

# Town of Lauderdale-by-the-Sea

## OFFICE OF THE TOWN MANAGER

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**Date:** April 21, 2011

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

**From:** Connie Hoffmann, Town Manager 

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

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### BSO Contract Negotiations

The Interim Finance Director and I met with BSO representatives this week in our first session to negotiate a new contract between the Town and the Sheriff for police services. Our discussions were very cordial.

BSO is committed to maintaining fairly standard language in their contracts with all cities and the new standard language is simpler and provides for more transparency about the costs of serving the city. I have suggested several changes that make sense for LBTS and, while we had informal agreement on most of those suggestions, I await BSO's formal response on them.

The main issue of concern to LBTS, of course, is the cost of the contract. BSO has not provided their proposal on cost, but indicated we will receive that number around May 1<sup>st</sup>. BSO's position is that they need to charge us (and every other city) the direct cost of serving the Town next year. Contracts with the cities will no longer have a defined escalator for the following year. Instead, BSO would propose a budget each year and the Town and BSO would sit down to review and discuss the budget and staffing levels each year.

The contract will provide that certain BSO services are considered regional and will not be charged to the Town (or any other city) and the County has agreed to that language in the contracts with other cities that were executed last year. (The County has to approve the BSO contracts with the individual cities, since they are the funding source for the Sheriff's budget.)

The BSO negotiating team and I have agreed our goal is to complete contract negotiations no later than June 30<sup>th</sup>.

After staff has received and had sufficient time to review BSO's costs for providing service to us at current staffing levels, I will schedule a Commission discussion of BSO staffing level options for next fiscal year.

### **Building Permit Fees**

Last month, I indicated that the Town needs to develop a new building permit fee schedule before we proceed with an RFP for a building services contractor. I also indicated I would be bringing in some outside help on that project which I've done (Gary Shimun, who has been a city manager in several cities, most recently in Davie). I've given Mr. Shimun direction that the Town wishes to simplify the permit fee schedule and keep permit fees for small jobs reasonable. He has committed to finish his assignment in one month at a fee not to exceed \$6500.

### **Finance Director Recruitment**

We advertised the Finance Director position at a starting salary range of \$80,000 - \$90,000 with the Florida League of Cities (it was in their *Datagram*, on their website, and in the weekly email they send to finance professionals throughout the state of Florida) and on the Florida Government Finance Officers Association website. In addition, I asked Auditor Tony Grau to contact professionals he thought were suited for the job, and contacted several South Florida Finance Directors to see if they could suggest capable colleagues.

We used a fairly strenuous selection process with multiple tests and a lengthy interview which narrowed the field of qualified applicants down to two finalists. One did not pass the technical accounting interview and the other, a candidate from Ohio, was offered the position but declined after deciding he did not want to make the move to Florida.

Auditor Tony Grau and a local municipal Finance Director who assisted me with the final interviews offered the opinion that our salary range for the position is hindering our ability to recruit stronger candidates. They suggested we need to get the starting salary over \$100,000 to attract the caliber of person I am seeking. The position is only budgeted for \$85,000 and that was based on what the prior Finance Director was earning. The salary range for this position in the Town's pay plan is \$82,028 - \$123,044, so we are recruiting in the lower third of the range. In looking back in the files, I see that Ms. Colon was earning 104,576 as the Town's Finance Director prior to being promoted to Assistant Town Manager and Town Manager.

I intend to eliminate a position that was recently vacated in the Finance Division and reassign that work by increasing the hours of two part-time employees. That will free up some savings that can be used to offer a higher starting salary for the Director. Unless the Commission objects, I will do that and re-advertise the Director position at a higher starting salary.

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## **Cash & Investment Quarterly Report**

The quarterly cash and investment report for the quarter that ended March 31<sup>st</sup> is attached. We invested an additional \$1.5 million in CDs with BB&T at an interest rate more than three times higher than we were receiving for those funds at Sun Trust. The interest rates being offered to municipalities, however, are so low that we are reluctant to invest much more in one year or 18 month instruments until interest rates improve.

## **Code Inspection of 4560 E Mar Drive (A Little Inn Too)**

Attached is a report on the multiple Town, Fire and Building code violations found at The Little Inn Too hotel on April 18<sup>th</sup> by a multi-disciplinary team of inspectors. The second floor of the hotel was closed to occupancy by the Fire Marshall for life-safety violations. The guests were moved into rooms downstairs.

We will be inspecting additional hotels over the next several months.

## **Assignments List**

I have brought the assignments status list up to date and color coded it to highlight those items the Commission has identified as my priority assignments. The top priority assignments are shaded in a rose color, while second level priorities are light tan.



