



Item No. 86

AGENDA ITEM MEMORADUM

Town Manager

Connie Hoffmann

Department Director

Department

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> June 12, 2012	June 1

*Subject to Change

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

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Town Manager Report

EXHIBITS: Memorandum dated June 7, 2012

Reviewed by Town Attorney

Town Manager Initials CH

Yes No

Town of Lauderdale-by-the-Sea

OFFICE OF THE TOWN MANAGER

Memorandum

Date: June 7, 2012

To: Mayor Roseann Minnet
Vice Mayor Scot Sasser
Commissioner Mark Brown
Commissioner Stuart Dodd
Commissioner Chris Vincent

From: Connie Hoffmann, Town Manager 

Subject: Town Manager's Report

A1A Streetscape Project Close-Out Update

We have withheld payment totaling \$136,000 to the prime contractor, Horizon, on this project because they could not provide letters the required lien release letters from their subcontractors indicating they had been paid. We subsequently learned that one subcontractor had applied to the construction bond holder for direct payment. Staff met with FDOT, our Project Manager for the project (Carnahan Proctor), and a Horizon representative on Wednesday, June 6, and agreed on the following:

- Carnahan Proctor will tabulate all payments to subcontractors, contact all subcontractors to confirm they received those payments and determine what they are still owed.
- The Town will prepare then checks made out jointly to Horizon and each subcontractor still owed money to assure that the subs are paid. A meeting will be held where lien releases are exchanged for final payment checks to everyone. (Horizon will sign over the checks to the subcontractors in our presence.)
- Project closeout documents will be prepared by Carnahan Proctor and submitted to FDOT.
- FDOT will audit the project and, upon audit approval, will issue the final reimbursement to the Town.

On Friday, June 8th, Carnahan Proctor advised us that Horizon is in arrears to its subcontractors by \$10,000 more than we own Horizon. Horizon will have to pay that amount off, before we cut the joint checks to the subcontractors.

We have a certain amount of close out services in the Carnahan Proctor contract, but these circumstances are more involved than the norm and we have asked Carnahan to advise what additional costs we must pay. We are not expecting this to be an insignificant expense.

Planning Priority No. 7 – Comprehensive Plan Revisions Update.

Last year, the Commission set the planning priorities to accomplish during the 2012 fiscal year. Planning Priority No. 7 is the update of the Town's Comprehensive Plan.

When this priority was set, the Town's Evaluation and Appraisal due date was in 2013. Since that time, the Florida Department of Economic Opportunity extended the due dates statewide and the Town's new deadline is September 1, 2015. For this reason, this priority should be deferred to Fiscal Year 2015.

Update on FP&L Light Issues

We requested a status update on FP&L's progress on various street lighting issues and received the following update:

1. 32 streetlight upgrades in Silver Shores North from 70watt to 100 watt
 - ❖ Job is released and ready for construction. FP&L is scheduled to change out some of these lights next week and will update us each week until the project is completed.
2. 5 new turtle shields on lights on El Mar Drive
 - ❖ Work Order for this work released on Thursday, Jun 7th.
3. 7 new 100 watt lights and poles
 - ❖ FP&L's Design Engineer is completing the final design package for the Town to secure the required easements from property owners.
4. 4 new 100watt cobra head lights on existing poles
 - ❖ FP&L's Design Engineer is working on final design print
5. New 400 watt directional at the wings parking lot
 - ❖ Job is ready, waiting on construction scheduling date from FP&L construction division.

Biorock Artificial Reef Project Update

I received word from Global Coral Reef Alliance's local subcontractor, Vone Research, on Monday that the project was finally fully deployed over the weekend. I thought it had been fully deployed last fall but was advised by Vone Research that they had not installed the project to full permit requirements until this past weekend.

I have letters prepared to go to the permitting agencies advising them the project is now fully deployed and advising the Army Corps of Engineers that the locations of the artificial reef structures is different than the coordinates provided in their permit. When Vone gave me the actual coordinates for deployment reports, I discovered that the coordinates contained in the Army Corps permit are different than the coordinates in all of the other permits and, in fact, from the coordinates that were in the Town's application to the Army Corps. Apparently no one ever caught that as there are no notes

to file in our files regarding the matter and Dr. Goreau disavows knowledge of it. Although Coral Reef Alliance was responsible for obtaining the permits on the Town's behalf, the permits are issued in our name and we must deal with this issue. I do not know if the Army Corps will be difficult about this matter or if they will treat it as a routine amendment.

