down the staff effort required on public records requests. New front page with improved functionality, more inviting seaside image look accomplished at a cost of only \$1,000.	Completed in May
Investigation of Missing Halloween & Easter Items	State Atty declined to file charges because Town did not have a clear inventory of items placed in the warehouse after the event.	Investigation completed; charges not filed
RFPS over \$15K to Commission to review	implemented in February	ongoing
Community Center Participation Fees	Commission asked TMgr for recommendations for more flexible policy. Gave TM authority to set a daily and weekly rate. Commission also agreed seasonal residents with a 2 month or longer lease can attend for free.	Implemented in April.
4th of July Fireworks & Pier Lease	Multi-year fireworks contract awarded. One year Pier license agreement approved.	Completed in June
NLC Prescription Drug Program	Commission approved in February. Project launch this month & article in June edition of Town Topics. Also on Town website.	Launched in July
Code Enforcement Priorities	Commission asked staff to prepare recommendations on prioritizing enforcement of code violations. Commission reviewed at 6/14 Roundtable and made one revision. More expansive info on code enforcement activities now being provided in monthly Development Services report.	Completed
Timeline for a referendum	Provided in May.	
ITBs over \$15k to Commission	Direction received on June 14th to do so. Staff advised to implement.	Ongoing
El Mar Dr Streetscape Project Decisions	Commission decided vs. burying utilities for El Mar on June 21st budget workshop. Commission decided at April Roundtable to stick with 4 lanes of traffic.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Current Year Budget vs. Actual Analysis	The summary report for FY 2009/2010 was included with the Town Manager report on the Dec. 7th Commission agenda. We provided a report to the Commission on the first quarter of FY 11 on 4/27 agenda as a report. Mid-year budget presentation was made on the April 27th agenda. Next report will be in July with the presentation of the Manager's recommended budget for FY 2012	Provided in December, April and in July with Proposed 2012 Budget
A1A Streetscape LAP Project Pine Island to Terra Mar Contracts	Project CEI contract and construction bid both awarded in July; construction bid came in substantially under PBS&J's cost estimate, so funds available to pay for Project Mgr contract.	Approved in July
Parking for Neighborhood Electric Vehicles	Commission agreed to converting 2 parking spaces in the Oceanfront Center area to mini-spaces for NEVs at the June Roundtable mtg.	Completed
Jarvis Hall Rentals	Amended code to waive insurance & indemnity for Town resident & civic assn use of Jarvis (exc w alcohol); to allow TMgr to approve Jarvis Hall use; to allow out of town users to use it for a rental fee. Adopted on 2nd reading July 26th.	Adopted
Bel Air traffic light issues	Traffic Engineer advised in-season traffic count & annual crash data do not fulfil requirements to install a traffic light. Commission accepted report in July.	
Bcycle Program	Presentation made to the TC in February . Staff & Bcycle selected A1A parking lot corner as preferred first location in LBTS. Brought that & Bcycle input that they cannot proceed without advertising on their station. Town Atty prepared ordinance to modify sign code to accommodate. Adoptd on 2nd reading July 26th	Agreement & ordinance adopted.