Town of  
**LAUDERDALE-BY-THE-SEA**

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4501 Ocean Drive, Lauderdale-by-the-Sea, Florida 33308-3610  
Telephone: (954) 776-0576 / Fax (954)776-1857

Date: April 15, 2011  
To: Honorable Mayor and Commissioners  
Via: Constance Hoffmann, Town Manager  
From: Doug Haag, Acting Finance Director *DML*  
Edner Saint-Jean, Accountant  
Subject: Quarterly Cash and Investment Report – As of March 31, 2011

Attached is a cash and investment report as of March 31, 2011. Total cash and investments decreased by \$196,000 since last month. We now stand at having collected 88.4% of the property tax revenues thru March. At this time last year, we stood at 87.7% of budget. In a recent survey of other municipalities on this subject, at least 50% are experiencing this same trend. Also, please note that the separate cash ledger for the Stormwater C/A/D has been eliminated and included in the General Fund. This was based on the recommendation of the auditors – Grau & Associates – that it was not necessary to segregate these funds.

There was some further investment activity in March as outlined in the following section. We will continue to monitor the market but if interest rates continue to stay as low as they are, we don't anticipate making any additional investments in the near future.

**March Investment Activity**

In March the town invested \$1,500,000 with BB & T bank for 20 months at an average percentage yield (APY) of 75 basis points (.75%)

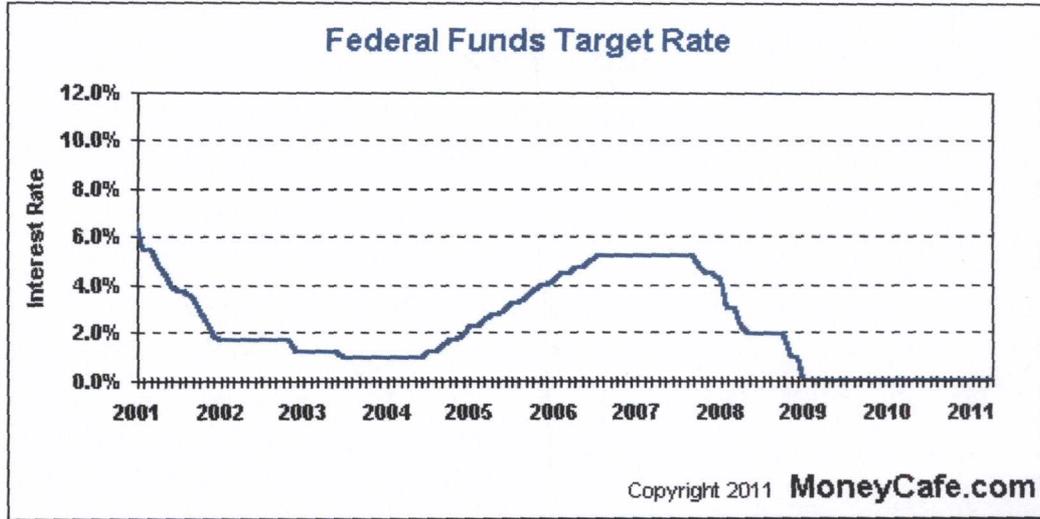
The municipal investment market continues to be one of relatively low yields and has declined even more since the last report. As an example, the highest rate that we were quoted for a 12 month CD this time was 57 basis points. This compares to the 80 basis points that we received in December, 2010 – a 28% decrease in 3 months. In fact, the 12 month rate decreased by 17 basis points in just one week.

Following is a historical graph showing the Federal Reserve rate (considered a barometer for all other interest rates) at an all-time low.



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Based on that and the investment rates that were quoted we looked at a slightly longer term this time. The 20 month rate was 75 basis points as compared to 57 basis points for a 12 month term. By taking out the investments a bit longer, we get a better return as well as start a strategy of “laddering” our investments. Laddering is simply spreading out the investments over a period of time so that they don’t all mature at once and the maturity is timed around anticipated cash flow needs.

The two government investment pools that we looked at in December – Florida PRIME and Florida SAFE - now have yields of .27% and .17%, respectively. This compares to yields of .30% and .18% in December, 2010. As a comparison, some of the Town funds that are in interest bearing checking accounts at SunTrust Bank earn .18% to .22%.

