



January 10, 2018 City Commission Meetings – After Action Report

Presented to the City Commission January 31, 2018

**Section I. NEW ITEMS – January 10, 2018 Meeting**

**A. Commissioner Taub:**

**A.1**

- ✚ **Labor litigation expenses:** Provide information on how much has been spent in the past year by Weiss Serota for Labor Relations/Legal Support. **Assigned to City Attorney.**

**B. Commissioner Lazarow**

**B.1**

- ✚ **Grant writing assistance:** Prepare a resolution for City Commission to allocate of \$30k for additional grant writing services. **Assigned to ACM Earle.**

**Funding will be made available for the requested allocation. A request for appropriation for retroactive approval will be included with the mid-year budget amendment that will be presented to the City Commission in April 2018.**

**C. Mayor Cooper:**

**C.1**

- ✚ **Proclamation Presentation for Mazie Ford:** Amend Proclamation that Ms. Ford is the 11th eldest person in the nation. **Assigned to City Clerk.**

**Proclamation was amended and provided to recipient. This item is complete.**

**C.2**

- ✚ **Campaigning at Library:** Does the law allow campaigning on the grounds of City owned facilities. **Assigned to City Attorney**

**C. Mayor Cooper (cont.):****C.3**

- ✚ **Affordable Housing:** Work with City Clerk on finding Lambert Report and related documents on Affordable Housing that were presented circa 2004. **Assigned to ACM Earle & City Clerk & Director of Development Services**

The City Clerk researched and found the most relevant information attached in **Exhibit A**. The housing study and related items comprise the report presented to the City Commission on March 20, 2009 and a copy of Resolution 2009-12 as adopted. This item is complete.

**C.4**

- ✚ **Diana Drive Discussion:** Place as an agenda item to discuss in the February 21 City Commission Meeting. **Assigned to Public ACM Parkinson.**

**Item will be placed on agenda for the February 21, 2018 City Commission meeting.**

**C.5**

- ✚ **Mini Bus Routes:** Re-evaluate Route 1, instead of going North and South on US 1 and look at recirculating on 3rd Street then go all on 1st Avenue to Hollywood for access to businesses. Provide feasibility for this request. **Assigned to Director of Development Services**

There is substantial coordination underway with the County at this time regarding the City's Mini-Bus System. There are funding opportunities being pursued, both short-term and long term, both for the existing system and potential expansion of the system. At the same time, the City's contract for provision of the service, currently provided by Limousines of South Florida, is coming to a close and a new bid will need to soon be released. Staff is pursuing opportunities to expand the number of routes and decrease headways. Ideally the new service contract will be for the improved and expanded routes. For these reasons, staff will consider potential adjustment of Route 1 onto NE 1st Ave. in conjunction with the system when the new bids are advertised. An update will be provided after June 2018.

**C. Mayor Cooper (cont.):****C.6**

- ✚ **Cross Signals on Ocean Drive:** Concern that there was a cross light near Malaga and Ocean Boulevard where there is a 20 second time frame. Provide confirmation that signal repair has been completed by County. Request for staff to inspect other cross lights on Ocean Drive to make sure that they are working adequately so that pedestrians can cross the street safely. **Assigned to ACM Parkinson**

**Staff has been advised by Broward County Traffic Division that they have addressed the signal timing of the traffic light at Malaga and South Ocean Blvd. intersection and have checked on the remaining lights in the corridor. This item is complete.**

**C.7**

- ✚ **Speeding LPR Technology Feasibility:** Research technical feasibility and legal ability to implement LPR system that could alert drivers of speeding notifications. **Assigned to Chief of Police Quinones, ACM Chavarria and City Attorney.**

**Staff will research the technical and legal issues for this technology and present in March 2018.**

**D. Vice Mayor London:****D.1**

- ✚ **Commission Meeting Protocol:** Provide information for disruption/decorum caused by elected officials at a Commission/Board meeting. **Assigned to City Attorney**

**D.2**

- ✚ **Affordable Housing:** Provide meeting minutes and the follow up and action that was taken to implement the report that was completed by Lambert circa 2004. **Assigned to ACM Earle, City Clerk and Director of Development Services.**


**D. Vice Mayor London (cont.):****D.2 (cont.):**

Prior studies and workshops have resulted in Comprehensive Plan policies related to affordable housing. They have also led to the CRA's affordable housing programs. On the other hand, the City has very limited Land Development Regulations – actual city code requirements – related to affordable housing.