Harbor Drive Drainage Project

Despite terrible weather conditions, the contractor has moved this project along steadily. All that remains to be done is swale restoration, demobilization and cleanup.

Estimated Tax Roll

We received notification from the Broward County Property Appraiser of their estimate of the Town's assessed taxable values as of January 1, 2012. (Letter attached.) The assessments will be the base upon which the Town's ad valorem taxes are calculated for FY 2013.

Our taxable value is estimated to increase by 1.73%, a bit higher than the county average of 1.24%. We will not get the final values and the roll back millage rate calculations until late June, early July.



Broward County Property Appraiser's Office

115 South Andrews Avenue, Room 111 • Fort Lauderdale, FL 33301
954-357-6830 • Fax 954-357-8474 • www.bcpa.net

To: Broward County Taxing Authorities
From: Lori Parrish, CFA, Property Appraiser
Date: May 30, 2012 
Subject: 2012 Estimate of Taxable Value

Attached you will find our 2012 Estimate of Taxable Values. In last year's memo, we projected the 2012 tax roll values would "remain relatively flat" compared with 2011. This year's projected numbers (attached) – based upon actual market data and sales – proved that prediction was largely accurate from a countywide perspective.

The numbers shown in this estimate will be virtually identical to the numbers that will be formally confirmed on the DR-420 (Certification of Taxable Value) on June 29, 2012. The only changes, if any, between the enclosed estimate and the DR-420 certification will be to correct any errors discovered over the next 30 days and to extend any exemptions received and approved between today and June 29th. All new 2012 exemption and Save Our Homes portability applications filed to date are already reflected in the enclosed numbers.

Market indicators and residential sales from the first few months of 2013 reflect slight increases in most parts of Broward County. For planning purposes, you should expect to see the tax roll remain relatively flat for next year, or with a nominal increase at most.

Please keep in mind the 2012 assessments reflect the values as of January 1, 2012 as set by qualified sales in the January 2, 2011 through January 1, 2012 assessment period. Likewise, the 2013 assessments will reflect the prices realized during this current calendar year.

If you have any questions about the enclosed, please contact me at 954-357-6904 or lori@bcpa.net, or contact Finance, Budget, and Tax Roll Director, Holly Cimino, at 954-357-6825 or hcimino@bcpa.net.

Attachments

TAXABLE VALUE REPORT JUNE 2012

(Line 7 of DR-420)

(Line 4 of DR-420)

(Line 5 of DR-420)

(Line 6 of DR-420)