Based on the above, the Town purchased certificates of deposit as follows:

Fund	Amount Available Mar 25	Amount Invested	Maturity (months)	Bank	APY Rate (Basis Points)
General Fund	\$4,900,000	\$1,000,000	20	BB&T	75
Capital Fund	\$3,800,000	\$500,000	20	BB&T	75
	TOTAL	\$1,500,000			

Using cash balances as of 09/30/2010 (i.e. the lower end of our balances) the above purchases result in a weighted average maturity (WAM) of 119 days. The investment policy allows a maximum of 182.5 days so we are well under the policy limit. Also, per the investment policy, the Town cannot invest more than 20% of its funds beyond 1 year and no investment can exceed 2 years. Based on the March investments and using the balances as of September 30, 2010 the Town had only 11% of its funds invested for more than 12 months. None of the investments exceeded two years.



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Finally, should the Town need to liquidate all or part of these CD's with BB&T for any reason, the penalty provisions only involve a loss of interest, not principal, and are as follows: 3 months simple interest if term is 3 - 12 months; 6 months simple interest if the term is greater than 12 months

Following is a summary comparison by fund of the cash and investment balances and the month to month changes.

**Comparison of Cash and Investments – March 31, 2011**

Fund	Balance 31-Mar-11	Balance 28-Feb-11	Amount of Change	Percent Change
General Fund	11,311,935.80	11,774,280.66	(462,344.86)	(4.1)
Police Fund	208,268.72	206,737.05	1,531.67	0.7
Sewer Fund	1,350,624.09	1,267,559.08	83,065.01	6.2
Capital Improvement Fund	4,992,024.66	4,750,049.13	241,975.53	4.8
Parking Fund	167,966.18	228,616.90	(60,650.72)	(36.1)
<b>GRAND TOTAL</b>	<b>18,030,819.45</b>	<b>18,227,242.82</b>	<b>(196,423.37)</b>	<b>(1.1)</b>

**Previous Month – February 28, 2011**

Fund	Balance 28-Feb-11	Balance 31-Jan-11	Amount of Change	Percent Change
General Fund	11,774,280.66	11,887,993.87	(113,713.21)	(1.0)
Police Fund	206,737.05	206,708.51	28.54	0.0
Sewer Fund	1,267,559.08	1,328,118.55	(60,559.47)	(4.8)
Capital Improvement Fund	4,750,049.13	4,754,739.51	(4,690.38)	(0.1)
Parking Fund	228,616.90	182,192.31	46,424.59	20.3
<b>GRAND TOTAL</b>	<b>18,227,242.82</b>	<b>18,359,752.75</b>	<b>(132,509.93)</b>	<b>(0.7)</b>

Please let me know if you have any questions.