Staff will be proposing impact fees, linkage fees, and/or fees in-lieu of, as well as inclusionary requirements, incentives programs, and/or other zoning measures that will implement the policy intentions. Without such regulations in place the City's future request for additional RAC units is not likely to receive support from the County.

Currently the only actual ordinance that implements affordable housing is in the form-based code, adopted in 2014, which includes density bonuses that can be earned by either providing affordable units or paying fees in lieu of providing them. No dollar amount per unit is set by the code.

**D.3**

 **Presentation for Diana Drive:** Share PowerPoint presentation that was provided at January 10, 2018 Diana Drive meeting. **Assigned to City Clerk**

**This item is complete. City Clerk forwarded the report to City Commission on 1/10/18.**

A. City Commission:A.1

- ✚ Citizen Recognition Program: Staff to meet with City Commission and bring back best practices for a Citizen Recognition Program. **Assigned to City Clerk.**

Staff will be setting meetings with individual Commissioners after the summer recess, and will bring recommendations during the first meeting in September.

**UPDATE:** Staff is meeting with individual Commissioners. A request to meet has been sent to each Commissioner, and staff is awaiting their individual feedback before proceeding with a proposed Agenda Item for their consideration at a future meeting. City Clerk staff will follow up with each Commissioner on Friday, August 25, 2017.

**UPDATE:** Staff will bring recommendations for City Commission consideration during the December 6, 2017, City Commission Meeting.

Staff is recommending to defer this item until April 2018, to provide the opportunity for a full seated Commission to consider staff's recommendations.

A.2

- ✚ City Manager to work with the City of Aventura to schedule a Joint Commission Meeting during November. **Assigned to CM Carlton/City Clerk's Office.**

City Manager's Office staff is coordinating with City Manager's Office in Aventura. An initial meeting to discuss agenda is being scheduled for the last week in August. Staff will provide further information after said meeting.

**UPDATE:** City Manager Carlton has met with City Manager Soroka to discuss a draft agenda. A follow-up meeting has been scheduled for September 6, 2017 at 12 pm to finalize the agenda and set up a meeting date in November. City Manager Carlton will update the City Commission during the September 6 Commission meeting, City Manager Communications.

**A. City Commission (Cont.):****A.2 (Cont.):**

**UPDATE:** This Item is on hold. Organizational meeting with City Manager Soroka was cancelled due to Hurricane Irma. As City Manager Soroka retires in December, staff is recommending to wait until a new City Manager is appointed and has the opportunity to get familiar with the City and its operations. City Manager Carlton will keep the City Commission informed as needed.

**A.3**

✚ **Humanitarian Award Policy:** Staff to review nomination policy and selection process to increase participation by the public: advertise in City Commission meetings, social media outlets and newspaper. **Assigned to Director Beverly Sanders Mayweather.**

**Staff will review the nomination policy and selection process with the Human Services Advisory Board and provide recommendations to the City Commission in April 2018.**

**A.4**

✚ **O.B. Johnson Park:** Staff to place pictures (portraits) of O.B. Johnson, Austin Hepburn and Mary Washington at the building's lobby. **Assigned to Director of Parks and Recreation.**

**Parks and Recreation staff is researching options for the portraits and will identify the best location for showcasing. Staff will showcase portraits during Black History month (February 2018).**

**B. Commissioner Lazarow:****B.1**

✚ **Fraudulent ADA Lawsuits:** Staff to research what other cities in Miami-Dade are doing (refer to Miami Herald article) to protect businesses and the government against fraudulent ADA lawsuits and possibility of implementing a similar ordinance in Hallandale Beach. **Assigned to City Attorney.**

**Commissioner Lazarow (Cont.):****B.1 (Cont.):**

A meeting was held on January 19, 2018 with ACM Chavarria, City Attorney Merino and outside counsel on this matter. Steps have been taken to provide information to persons with disabilities and the City's defenses will be pursued aggressively.