TAXING AUTHORITY	Total 2011 WCC* Taxable Value	Total 2012 Estimated Taxable Value	Percentage Change in Taxable Value	Net New Taxable Value Estimate	Current Yr Adjusted Taxable Value Estimate
COCONUT CREEK	2,595,027,499	2,634,339,855	1.51%	31,754,660	2,602,585,195
COOPER CITY	1,897,420,117	2,053,693,903	8.24%	118,854,880	1,934,839,023
CORAL SPRINGS	7,357,475,277	7,439,158,997	1.11%	6,059,620	7,433,099,377
DANIA BEACH	2,572,308,043	2,557,840,647	-0.56%	8,205,540	2,549,635,107
DAVIE	6,492,030,503	6,581,652,972	1.38%	24,666,740	6,556,986,232
DEERFIELD BEACH	4,802,185,315	4,840,558,293	0.80%	4,119,160	4,836,439,133
FORT LAUDERDALE	23,358,512,246	23,709,706,639	1.50%	202,233,570	23,507,473,069
HALLANDALE BEACH	3,517,506,065	3,635,965,605	3.37%	11,859,710	3,624,105,895
HILLSBORO BEACH	953,570,976	966,724,228	1.38%	-1,275,150	967,999,378
HOLLYWOOD	10,020,290,619	10,089,568,448	0.69%	12,213,570	10,077,354,878
LAUD. BY THE SEA	1,729,711,519	1,759,696,479	1.73%	1,588,160	1,758,108,319
LAUDERDALE LAKES	788,882,128	767,348,758	-2.73%	1,360,360	765,988,398
LAUDERHILL	1,757,329,205	1,749,544,787	-0.44%	293,220	1,749,251,567
LAZY LAKE	5,213,115	4,823,820	-7.47%	0	4,823,820
LIGHTHOUSE POINT	1,641,286,682	1,708,983,796	4.12%	10,435,284	1,698,548,512
MARGATE	1,988,824,881	2,011,076,336	1.12%	8,758,380	2,002,317,956
MIRAMAR	6,559,213,602	6,655,493,507	1.47%	30,082,690	6,625,410,817
NORTH LAUDERDALE	952,126,388	919,683,985	-3.41%	94,730	919,589,255
OAKLAND PARK	2,104,987,355	2,103,657,866	-0.06%	3,588,290	2,100,069,576
PARKLAND	2,910,752,642	3,006,138,626	3.28%	42,336,830	2,963,801,796
PEMBROKE PARK	544,629,627	544,314,401	-0.06%	1,399,850	542,914,551
PEMBROKE PINES	8,412,174,195	8,506,288,702	1.12%	31,645,090	8,474,643,612
PLANTATION	6,629,835,730	6,762,130,672	2.00%	16,635,520	6,745,495,152
POMPANO BEACH	8,722,607,144	8,734,457,246	0.14%	15,021,370	8,719,435,876
POMPANO BEACH EMS	8,722,607,144	8,734,457,246	0.14%	15,021,370	8,719,435,876
SEA RANCH LAKES	155,735,958	162,909,658	4.61%	692,440	162,217,218
SUNRISE	4,842,101,674	4,868,148,633	0.54%	31,822,510	4,836,326,123
SOUTHWEST RANCHES	1,084,270,425	1,095,414,548	1.03%	4,862,140	1,090,552,408
TAMARAC	2,490,730,015	2,452,832,441	-1.52%	960,690	2,451,871,751
WEST PARK	368,519,085	337,203,440	-8.50%	1,514,210	335,689,230
WESTON	6,318,048,037	6,506,709,923	2.99%	4,700,480	6,502,009,443
WILTON MANORS	851,475,104	877,277,457	3.03%	4,081,030	873,196,427
UNINCORPORATED	750,397,707	694,443,775	-7.46%	-18,237,400	712,681,175
COUNTY FIRE	750,397,707	694,443,775	-7.46%	-18,237,400	712,681,175
FORT LAUD. DDA	1,272,624,088	1,303,532,046	2.43%	222,990	1,303,309,056
N. BROWARD HOSPITAL	87,250,309,662	88,262,774,748	1.16%	377,924,744	87,884,850,004
S. BROWARD HOSPITAL	38,590,081,076	39,100,736,685	1.32%	234,675,490	38,866,061,195
HILLSBORO INLET	11,784,046,511	12,007,031,781	1.89%	28,898,814	11,978,132,967
WATER MANAGEMENT 2	2,898,012,049	2,929,356,302	1.08%	1,365,930	2,927,990,372
CENTRAL BROWARD	2,927,425,470	2,877,428,540	-1.71%	0	2,877,428,540
COCOMAR	2,738,272,799	2,782,065,931	1.60%	31,942,240	2,750,123,691
TINDALL HAMMOCK	207,179,730	214,879,700	3.72%	-344,280	215,223,980
WATER MANAGEMENT 3	1,665,653,708	1,623,581,552	-2.53%	-205,720	1,623,787,272
WATER MANAGEMENT 4A	477,702,203	473,994,844	-0.78%	79,010	473,915,834
WATER MANAGEMENT 4B	600,292,222	603,153,860	0.48%	143,910	603,009,950
WATER MANAGEMENT 4C	1,458,436,610	1,438,045,748	-1.40%	1,133,140	1,436,912,608
COUNTY STREET LIGHT	244,611,970	219,834,330	-10.13%	423,330	219,411,000
THREE ISLANDS	405,795,800	414,952,950	2.26%	11,660	414,941,290
SUNRISE KEY	74,218,370	75,040,600	1.11%	17,620	75,022,980
TAX DIST #1 SAWGRASS	611,954,760	620,242,080	1.35%	756,560	619,485,520
GOLDEN ISLES	198,523,240	211,313,950	6.44%	3,587,220	207,726,730
PLANTATION GATEWAY 7	208,573,230	206,666,980	-0.91%	1,021,740	205,645,240
PLANTATION MIDTOWN	1,077,330,915	1,127,595,337	4.67%	890,350	1,126,704,987
LAUDERHILL WINDERMERE/TREE GARDENS SAFE NEIGHBORHOOD	9,121,160	8,950,900	-1.87%	0	8,950,900
LAUDERHILL HABITAT SAFE NEIGHBORHOOD	4,871,790	5,684,690	16.69%	0	5,684,690
LAUDERHILL ISLES OF INVERRARY SAFE NEIGHBORHOOD	3,320,670	3,561,840	7.26%	0	3,561,840
LAUDERHILL MANORS OF INVERRARY SAFE NEIGHBORHOOD	12,867,700	12,775,950	-0.71%	0	12,775,950
FLA INLAND NAV.	125,840,390,738	127,363,511,433	1.21%	612,600,234	126,750,911,199
CHILDREN'S SERVICES	125,840,390,738	127,363,511,433	1.21%	612,600,234	126,750,911,199
SFWMD - DISTRICT	125,840,390,738	127,363,511,433	1.21%	612,600,234	126,750,911,199
SFWMD - BASIN	125,840,390,738	127,363,511,433	1.21%	612,600,234	126,750,911,199
SFWMD - EVERGLADES	125,840,390,738	127,363,511,433	1.21%	612,600,234	126,750,911,199
SCHOOL BOARD	134,570,202,645	136,090,639,770	1.13%	615,629,704	135,475,010,066
COUNTY COMMISSION	125,276,269,878	126,828,707,043	1.24%	612,407,554	126,216,299,489