Town of Lauderdale-by-the-Sea  
Cash Investment Report  
as of March 31,2011

Bank / Other	GL No.	Bank No.	Account Name	Account Type	Bank/ Pool	Balance 3/31/2011	Interest/ Avg % Yield	Interest/Chg Mkt Value	Interest/ Year to Date
<i>001 General Fund:</i>									
SunTrust	101.000	8015	Master Account	Muni NOW	SunTrust	5,656,795.82	0.18%	914.21	2,890.06
SunTrust	101.005	5434	Payroll Clearing Account	Business Checking	SunTrust	0.00	N/A	N/A	N/A
SunTrust	101.006	8015	Master Acct - Fire Assessment Reserve	Muni NOW	SunTrust	81,099.35	0.22%	Included Above	Included Above
SunTrust	101.007	8015	Master Acct - General Fund C/A/D Reserve	Muni NOW	SunTrust	775,659.84	0.22%	Included Above	Included Above
SunTrust	101.008	8015	Master Acct - Infrastructure C/A/D Reserve	Muni NOW	SunTrust	426,446.05	0.22%	Included Above	Included Above
SunTrust	101.009	6876	Emergency Reserve	Muni NOW	SunTrust	1,997,856.08	0.18%	305.38	886.46
SunTrust	101.130	8015	Master Acct - Vehicle/Equip Replacement	Muni NOW	SunTrust	183,285.04	0.18%	Included Above	Included Above
BB&T	101.110	598	General Fund	Cert of Deposit	BB&T	500,000.00	0.75%	Added @ maturity on 11/21/2012	
BB&T	101.110	563	General Fund	Cert of Deposit	BB&T	500,000.00	0.75%	Added @ maturity on 11/21/2012	
BankUnited	101.110	1185	General Fund (prev Stormwater C/A/D Res.)	Cert of Deposit	BankUnited	500,119.50	0.79%	Added @ maturity on 12/21/2011	
BankUnited	101.110	1193	Infrastructure C/A/D Reserve	Cert of Deposit	BankUnited	500,119.50	0.79%	Added @ maturity on 12/21/2011	
<b>GENERAL FUND BANK SUBTOTAL</b>						<b>11,121,381.18</b>	<b>N/A</b>	<b>1,219.59</b>	<b>3,776.52</b>
SBA	101.300	1471-A	General Fund Invest Acct A	SBA Invest Pool	SBA	32,424.65	0.27%	7.33	
SBA	101.300	1471-B	<b>General Fund Invest Acct B</b>	SBA Invest Pool	SBA	97,227.69			
SBA	101.400	1472-A	Emergency Reserves Acct A	SBA Invest Pool	SBA	15,731.20	0.27%	3.55	
SBA	101.400	1472-B	<b>Emergency Reserves Acct B</b>	SBA Invest Pool	SBA	47,171.08			
<b>GENERAL FUND SBA SUBTOTAL</b>						<b>192,554.62</b>	<b>N/A</b>	<b>10.88</b>	<b>0.00</b>
<b>GENERAL FUND GRAND TOTAL</b>						<b>11,313,935.80</b>		<b>1,230.47</b>	<b>3,776.52</b>
<i>101 Police Forfeiture &amp; Training</i>									
SunTrust	101.100	9613	Police Forfeiture Fund	Muni NOW	SunTrust	201,615.41	0.18%	30.65	89.92
SunTrust	101.103	340	Police Training Account	Muni NOW	SunTrust	6,653.31	0.18%	1.02	2.96
<b>POLICE FUND TOTAL</b>						<b>208,268.72</b>		<b>31.67</b>	<b>92.88</b>
<i>103 Sewer Enterprise Fund</i>									
SunTrust	101.105	9999	Cash	Muni NOW	SunTrust	1,350,624.09	0.18%	201.36	588.31
<b>SEWER FUND TOTAL</b>						<b>1,350,624.09</b>		<b>201.36</b>	<b>588.31</b>
<i>300 Capital Improvement Fund:</i>									
SunTrust	101.115	10	Cash	Muni NOW	SunTrust	3,334,953.74	0.18%	576.78	1,669.05
SunTrust	101.118	10	Capital C/A/D	Muni NOW	SunTrust	156,831.91	0.18%	Included Above	Included Above
BB&T	101.110	571	Capital Fund	Cert of Deposit	BB&T	500,000.00	0.75%	Added @ maturity on 11/21/2012	
BankUnited	101.110	1207	Capital C/A/D	Cert of Deposit	BankUnited	1,000,239.01	0.79%	Added @ maturity on 12/21/2011	
<b>CAPITAL IMPROV FUND TOTAL</b>						<b>4,992,024.66</b>		<b>576.78</b>	<b>1,669.05</b>
<i>310 Parking Improvement Fund</i>									
SunTrust	101.125	120	Parking Improvement Account	Muni NOW	SunTrust	167,966.18	0.18%	35.52	89.24
SunTrust	101.15	120	Parking Meter Clearing Account	Muni NOW	SunTrust	0.00	N/A	0.00	0.00
<b>PARKING FUND TOTAL</b>						<b>167,966.18</b>		<b>35.52</b>	<b>89.24</b>
<b>ALL FUNDS GRAND TOTAL</b>						<b>18,032,819.45</b>		<b>2,064.92</b>	<b>6,216.00</b>

Town of Lauderdale-by-the-Sea  
Cash Investment Report  
as of March 31,2011

Notes to Monthly Cash and Investment Report:

*Accounts are with the bank or institution indicated*

*Per the SunTrust agreement, the Town is required to maintain a \$2,000,000 min.balance in General Fund Acct #8015 to offset monthly fees & charges.*

*C/A/D = Capital Asset Depreciation Reserve*

*The SBA "-B" accounts in **bold** are restricted due to the run on the pool that occurred in December, 2007 and will be repaid over a 7 - 9 year period.*

*In the meantime, these funds are effectively frozen and will be gradually repaid into the "A" account.*

Summary by Investment Type		
	Amount	Percent
Interest Bearing Checking	14,339,786.82	80%
Non-interest Bearing Checking	0.00	0%
Certificates of Deposit	3,500,478.01	19%
SBA Trust Fund/Pools	192,554.62	1%
Repurchase Agreements	0.00	0%
Money Market Funds	0.00	0%
U.S. Securities/Treasuries	0.00	0%
U.S. Federal Agencies	0.00	0%
Federal Instrumentalities	0.00	0%
<b>GRAND TOTAL</b>	<b>18,032,819.45</b>	<b>100%</b>