**B. Commissioner Lazarow (Cont.):****B.2**

**Home Alarm Registration:** Staff to research feasibility of registering electronically through the City's website portal. **Assigned to ACM Chavarria and Finance Director**

**Staff is researching the subject request, including costs. A response will be provided in February 2018. This will ensure that, if feasible, implementation costs are included in the proposed FY18/19 Budget.**

**B.3**

**Holiday Lights:** Staff to research costs and feasibility of extending to Dixie Hwy. **Assigned to ACM Parkinson.**

**The Hallandale Beach medians are powered (electrical) from Hallandale Beach Boulevard to Federal Hwy. There are no electrical outlets on the medians located from Federal Hwy. to Dixie Hwy. Accordingly, staff is gathering cost estimates to extend power and eventually, holiday lighting, from the current location on Hallandale Beach Boulevard to Dixie Highway. These costs will be available by the end of December and will be included in the proposed FY18/19 Budget for consideration by the City Commission. This item will be on pending status until March 2018.**

**C. Vice Mayor London:****C.1**

- ✚ **Vacation Rentals:** Requested staff to work with City Attorney to revise the vacation rental ordinance to provide for multifamily homes (condos) to also be required to register, without interfering with the condo By-laws. **Assigned to Development Services Director.**

Development Services and the City Attorney's Office have worked together on this and a draft ordinance has been prepared. The item will be presented for City Commission consideration on First reading during the August 16 City Commission meeting.

**UPDATE:** Coordination between the City Attorney's Office, Development Services, and the Fire Department continues with a goal of presenting an ordinance in October that properly addresses the numerous challenges inherent in this topic.

**UPDATE:** The City Attorney's Office, Development Services, and the Fire Department met in mid-October and finalized the proposed ordinance. The target date for presentation to the City Commission is the November 15, 2017, Commission meeting.

**UPDATE:** The City Attorney's Office, Development Services, and the Fire Department met in mid-October and finalized the proposed ordinance. The target date for presentation to the City Commission is the December 20, 2017, Commission meeting.

**UPDATE:**

First Reading of the Ordinance has been scheduled for the December 20, 2017 City Commission Meeting.

**UPDATE:**

The proposed revision to the Vacation Rental Ordinance failed on a 2 – 2 vote during the December 20, 2017 City Commission meeting. During the hearing, a representative of a realtors association in Broward County (Donald Sarley) expressed some ideas as to how the proposed ordinance could be improved. Since the December 20 meeting, Development Services staff has discussed potential changes to the ordinance with Mr. Sarley and separately with the City Attorney's Office. Coordination and communication is ongoing with the intent of placing the



**C. Vice Mayor London (Cont.):****C.1 Vacation Rentals (Cont.):**

item on the January 31, 2018 agenda with minor revisions resulting from such coordination.

**UPDATE:**

Item has been placed on the January 31, 2018 agenda as Item 10A.

**C.2**

✚ **Open Space:** Staff to bring back a discussion item on open space. **Assigned to Development Services Director.**

The Level of Service requirement for parks, open space, and recreation will be part of the broader discussion of upcoming Comprehensive Plan amendments (both EAR - evaluation and appraisal report -- and RAC - regional activity center – amendments).

The Evaluation and Appraisal Report (EAR) will be presented for consideration by the Planning and Zoning Board August 23. Thereafter, staff expects to present same to the City Commission in September, at the earliest. Discussion of broader Comprehensive Plan Amendments stemming from the EAR and amendments for the Regional Activity Center, including Parks and Open Space requirements, are planned to be presented for Commission consideration in the fall.