*With correction
certificates processed
as of May 24, 2012

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
ADMINISTRATIVE ISSUES		
Town Website Improvements	At 9/20 meeting the Commission asked that the website be designed so that residents could log on and ask for information of the Town. PIO looked into software to do this, but its complicated and project not deemed a priority, so we have not pursued it further.	
Benihana ROW License Renewal	Discussed w Commission in October & consensus was to negotiate a cross access easement. Benihana did make their annual license payment in the same amount as last year (\$20,987) at Bud's request as a show of good faith. (The license payment was scheduled to double this year.) Bud met with them briefly in late November to discuss some possible modifications to the license agreement. They were interested in discussing alternatives that would mitigate the 100% increase in their license fee. Bud met with their Operations Manager in March 2012, who advised that they could not allow cross access to the retail stores in the first block of Commercial through their parking lot as it is fully utilized in season by their valet parking operation.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
BUDGET		
Fire Assessment Fees	<p>TMgr to have study done of the relationship between residential & commercial fire assessment fees and to determine if there have been sufficient changes since last fee analysis to warrant a modification for commercial properties. Finance Director presented analysis to the Commission on May 8th. Commission decided to make no changes now but to have a new fire assessment methodology study done in FY 13. Commission also to discuss whether they wish to have two hearings on fire assessment fees.</p>	budget issue
Hotel Sewer Rates	<p>TMgr provided analysis of impact of sewer rate structure on several hotels, restaurants & multi-family properties at December 13th meeting. Commission asked for additional analysis & results of engineering study on sewer infrastructure before deciding what to do on rates. Engineering Study and further rate analysis presented at Special Meeting on Jan. 19th. Commission decided to hire rate consultant and approved consultant's proposal to do the analysis on Feb 14. Staff has supplied the consultant with all data he requested with the exception of billing data formatted per his request. Fort Lauderdale finally provided the requested data to the consultant in mid-March. We determined in May that the consultant's analysis/projections erroneously assumed the Sea Ranch Condos were still Town sewer system customer, so the analysis is being redone to exclude them from the revenue base.</p>	June 19th special meeting