Summary by Fund		
	Amount	Percent
101.000/101-400 General Fund	11,313,935.80	63%
Police Fund	208,268.72	1%
Sewer Fund	1,350,624.09	7%
Fire Fund	0	0%
Capital Improvement Fund	4,992,024.66	28%
Parking Fund	167,966.18	1%
<b>GRAND TOTAL</b>	<b>18,032,819.45</b>	<b>100%</b>

Summary by Bank/Pool		
	Amount	Percent
Suntrust Bank	15,839,786.82	88%
BankUnited	2,000,478.01	11%
Florida Prime/State Board of Admin.	192,554.62	1%
<b>GRAND TOTAL</b>	<b>18,032,819.45</b>	<b>100%</b>

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>RESOLUTIONS &amp; ORDINANCES</b>		
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 full 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 November P&Z meeting and discussed at their January & February meetings. The Board made several recommendations regarding pole signs, size and number of flags, and sandwich signs. Staff recommended new language re pylon, pole & sandwich board signs be removed from this ordinance, pending further study of the impact of those changes. An NOI to enable us to work on a second ordinance on the sign code is on the April 27th agenda.	first reading April 27th
LDR revisions re walls	NOI directing review of this issue passed. P&Z reviewed. Ordinance implementing changes passed on 1st reading on 2/22. Commission asked that it go back to the Roundtable for discussion before 2nd reading. It did w no comments from Commission.	2nd reading April 27th
Revisions to conditional use regs	In latest NOI approved. P&Z has already reviewed these changes. Reviewed at March Roundtable. Passed on 1st reading in March. We have incorporated into 2nd reading amendments to address the mixed use/flex unit issues Cecelia Ward raised as needed in her report.	2nd reading in April 27th
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 & I have discussed minor changes to the NOI process. She will prepare & it will go to P&Z Board for review.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Architectural Standards and Review	The NOI public hearing authoring us to proceed to work on that was held on 2/22.	
LDR revisions re size backup generators	The NOI public hearing was held on 2/22. P&Z has reviewed this already. Was on March Roundtable. At 1st reading on March 22 speaker asked ord be amended to allow generattors to be placed in side setback. Staff drafted recommendations on that & Commission reviewed at the April Roundtable.	2nd reading in April
Revisions to allow Paid Parking	Language was added to the Conditional Use Ordinance to allow paid parking under some circumstances. This topic was reviewed by the P&Z Board at their February meeting & by the Commission for 1st reading in March. Commission authorized suspension of enforcement for those properties that will qualify under new ordinance language. Owners of Sun Trust lot were granted temporary approval for paid parking. Aruba and the Pier have applied for temporary approval. Hotel advertising paid parking that cannot satisfy conditional use requirements for paid parking has been cited.	2nd reading in April
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 LBTS beach adopted on 1st reading in March.	2nd reading April 27th

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>ADMINISTRATIVE ISSUES</b>		
Outdated Technology - Telephone System	The County has given us a proposal to hook into their telephone system, which would save us money & provide many more features than we currently have. They sent an updated quote on the telephone equipment that would be required on-site at Town Hall on 4/20. And they have advised us that the County Atty's Office has drafted an interlocal agreement under which they would provide us telephone service. The County IT staff is reviewing that interlocal agreement & providing some of the technical details for it. We have gathered cost info from other telephone providers to compare to the costs that the County proposed. We are now reviewing the various proposals. The County's cabling contractor will make a site visit the week of April 25th to give us an estimate of the cost to upgrade our cable to fiber and run it between our buildings.	
Outdated technology - IT System	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. In late February the County Manager's Office authorized County staff to proceed to develop a more detailed cost proposal for us. No progress. Still waiting for County staff's cost proposals.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Outdated Technology - Internet Access	AT&T has started their process to determine what they need to do to bring fiber to Town Hall. AT&T knows there isn't any fiber in the immediate area and they are evaluating the best method of serving Town Hall. The preliminary indication is that we will not have any expense for the extension of the fiber line except for providing a new conduit from the street to the building.	
Personnel Policies	Policies are outdated and needed a substantial overhaul; rewrite is 90% complete.	
Purchasing Policies	Town Attorney reviewed the changes to the Purchasing Manual. Recommendations placed on March Roundtable. Commission deferred discussion to April Roundtable, then assigned to Audit Committee to review.	
Town Website Improvements	<p>a. The PIO has 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. This should cut down the staff effort required on public records requests. In addition, he has been working with Sunny Eckhart to further improve the website by redesigning the front page, improving the functionality of the drop down box choices, and using more and better pictures.</p> <p>b. 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.</p>	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>BUDGET</b>		
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 is on the April 27th agenda.	April 27th
Town Attorney Agreement	TAtty budget reduced to \$400,000. TMgr & Tatty to work together to control costs. Costs running ahead of budget. We are to reschedule a discussion of the possibility of going to a fixed retainer/hourly rate combo in next year's budget deliberations.	revisit in June
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). That broker is addressing problems we have been having with our life insurance provider. They will start to work on health insurance options for the Town next week and an employee committee will be established to review the various options.	health insurance bid evaluations to Commission in July