**UPDATE:** A schedule for the Development Services Department to obtain input from the City Commission on a number of long term planning and growth management topics will be worked out with the City Manager's Office and presented to the Commission in September. Topics include: additional RAC Unit Request, Form-Based Code Expansion, numerous transportation-related matters (Mobility Study, Mini-Bus Routes, Coastal Link Station Planning, and Project Prioritization), Affordable Housing, as well as Parks and Open Level of Service requirements.

**UPDATE:** The City Commission, at its October 4, 2017, meeting approved changing the Level of Service requirement for Parks and Open Space from 3 acres/1000 population to 4 acres/1000 population and eliminating half of the Golden Isles Waterway from the inventory of Parks and Open Space. The impact of this change is being analyzed in detail, the inventory is being updated, and the Comprehensive Plan is being edited accordingly. This

**C. Vice Mayor London:****C.2. Open Space (Cont.):**

change has an impact on review of applications and staff's preparation of other plan revisions, particularly as it relates to the Regional Activity Center and the potential for obtaining additional RAC units. Staff anticipates to present this item for discussion during the December 18, 2017 City Commission Workshop.

**UPDATE:** An analysis of how the City's Five Year Capital Improvement Plan will need to be revised in order to overcome the anticipated deficit in Park Space has been completed. Staff anticipates to present this item for discussion during the April, 2018 City Commission Workshop.

**C.3**

- ✚ Hotel Condo Ordinance: Requested staff's determination if the ordinance is retroactive. **Assigned to Director Klopp.**

Beachwalk is filing the required quarterly reports. The reports are affidavits verifying that the hotel remained compliant with the City's ordinance, including the length of occupancy limitations. The City has not audited the reports. Staff is in the process of identifying and engaging a professional to conduct such audits. The intent is to conduct a limited number of random audits each fiscal year starting in FY18. Additionally, targeted audits would be conducted if decision regarding how many random audits will be conducted. This is in Pending Status for six months, to December 2017, for staff to provide information gained from the audits.

**UPDATE:** Staff has requested the assistance of the City's auditors to conduct the audits. The work will commence upon the completion of their field work for the FY16/17 audit. This is now in Pending status until March 2018.

**C.4**

- ✚ Solar Panels: Development Services staff to work with City Attorney to conduct research on feasibility, including estimated costs of installation and permitting, of implementing a requirement for new construction and bring back an ordinance for City Commission consideration. **Assigned to Development Services and City Attorney.**

**C. Vice Mayor London (Cont.):****C.4. Solar Panels (Cont.):**

Research and departmental coordination has been initiated. It is anticipated that an ordinance for Commission consideration will be ready in November.

**UPDATE:** It is anticipated that the ordinance will be ready for City Commission consideration at the first meeting in December.

**UPDATE:** It is anticipated that the ordinance will be ready for City Commission consideration at the February 21, 2018 City Commission meeting.

**C.5**

**+ Resilience/Sea Walls: Development Services staff to work with City Attorney** to conduct research on feasibility, including estimated costs of raising the levels for new construction or rehabilitation of sea walls and bring an ordinance for City Commission consideration. **Assigned to Development Services and City Attorney.**

Research and departmental coordination has been initiated. It is anticipated that an ordinance for City Commission consideration will be ready in December.

**UPDATE:** It is anticipated that the ordinance will be ready for City Commission consideration at the January 31, 2018 City Commission meeting.

**UPDATE:** It is anticipated that the ordinance will be brought to the City Commission for consideration on the April 4, 2018 meeting.

**C.6**

**+ Undergrounding of Utilities at Golden Isles Drive:** staff to work with FPL to develop a program, including infrastructure requirements, costs, and financing, and bring recommendations for City Commission consideration. Project to include undergrounding, street lights and sidewalks. **Assigned to ACM Parkinson/DPW and CM.**

Staff has initiated project development with FPL. Due to the complexity and size of this endeavor and current project work load, it will require extensive

**C. Vice Mayor London (Cont.):****C.6. (Cont.):**

staff time to formulate a complete project response. Please anticipate a status report back to Commission by November 1.

**UPDATE:** A Discussion Item – recommending the establishment of an advisory committee – has been placed on the October 30, City Commission Workshop.