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
CAPITAL PROJECTS		
Harbor Drive storm water project (Seagrape to E. Tradewinds)	Drainage is complete, road resurfaced & final clean up in progress.	
Coral Reef Project Installation	Vone Research who is assisting Global Coral Reef Alliance with the project advises it was fully deployed for the first time this past weekend (June 3). Prior to this date, not everything was functioning. Next step is getting the location of the project corrected on the Army Corps permit and the required monthly monitoring reports.	
East Commercial Drainage & Streetscape	Design contract awarded to Jaime Correa Associates & traffic planning contract awarded to Hughes Hughes at Oct 8th mtg. Commission approved the revised conceptual design on February 28th. Project is now in schematic design phase. The presentation was delayed from original May 22nd date at Commissioner's Dodd request. The designers cannot present on June 12th because of a scheduling conflict, so will present at the special meeting on June 19th instead.	June 19th
N. Bougainvillea Dr Drainage & Streetscape Project	Commission approved award of design contract to Flynn Engineering on January 10th. Survey & soil testing completed. Meeting with property owners held March 7th to review several preliminary design ideas. Ten property owners attended (some of whom own multiple units on the street) and it was a lively meeting with lots of input. On March 27th the Commission directed designers to not eliminate parking spaces. On April 24th, Commission voted to keep the proposed roundabout, place trees and/or street or pedestrian lights in the 20-24 swale areas identified by the designers that will not impact parking, design the drainage to handle a 10 year storm, and to drop any pervious treatment of the swale due to excessive cost. Project is now in the schematic design phase. Report on all issues is contained on the June 12 agenda.	June 12th

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
West Commercial Blvd Streetscape	Survey of the project area completed in January. Commission awarded design contract to Architectural Alliance on 2/14/2012. Meeting with stakeholders was held on the morning of March 21st. The Commission reviewed two design concepts on March 27th and indicated a preference for Scheme B (with back out parking onto Commercial), but asked designers to look at a few issues and an alternative approach to Scheme B. Special Commission meeting held on April 17th to review 3 modified design concepts. Merchants spoke in favor of Option 1, which kept some parallel spaces on Commercial, reversed the flow of traffic through the parking lots & moved parking w/i the lots to face Commercial. Commissioners Dodd & VM Sasser asked designers to look at another option. Designers returned on April 24th and Commission voted to proceed with Option 1. Project is now in the schematic design phase. FDOT will not approve the combined sidewalk/bikeway so designers are adjusting the plan.	June 26th
Costs to Improve Street Lighting in Residential Neighborhoods	Commission approved funding for the upgrade of lights in the Silver Shores area on May 22nd and new poles on May 8th. Update is on the June 12th agenda. Once that work is done, FP&L will be requested to estimate costs to install additional light poles via underground trenching.	June 12th
Terra Mar entryway gate maintenance & liability agreement	Agreement has finally been executed & is on Commission agenda for approval.	June 12th
Bid Annual Contracts for certain types of construction	Will expedite project construction and reduce administrative burden of multiple bidding processes. Commission approved hiring Mathews Consulting to prepare the bid specs for these contracts on Nov. 29th. Staff has met numerous times w Mathews to define the amount and type of work to be covered. The ITB was sent to the Commission on April 3. Bids were received this week and are being analyzed by Mathews.	June 19th
Sewer Infrastructure Repairs	Approval of grouting repairs for \$97,000 is on the June 12th agenda. Getting prices on other repairs. Updated report is on the June 12th agenda.	June 12th

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
19th Street Drainage	Discovered drainage system had collapsed and must be replaced after November storm. Commission approved contract with Chen to design in January. Don Prince has found the County has no permit records of the installation. Chen advises type of pipe there was first used in the 1980s. Geologic tests complete. Design is on hold while we get a second opinion about best way to resolve.	
Televise Drainage Pipes in Bel-Air	Completed. Videoed results under review by Don Prince & Chen Engineering. Don Prince is investigating options.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
CHARTER ISSUES		
Charter Review Board	Commission appointed the Board on March 13th. Board is holding monthly meetings.	
Commission Districts Study	Charter says we must hire a university to do analysis of balanced districts for the Commission election in 2014. Commission approved proposal from FAU on April 10th. Phase 1 of the analysis is complete & indicates districts need to be redrawn. Report on the June 12th agenda.	June 12th