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>CAPITAL PROJECTS</b>		
A1A Landscape/Streetscape LAP Project Pine Island to Terra Mar	Commission approved extension of the FDOT LAP agreement and Post Buckley's design contract on Dec. 7th. Issue of architectural feature was resolved by Commission in March with selection of simpler pelican design, which reduced estimated cost of the architectural element from \$84K to \$42K. Construction bid documents have gone out and bid proposals are due May 19th. RFP responses for Project Mgmt received on 4/22.	Project Mgr contract to be awarded in May; construction bid award in June
El Mar Dr Streetscape Project	a. Staff directed by Commission at March Roundtable to develop cost estimates of burying utilities for El Mar project, as well as areas affected by downtown drainage project. b. MPSC modified their recommendations re: El Mar plan at their February meeting. Summary of various MPSC recommendations and of citizen input is on the April Roundtable for Commission direction. Commission decided at April Roundtable to stick with 4 lanes of traffic.	
Small Stormwater Projects	Chen completed design of the Tradewinds Drive project and have applied for a permit to construct it. Design on hold on Flamingo Drive project, awaiting results of similar solution being installed at the Fountainhead Condo. A similar approach was used nearby in Fort Lauderdale and is not getting the desired results.	
Downtown Stormwater Project Design	Brought this matter to Commission for discussion at March Roundtable. Commission decided they want an RFP for design rather than to assign to Town Engineer Chen & Assoc. We are working on an RFQ to select several firms capable of doing this & other engineering and streetscape designs to give us greater flexibility on this and other projects. Survey of Commercial, the alleys and El Mar needed to design this project has been obtained.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Tennis Court lighting	Since the Sept 20 roundtable discussion of this issue, info on tennis revenue /# of keys issued provided in October Town Mgr's report. We also had a lighting analysis done of the existing lights and received suggestions on a less expensive solution, but it requires using the existing poles. It was determined that the poles could be refurbished but structural engineer advised on 4/19 that the current poles, even if refurbished, will not satisfy wind load requirements for the new lighting fixtures.	
Public bathroom facilities near beach	Commission decided to defer decision until summer .	Summer 2011
Coral Reef Project	The amended agreement has been executed. GCRA has notified the permitting agencies that they will begin work in late April and plan to have project installed by end of May.	
Terra Mar Entranceway	Commission directed staff at March Roundtable & again in April to proceed with this project. Meeting held on Friday, March 18th w neighborhood reps. Design issues being addressed.	Terra Mar project to come back for final, formal approval.

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Neighborhood Projects Program	<p>Staff drafted a program for neighborhood projects and how they would be funded which was reviewed and conceptually approved by the Commission at the February 2011 Roundtable meeting. Commission reconsidered decision at March Roundtable &amp; decided to go to a simpler approach of allowing each neighborhood a maximum of \$30,000 for entryway features. Gave informal to proceed with Terra Mar entryway proposal. Staff is to bring back final Terramar costs when ready. At 4/12 Roundtable 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 &amp; maintenance to be determined on case-by-case basis.</p>	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>PLANNING &amp; DEVELOPMENT ISSUES</b>		
4337 Seagrape Drive drainage	The property owner (Vitale) submitted a request for extension to the Magistrate on September 15, 2010. The Magistrate granted two extensions for a total of 180 days which expired on March 15. Magistrate imposed fines of \$150 per day, which are running.	
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.	
Building Services Options	Comm. Vincent appt'd Commission liaison. He & Town Mgr are meeting with several possible contractors for input. A former City Manager has been engaged to develop a new building permit fee schedule. Will complete the work by late May. This is needed before we can put out an RFP for building inspection services. RFP is in final draft stage, so can go out quickly after Commission decides on permit fee schedule.	
Comp Plan Amendments	Adopted. Now awaiting DCA notice of intent advertisements.	