**UPDATE:** The FPL External Affairs Manager is still trying to coordinate a meeting between City staff and the Engineering Lead staff at FPL due to the difficulty FPL operations teams are having in the enormous backlog of previously scheduled work that they have due to Hurricane Irma restorations and recovery. Staff will update as soon as this meeting is coordinated which is anticipated by the end of December or first part of January 2018.

**UPDATE:** Staff is currently reviewing the estimated cost of design service by FPL to produce engineering documents for the conversion from an overhead utilities system to an underground system. Staff will provide an update on this project by the end of February 2018.

**C.7**

**✚ Beachwalk Sales Center:** Staff to provide plan to convert the building into a revenue generating operation – report to be presented in October. **Assigned to ACM Parkinson/Office of Capital Improvements.**

Staff is currently conducting a financial and feasibility analysis on the future use of the North Beach City Center Property. We are in the process of closing out the lease with The Related Group, and will have a clearer path once the close out is complete. An update will be provided in October.

**UPDATE:** Staff is developing a Project Scope to research the feasibility of entering into a public-private partnership to convert the building into a revenue generating operation. A report will be provided in December.

**UPDATE:** The City Manager is currently in negotiations with the Related Group to potentially re-lease the facility back to them. Staff will keep the City Commission informed as appropriate. This is in pending status until February 2018.

**C. Vice Mayor London (Cont.):****C.8.:**

- ✚ **False Claims Ordinance:** Staff to complete and bring for City Commission consideration. **Assigned to City Attorney.**

**C.9**

- ✚ **Harvard Kennedy School of Executive Education:** Staff to budget \$50K and develop a competitive process for City employees to be able to participate in the various programs offered by the Harvard Kennedy School of Executive Education and bring for discussion during the Budget Workshop. **Assigned to CM and Director Dodea.**

**UPDATE:** Funds have been budgeted in account 8090-555040, Non-Departmental, General Employee Training. Staff will develop a Program to ensure City employees are able to participate.

**UPDATE:** A program policy is being reviewed by the City Administration and upon approval, the Program will be implemented. This is Pending until February 2018.

**C.10**

- ✚ **Item 9B – Mural:** Staff to provide a recommendation on establishing an Art in Public Places Policy. **Assigned to City Attorney Merino.**

**C.11**

- ✚ **Item 10.B. Dedication of Public ROW – Bluesten Park Redevelopment:** Staff to develop a plan to ensure parking at the park will be prioritized for park patrons vs. neighboring residents: plan should also include overnight and long term parking. **Assigned to Office of Capital Improvements and Parks and Recreation Department.**

**UPDATE:** Staff from the Office of Capital Improvements and Parks & Recreation Department will be working together to formulate a parking plan before the construction of the new facility is completed in 22 months. This item is Pending for 12 months (until August 2018) for a status update.

**C. Vice Mayor London (Cont.):****C.12**

- ✚ **After Action Report Item I.A.1. 14<sup>th</sup> Ave. Enhanced Landscape:** staff to review the island and turning radius of commercial vehicles exiting of the Winn-Dixie. **Assigned to ACM Parkinson.**

The design consultant for the NE 14th Avenue Landscape project is currently reviewing the turning radius for trucks exiting the service drive from RK Plaza to determine if there is a conflict with the new pedestrian island. If a conflict exists, the island will be modified to accommodate the truck turning movement and provide a safe-haven for pedestrians.

**UPDATE:** A review of the design of the traffic island on NE 14th Avenue has determined that modifications need to be made to accommodate truck traffic exiting from the rear access drive for RK Plaza going southbound on NE 14th Avenue. The modifications will allow the truck traffic better turning radius and still provide a safe pedestrian crossing. It is important to keep in mind that conditions that exist today will be much different when the project is completed with finish pavement and new pavement markings.

**D. Commissioner Taub:****D.1**

- ✚ **Cat Feeding:** City Attorney and Police Department to work on an Ordinance, similar to the Town of Surfside, to institute a registration card program to feed cats.