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
ECONOMIC DEVELOPMENT		
Town Marketing Efforts	<p>1. Staff has invited business owners representing the retail, hotel, & restaurant sectors to participate in a series of meetings on marketing issues. Reported to Commission on November 29th the marketing priorities id'd by the group.</p> <p>2. Scope of services for RFQ for assistance of advertising/marketing firms to implement marketing priorities was approved by the Commission on April 10th. Ranking of RFQ is respondents is on the June 12 agenda.</p> <p>3. Update marketing activities provided to the Commission with May 8 Town Mgr. report.</p> <p>4. Goal was to create at least one new special event that is supportive of economic vitality of the Town. Commission has approved two - Family Fun Week and lobster mini-season event. Both events are in active planning & advertising stage.</p>	June 12th
Business Recruitment	I have talked to a retail leasing expert who indicated they feel it will be very difficult for the Town to recruit retail stores or other commercial businesses when we have no control over rents, lease provisions, etc. The individual felt that was the property owners' responsibility to hire a leasing agent.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
FINANCIAL MATTERS		
Banking Services Agreement	RFP for banking services has been prepared, was reviewed by the Audit Committee at their April meeting, and approved by the Commission on April 10th. We subsequently had a consultant review it pro bono & she suggested several valuable revisions/ The revised document was sent to the members of the Audit Committee & a few additional minor revisions made. Revised version was sent to the Commission also. RFP is on the street.	June
Cash/Investment Report	First quarter reports for FY 12 was provided to the Commission in February and the 2nd quarter report provided in April.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
PLANNING & DEVELOPMENT ISSUES		
Planning Priority #4: Neighborhood compatibility, historic preservation, archeological resources & design for safety LDRs	Cecelia Ward of JC Consulting is finalizing these changes.	
Planning Priority #5: Remove pyramidal zoning structure, improve purpose & intent of districts, & make code compatible with the Charter	Revisions to B1-A and B-1 section of code were adopted on second reading in March. Staff will proceed with changes that can be approved by the Commission and identify the changes that would require a referendum vote because they "change" zoning.	
Planning Priority #6: Adopt architectural guidelines for Commercial & Multi-Family projects		