## 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've drafted an RFP to go to market for banking services agreement proposals., but other issues (audit, credit card processing agreement, cash investments) have taken precedence.	
Improve efficiency in finance operations	Consultant identified numerous efficiency improvement opportunities & is now implementing them as Acting Finance Director. Software upgrades to the financial system have been purchased and installed, and employees trained in those modules. Training on those modules is next. Progress report will be forthcoming.	May
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. Additional investments to be made this quarter. 2nd Quarter report on the April 27th agenda.	January & April (completed), July, October
Engineering Analysis of Condition of the Town's Sewer System	Detailed scope of service for engineering services to analyze the condition Town's sewer system is on the street with proposals due on May 18th. (We sent the RFP i to the Commission for review.).	contract award in June
Five Year CIP	Will be done as part of FY 2012 budget prep process. RMA retained to assist in estimating costs of various Master Plan capital projects.	Summer
Grants Applications	1. Town submitted an application to the Coastal Partnership Grant program for assistance with the coral reef project monitoring costs and for educational signage on the beach. We have not received word from the State yet on this application. 2. Town also submitted a CDBG application for continued operation of the seniors program.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
LETF Reimbursement	<p>Town returned \$79,000 to LETF as public safety building project came in well under the appropriation for it. Commission 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 indicates BSO downtown office is processing the request and they will develop the costs for the cameras. (The infrastructure needed to support new cameras in the process of being purchased and installed.) Chief's proposal to buy additional cameras is on the April 27th agenda.</p>	<p style="text-align: center;">April 27th</p>

## 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 went out in early February. No responses received. RFP has been reissued with longer response time and was sent to large commercial realty companies in area.	June
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.	
Investigation of Missing Halloween & Easter Items	List of items of significant value missing were provided to BSO on November 3rd. The Police Chief has advised that the investigation is active and it is the Sheriff's policy not to comment on the status of active investigations. Town employees have been questioned by the investigator. Chief Llerena advised the results of investigation were turned over to the State Attorney's Office. Awaiting State Atty's formal decision. Checked with Chief on 4/15. Still no response from State Atty.	
4th of July Fireworks & Pier Lease	Only 2 bids received on fireworks. Eval Committemet and contract being prepared with recommended company. . Draft pier lease is being reviewed by pier operator.	May
NLC Prescription Drug Program	Commission approved in February. Staff has not had time to launch the program.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Solid Waste Disposal Issues	<p>The TC appt'd Comm. Sasser as the Commission's liaison on solid waste disposal strategies. Staff recommended &amp; 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. Town Mgr has been in consultation with other City Managers re strategies for dealing with the problems in the proposed ILA. A special meeting of the Broward County City &amp; County Managers Association was held last week to discuss the issues and the Town Manager attended that meeting and participated in the discussion. Miramar is preparing an RFP to seek an alternative disposal provider and has asked other cities to join in their RFP. A 5 member City Manager group will work with Miramar on their RFP. LBTS staff will stay abreast of their work and will bring back to the Commission a recommendation on whether we should join in the Miramar RFP. 12th proposed revisions to existing ILA reviewed &amp; found to be to Town's benefit.</p>	<p>12th proposed revisions to current ILA on April 27th agenda</p>

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>PUBLIC SAFETY</b>		
Renegotiation of BSO contract	First meeting held April 19th. More info on Town Mgr Report memo.	June
Nuisance Abatement Ordinance	Have gathered a few examples from other cities & counties.	May Roundtable
Designated Areas of Beach for Launching	Commission agreed to discuss this in October.	October

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>MASTER PLAN &amp; PRIORITIES</b>		
Town Manager Performance Plan	Performance goals set. Evaluation to occur in September 2011.	September
Strategic Plan	<p>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, i staffing needs to implement, and a finance plan template. Commission approved on 4/12 a contract w RMA to develop cost estimates &amp; the five year Finance Plan.</p> <p>Presentation made by Cecilia Ward on April 12 identified changes that need to be made in our planning documents, development regulations, and other sections of the Code to accomplish the Town's goals. TAtty &amp; TMgr met with Ward to prioritize. She is bringing back for Commission review a more detailed to do list in priority order and guesstimate of time &amp; expense involved.</p>	RMA contract on rough estimates for projects and finance plan is on 4/12 special meeting. Cecilia Ward will present on planning issues at April Roundtable.
Update Master Plan -	MPSC review complete. Three public input sessions held in March 1. Commission agreed to stick w 4 lane EL Mar, w interior multi purpose lane on April 12th.	Discussion of citizen input on Master Plan on special workshop on Monday, April 25th at 6:30 pm
Master Plan Project Design Concepts	Commission approved contract w Univ of Miami at April special mtg. U of Miami will kick off the Community Design Workshop on Saturday, May 21.	Thursday, May 26 at 6:30 pm public presentation
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. Agenda items to now note if items relates to a top priority.	Next Status Report to Commission in July