Police staff will be working with the City Attorney's Office on an Ordinance, similar to the Town of Surfside, to institute a registration card program to feed cats. Staff expects to bring an Ordinance for City Commission consideration in November.

**UPDATE:** Staff continues to work with the City Attorney's Office to draft an Ordinance to institute a registration card program to allow cat feeding. To that end, staff has contacted the Town of Surfside to obtain further information regarding their "registration card program." It should be noted that Chapter 16, Parks, of the City's Code of Ordinances prohibits feeding of animals at City parks. Accordingly, the draft ordinance will also be revising the language to ensure it will be consistent with the proposed Program. Staff will provide an update with the December 6, 2017, After Action Report.

**UPDATE:** This item has been placed on Hold until further notice.

**D.2**

- ✚ **Security at Commission Chambers:** provide more police officers to be present during Commission/HBCRA Meetings and Workshops. **Assigned to Police Department.**

Police and Innovation Technology Departments are researching two possible solutions: 1) Having checkpoints with Police personnel at each door, or 2) Enclosing area within the breezeway, similar to the City of Hollywood. Staff will be providing results in September with cost estimates on each recommendation for the City Commission to consider.

**UPDATE:** This Item is Pending. Staff submitted an item for discussion during the October 4, 2017 Commission Meeting (Please refer to CM17-128). At the Sponsor's request the item was deferred until further notice. If staff does not receive directions regarding this item by the end of February 2018, the item will be moved to the completed section of this report.

**D. Commissioner Taub (Cont.):****D.3**

- ✚ **Spay and Neutering Mobile: City Attorney** to prepare resolution authorizing the City Commission to sponsor the Program.

**This Item is Pending. Resolution to be presented for City Commission consideration once staff receives notification from Commissioner Taub that her concerns have been met.**

**D.4**

- ✚ **Public Records Request:** any and all public records requests from Vice Mayor London from January 2017 to December 20, 2017. **Assigned to City Clerk.**

**The City Clerk's Office has confirmed the records request with Commissioner Taub as follows: "Any and all public records requested by Keith London either as a private individual and/ or as commissioner and/or Vice Mayor from January 1, 2010 - December 31, 2017." Staff is quantifying the sources and resources required to fulfill request. Due to the voluminous nature of this records request, staff will require extensive time and will provide monthly updates within the After Action Report.**

**UPDATE:** Please see attached correspondence in **Exhibit B** forwarded to Commissioner Taub in response to public records request.

**D.5**

- ✚ **Public Records Request:** any and all e-mail exchanges, text messages, phone calls from Vice Mayor London related to Daniel Rosemond and Lynn Whitfield. **Assigned to City Clerk.**

**The City Clerk's Office has confirmed the records request with Commissioner Taub as follows:**

**As it pertains to former City Manager, Daniel Rosemond, any and all phone calls, email exchanges, text messages, or written communication of any kind with Keith London from January 1, 2015 to December 31, 2017.**

**As it pertains to former City Attorney, Lynn Whitfield, any and all phone calls, email exchanges, text messages, or written communication of any kind with Keith London from January 1, 2015 to December 31, 2017.**



**D. Commissioner Taub (Cont.):****D.5 (cont.):**

Staff is quantifying the sources and resources required to fulfill this request. Due to the voluminous nature of this records request, staff will require extensive time and will provide monthly updates within the After Action Report.

**UPDATE:** Please see attached correspondence in **Exhibit B** forwarded to Commissioner Taub in response to public records request.

**D.6**

**Public Records Request:** Any and all phone calls, text messages, written communication made by Michele Lazarow to Keith London relating to any and all city of Hallandale related issues (to include all agenda items) for each and every City Commission meeting and each and every CRA meeting from January 1st, 2012 to December 31st, 2017. **Assigned to City Clerk.**

Staff is quantifying the sources and resources required to fulfill request. Due to the voluminous nature of this records request, staff will require extensive time and will provide monthly updates within the After Action Report.