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

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

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
	<p>4. Inspected the exterior of the Eastern Strand Hotel in response to a complaint and cited them for 27 violations. (They were fully occupied on the day of the inspection.) The Code Magistrate assessed \$900 in administrative fees (because they have multiple buildings) and imposed fines of \$100 per violation per day because no substantial progress was made by May 16th. They have paid the \$900 administrative fee and applied for window & roofing permits.</p> <p>5. Issued 9 violations on the former Holiday Inn property regarding the pool, outside storage in trailers, and open doorways. In April the Code Magistrate assessed them \$500 in administrative costs which they have paid and gave them 20 days to get rid of the stagnant water in the pool, which they've done. The Magistrate gave them 30 days to come into compliance on the other violations or face a \$350 per violation, per day. Property owner requested an extension in May which the Magistrate denied.</p> <p>6. Violations at the Little Inn went to the Magistrate on May 16th.</p>	
240 Imperial Drive	<p>Delayed construction project which has caused many neighborhood complaints. The certification of the lien for code fines was approved by the Magistrate on 4/20/2011 and fines have been accruing at \$150 daily ever since. Commission denied property owner's request for extension on July 26th. Broward County maintains jurisdiction over this job. The Bldg Official visited the site on 3/2/2012 and reports all of the windows and doors are in place except for the garage doors. The interior is being worked on slowly. There is an outstanding plan review for corrections that refer to the gable-end bracing. Corrections haven't been returned.</p> <p>There have been no inspections since 3/16/12. Electrical was done, but not completed on that date, so they failed the inspection.</p> <p>Permit expiration date is 6/14/12..... if there are no inspections prior to that date.</p>	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
PUBLIC SAFETY		
Nuisance Abatement Ordinance	Commission decided to use Code Magistrate to deal with nuisances of a criminal nature rather than establish a Nuisance Abatement Board. 2nd reading of the enabling ordinance will be on the June 26th agenda.	June 26th
LETF - High Definition Cameras	One purchased. Holding off on 2nd camera so we can purchase a more sophisticated camera that can read & record license plates clearly. FDOT has refused to let us mount such a camera on traffic signal poles at A1A/Commercial intersection. Our local BSO reps worked with other jurisdictions to lobby FDOT to allow such cameras to no avail. The Sherrif has expressed a willingness to host the server for multiple cities. I am to contact other city managers & find out who is interested in the program so we can go together to appeal to Broward County to let us put the cameras on the County's traffic signal poles.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
TRAFFIC/PARKING ISSUES		
Additional Spaces in the A1A lot	Work authorization to design the reconfiguration of the lot and combination with the Wings lot is on the June 12th agenda.	June 12th
Evaluate # of spaces that can be added to S. Bougainvillea	Determined this project was evaluated by Chen in 2007 & they have provided us that info. Their 2007 report indicated there is insufficient roadway width for angled parking, but 34 parallel parking spaces could be created if we go all the way down to the southern end of the street. We asked them to have their Traffic Engineer review this given the issues we've encountered on North Bougainvillea. The number of spaces that can be added is being recalculated.	July
Effective Solution to Improve Pedestrian Safety at A1A/Comm'l Intersection	East Commercial design project proposes the all red solution suggested earlier by Hughes Hughes. This proposal was discussed with Broward County the week of 2/13. They indicated they were receptive to all red on weekends. We had traffic and pedestrian counts done in March on weekdays in order to see if they are sufficient to justify All Red during weekdays, too. Hughes will evaluate those results.	
Imperial Lane Traffic Calming	Commission approved plan for traffic choker & speed bump. The engineering design was done and was sent to Broward County Traffic for review. The County rejected the design because they feel the speed bump is too close to the intersection. Two meetings have been held with the County, but they will not change their opinion. Molly Hughes & Bud Bentley met with neighborhood representatives last week about taking the speed bump out of the project. Commission approved that on the April 10th. Flynn Engineering has modified the drawing. County now has to sign off on traffic markings. Don Prince is getting a quote to construct.	
Delivery Truck Parking Issues in Downtown	Will be addressed by Hughes in design for East Commercial.	
Parking Hardship Fees	Mid-year look at fees for hardship parking permits; consider impact on the hospitality industry. Look at # of hours hardship permits issued.	July

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

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

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
TRASH & RECYCLING		
Accelerate Recycling Efforts	Important changes on recycling were made in the renewal of the Choice contract. Next step is grant application to the County for the purchase of recycling carts.	
Solid Waste Disposal Issues	Commission received update at May 22nd meeting on Miramar & County progress on negotiating lower disposal fees.	

TOWN MANAGER'S LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
MISC. ACTION ITEMS		
Written Strategic Plan		
Staffing Plan		
Lease of warehouse	Commission approved Realtor's contract on April 24th. Realtor & Don Prince met on site to go over work that needs to be done to improve chances of renting it.	
County Beach Renourishment Proposal for LBTS	After multiple meetings, the Commission decided on May 5th to support the project with conditions on LBTS cost being limited to costs per cubic feet of sand spread on Town beaches as a proportion of all sand spread in the total project & that County repairs damage to Town portals or roadways done as a result of the project. Letter sent to County staff advising them of the Town's position. At some point, the County will come back to the Town to sign a formal agreement regarding the project.	
P.A.C.E. (Property Assessed Clean Energy) Program	Presentation made by Town Attorney's office on the Dade County PACE program to the Commission on April 10th. Mayor meeting with other Broward cities who have an interest in starting a Broward program.	
Uverse airing of Town Commission meetings	Staff provided updated subscription #s & costs from Uverse on May 22nd. Commission asked whether Direct TV & other television providers are willing to broadcast Town meetings & info. PIO has requested info from Direct TV.	