## 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 met with neighborhood residents in December to discuss possible next steps and indicated the Town will work with them on a neighborhood entryway project proposal.	
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.	July
Bel Air traffic light issues	Task assigned to Traffic Engineer.	June
Town-wide Parking Operations Study	Analysis of the existing parking inventory completed. Consultant hired under Town Manager's authority to complete operations and rate . Has made recommendations which were accepted re changing proposed placement of multi-pay stations. Has prepared a report on Payments in Lieu of required parking, which will be on April Roundtable. Recommendations on parking rates on March 22 & April Roundtable agenda for discussion. Ordinances & resolution implementing recommendations on April 27th agenda.	Parking Rates & some policy amendments on April 27th agenda
Sea Grape Speed Humps	Traffic counts and speed counts done by both County and BSO. Data has been sent to out Traffic Engineer for review and advice.	
Community Bus Ridership	Bring updated ridership figures to Commission during budget discussions.	September
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.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
A1A/Commercial Pedestrian Issues	Received a price quote to do this traffic engineering analysis that would exceed manager's limit of \$15,000 for full project planning, urban landscape design of the intersection, carrying recommendations to County and oversight. We authorized only only traffic and pedestrian counts which have been completed. Traffic Engineer will participate in U of M A1A design workshops on this intersection and, we will subsequently determine how to proceed on this issue.	
Bcycle Program	Presentation made to the TC in February . TC directed staff to meet with Bcycle reps about possible locations in LBTS and work out details. Staff met with them in February. Received their suggestions on placement of bike station in El Prado Park in late-March. Made suggestions to them on 4/6 re: alternate places for station (near A1A lot or in Pier/Oriana alley). Bcycle came out to see sites and is now asking for guidance on how to apply for approval for advertising on their station. Town Atty is reviewing.	

## 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.	

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
<b>COMPLETED ASSIGNMENTS IN FY 2010/ 2011</b>		
Payment of past commitment to Chamber	Made \$9400 payment to the Chamber in October.	Completed in January
Chamber of Commerce Contract	Town Commission approved the contract with the Chamber on January 25th.	Completed in January
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 on 10/12.	Amendments to contract executed in October
Increased fees for resident permits, and parking rates at corner of Bougainvilla & Commercial	Fee increases instituted and meters changed out on Bougainvilla in October.	Completed in October
Non-profit & church waiver from temporary sign fees	Adopted in November	Adopted in November
Contracts w Recreation Instructors	Commission approved in Fall, 2010. Karate Instructor has withdrawn due to lack of participation. There has been insufficient interest in paid tennis lessons to conduct the group lessons. Two free tennis clinics have been held with nominal participation.	Completed
Year-End Budget Adjustments	Commission approved a few adjustments in November 2010.	Completed

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
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
Priorities Discussions	Commission identified top priorities in November.	Completed
Business Uses	Commission adopted an ordinance on second reading in November that significantly expanded the uses allowed in Town.	Completed
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
Sewer Rate Increases	Adopted 1/25/2011.	Ordinance adopted in January
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. That was done.	Posted in October
Red light camera for Comm'l/A1A intersection	Staff researched the changes to the red light camera programs resulting from the state's decision to regulate it and keep a good share of the resulting revenues, the costs to implement such a program, and various other operational issues and reported our findings to the Commission in October. The Commission made the decision not to implement red light cameras in LBTS at this time.	Commission decided not to install the cameras

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

PROJECT AREA	STATUS	TO COMMISSION/ COMMITTEES
Sewer Rate Increase	<p>Sewer rates were analyzed and options presented to the Commission on rate increases in November and again in December. The Commission adopted an ordinance increasing sewer rates on first reading in December. Letters were sent to condominiums advising them of a potential rate increase in November and of the specific rate proposal line January. A postcard advising all Town sewer customers of a proposed rate increase and the date and place of the public hearing (Jan. 25th) on the rate increase was mailed in January. An article was also put in Town Topics on the proposed rate increase. Town Commission adopted the new rates on 1/25 after public hearing. Ordinance took effect immediately. Town Manager met or talked with several Town residents and businesses to determine impact the rate hike will have on their individual bills. Dev Services staff gathered info on # of units in various buildings and supplied that info to City of Fort Lauderdale in early February to input the new rates into their billing system. Customers billed under new rate system in February. Few complaints received.</p>	Completed