**UPDATE:** Please see attached correspondence in **Exhibit B** forwarded to Commissioner Taub in response to public records request.

**D.7**

**Public Records Request:** Any and all phone calls, emails, written communication, including all calendar schedules and meetings between Michele Lazarow and CM Roger Carlton from 2/5/2017 to 12/31/2017. **Assigned to City Clerk.**

Staff is quantifying the sources and resources required to fulfill request. Due to the voluminous nature of this records request, staff will require extensive time and will provide monthly updates within the After Action Report.

**UPDATE:** Please see attached correspondence in **Exhibit B** forwarded to Commissioner Taub in response to public records request.

**D. Commissioner Taub (Cont.):****D.8**

- ✚ **Public Records Request:** City Manager Carlton's calendar from January 2017 to December 20, 2017. **Assigned to City Clerk.**

The City Clerk's Office has confirmed the records request with Commissioner Taub as follows:

Roger Carlton's entire city calendar (to include all outside of the city meetings relating to city business) from 2/5/2017 to 12/31/2017- to include a complete log of each and every scheduled meeting relating to City of Hallandale business.

Staff is quantifying the sources and resources required to fulfill request. Due to the voluminous nature of this records request, staff will require extensive time and will provide monthly updates within the After Action Report.

**UPDATE:** This information has been provided to Commissioner Taub.

**D.9**

- ✚ **Public Records Request:** City Manager Carlton's entire phone log of phone calls and cell phone calls relating to city related business from 2/5/2017 to 12/31/2017. **Assigned to City Clerk.**

The City Clerk's Office has confirmed the records request with Commissioner Taub as follows:

Roger Carlton's all phone records from city phone and cellular phone (to include all outside of the city meetings relating to city business) from 2/5/2017 to 12/31/2017.

Staff is quantifying the sources and resources required to fulfill request. Due to the voluminous nature of this records request, staff will require extensive time and will provide monthly updates within the After Action Report.

**UPDATE:** Please see attached correspondence in **Exhibit B** forwarded to Commissioner Taub in response to public records request.

**D. Commissioner Taub (Cont.):****D.10**

**+ Public Records Request:** Any and all phone calls, text messages, written communication and email exchanges made by Roger Carlton to Keith London from 11/1/2016 to 12/31/2017 relating to Roger Carlton's potential employment with the City of Hallandale and also to include any and all city related business issues and agenda items (to include CRA meetings) from 2/5/2017 to 12/31/2017. **Assigned to City Clerk.**

**Staff is quantifying the sources and resources required to fulfill request. Due to the voluminous nature of this records request, staff will require extensive time and will provide monthly updates within the After Action Report.**

**UPDATE:** Please see attached correspondence in **Exhibit B** forwarded to Commissioner Taub in response to public records request.

**E. Mayor Cooper:****E.1**

- A1A Mural Maintenance:** Requested staff to contact the County and inquire on alternatives to refresh/maintain the manatee mural: include smoothing the surface on which the mural was painted. **Assigned to Assistant City Manager Parkinson.**

This will be considered as part of the improvements proposed with the bridge painting project. Staff is meeting with FDOT officials August 10, 2017 to discuss, among others, bridge painting and lighting. An update will be provided during the second Commission meeting in August.

**UPDATE:** Staff met with FDOT in reference to repainting the bridge and the potential of adding accent lighting along the flyover portion of the structure. FDOT staff was receptive of the City's proposal, but required additional information and requested that the City prepare an application for a Community Aesthetic Feature Agreement with FDOT. The application will be divided into two separate projects with the first submission for the repainting project itself by November 1, 2017. A second submission will be for the addition of accent lighting, which will require the assistance of a lighting consultant with experience in bridge lighting. This submission will potentially be ready for March 1, 2018.

In addition, staff has applied a cleaner to the mural which has a working time of approximately 3 months. It has been a little over two months since the application was made. By mid-September staff will evaluate the effectiveness of this cleaning product to determine if it has had any impact to the discoloration of the Mural. Staff will update at that time.