FY 2012 COMPLETED TASKS

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

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

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

Hotel Code Compliance	1. La Cele Hotel was cited for doing renovation work without permits. They have pulled the required permits.	
Government Efficiency: Parking Operations RFP	Transfer of operations to Standard Plus occurred on June 1st.	
Emergency Reserve Levels	Finance Director reported on his research at the 10/11/11 Commission meeting. The Commission decided to maintain the emergency reserve at its current level of \$2.3 million.	Policy decision made
Discussion of Commission Interest in Investigating police department alternatives to BSO	Commission decided in October they had no interest in pursuing this matter, but to continue looking for ways to reduce costs with BSO.	No further action.
Designated Areas of Beach for Launching boats	At November 8th meeting, this follow-up meeting was placed on the agenda. Commission expressed no desire to pursue this at this time.	No further action
Commission Elections Dates	Ordinance to move to coincide w Presidential Primary adopted.	Ordinance adopted.
Calendar Year 2012 Pay down on Parking Debt	Annual pay down was made the week of January 9th.	Completed
Set up Candidate Forum w League of Women Voters	Held January 11th at 7 pm. Was televised live, was accessible on the website, and was rebroadcast many times before the election.	Completed
Chamber of Commerce	Commission wants verification of expenses of running the Welcome Center for FY 2013 budget considerations. Chamber's financial report for October-December was made at the January 24th meeting.	Commission satisfied with report format
Does Paid Parking Constitute a Change in Zoning	In response to Commissioner Clotley's question, the Town Attorney placed a response on the January 10th agenda. Comm. Clotley asked for further clarification which was provided on 1/24/2012.	Completed

Commission Districts Sun setting	Town Attorney reported on this matter at Commission's January 10th meeting. Issue to be referred to Charter Advisory Board. Placed on Charter review Board topics list for consideration.	Report issued; Charter review Board to discuss
Fire Truck Purchase	On 1/24/2012, Commission approved purchase of a new truck by piggybacking on a Hillsborough contract. Purchase order issued. Delivery in 6 months. Affirmed Mayor's reading that a discount will be provided for prompt payment.	Truck ordered
Resolution of Balances	Staff to advise Commission of final resolution of the \$37K and \$120K balance discrepancies between the 2010 CAFR and the general ledger noticed by Fin Dir Bryan in summer of 2011. Both have since been reconciled. The \$120K was, as Director Bryan thought, related to the new requirement to report on the potential liability of OPEB (Other post-employment benefits).	Reported to Commission in Town Manager report in February
Friedt Park Signage	Ordinance renaming it Friedt Family Park approved on 2nd reading on January 10th. Park sign and family contributions to LBTS plaque installed.	Done
Collection of yard waste	Issue is addressed in Choice renewal.	
Letter to Pompano re Terra Mar Drive	Town Mgr sent letter to Pompano City Manager in early March advising him of our consultant's evaluation of paving condition at intersection of Terra Mar Drive & A1A.	Done
Change Parking Time Limits on Bougainvillea/Comm'l Area	Brought retailers' request to shorten parking time allowed from 2 hours to 1 hour to Commission on Jan 10th. Other businesses were opposed. Ordinance adopted in March to allow Commission to change all parking rates & time limits by Resolution rather than by ordinance. Such a resolution adopted in March. No change was made to the Bougainvillea time limits.	No change made.

Expansion of Sidewalk in front of Athena Restaurant	Commission approved this request with conditions. Applicant Marchelos has decided not to proceed with the project. He will wait for the Est Commercial Streetscape project to accomplish the same goal.	Applicant not proceeding.
Opposition to 25% Utility surcharges	Resolution opposing these charges was sent to Legislative Delegation & League of Cities. State Representative George Moraitis advised of Town's interest in legislation addressing this matter. No member of the Legislature has agreed to take up the matter.	No action by the legislature.
Tire Stops on Comm'l Blvd	When road is closed on Saturday nights for special events, the event producer is marking the tire stops. The stops will come out entirely in the East Commercial streetscape plan.	

PROJECTS/ASIGNMENTS DEFERRED

PROJECT/ASSIGNMENT	STATUS	TO COMMISSION/ COMMITTEES
South A1A Streetscape Design	Project deferred by Commission decision on April 24th.	
NEV Parking spaces	Commission decided in April not to make any changes now, but to revisit the issue in	October
Standards for Events Held in Right of Way	Standards desired for such thing as barricades, lighting, signage & stages, but Commission feels it is not a priority right now.	