**UPDATE:** Public Works Engineering staff are currently working with the Procurement Department preparing specifications and bid documents to repaint the bridge structure.

The cleaning product applied to the mural over three months ago does not appear to have had any impact on the mural. Staff will continue to explore solutions to this problem.

**E. Mayor Cooper (Cont.):****E.1. (Cont.):**

**UPDATE:** The Community Aesthetic Feature Agreement (CAFA) copies were hand delivered to FDOT on October 20, 2017. An electronic CAFA permit was submitted to FDOT on October 25, 2017 per Roger Lemieux (FDOT Permits Coordinator) request. Staff is waiting for the FDOT CAFA preliminary submittal comments. An update will be provided with the January 31, 2018, After Action report.

**UPDATE:** This item is included in the bridge painting report on the January 31, 2018 City Commission Meeting agenda as Item 13 A.

**E.2**

- ✚ **Cell. Tower Moratorium/preemption by State:** City Attorney to look at Ordinances by Jacksonville and other South Florida cities and make recommendations on feasibility of establishing similar moratorium in Hallandale Beach.

**E.3**

- ✚ **Opioid Epidemic:** staff to research feasibility of filing an Amicus Brief of the lawsuits being filed by various cities. **Assigned to City Attorney.**

**E.4**

- ✚ **Drug Store Business License:** Staff to bring forth an Ordinance revising fees. **Assigned to Director Klopp.**

Staff is monitoring what other cities in Broward are doing relative to the new State statute on Medical Marijuana Dispensaries. Staff is evaluating the impact of that legislation on Hallandale Beach's fee schedules for pharmacies and for dispensaries. An ordinance revising the fees, based upon the findings of these efforts, will be prepared and presented before the end of 2017.

**UPDATE:** Target date for this ordinance to be presented to the Commission is November 15, 2017.

**UPDATE:** Target date for this ordinance to be presented to the Commission is January 31, 2018.

**E. Mayor Cooper (Cont.):****E.4 (Cont.):**

**UPDATE:** Update: As more cities are banning medical marijuana dispensaries, particularly in Broward, and the Legislature is considering bills to address this matter, staff proposes to wait until the State legislative session is over to determine what revisions to propose in our regulations. This item will remain pending until April 2018.

**E.5**

- Utility Construction:** Staff to bring an ordinance regulating lane closures at major City corridors. **Assigned to ACM Parkinson.**

Staff is currently researching how other communities are dealing with this issue and possible sample ordinances to utilize. Once research is complete DPW staff will work with the Legal Department to submit an ordinance for City Commission approval by the second meeting in November.

**UPDATE:** Based upon staff research, please note the following:

- **Clarification from FDOT:**

“Prior to any work requiring lane closures, mobile operations or traffic pacing operations, the contractor or permittee shall submit a request to the Department that includes the time, location, and description of work being performed. The lane closure request shall be submitted to the Department a minimum of 2 weeks prior to the proposed closure date and must be approved by the Department before work requiring the closure may begin within the FDOT Right of Way. Contractor or permittee must also comply with the lane closure analysis as outlined in the Plans Preparation Manual; Volume 1, Chapter 10.12.7. The request shall be entered into the Lane Closure Information System (LCIS) by the permittee at the following URL address: <https://LCIS.dot.state.fl.us>. Each request will be reviewed by the appropriate Department personnel for compliance with contract or permit requirements and coordination with adjacent projects or work activities.

In normal circumstances (maintenance activities, utility work, construction projects), FDOT does not allow lane closure during peak hours (7:00-9:00 AM or 4:00 –6:00 PM)

**E. Mayor Cooper (Cont.):****E.5 (Cont.):**

**Maintenance of Traffic (lane closures on the state road system occurring during peak hours 7:00-9:00 AM or 4:00 –6:00 PM), lasting over 24 hours and/or at limited access facilities must contact Barbara Kelleher two weeks prior closures.**

**Two lane closures are allowed during the night time.**

**The City Engineer contacted Public Works directors from several municipalities, one being the City of Aventura, and asked if such restrictions exist within their cities code of ordinances. No one was aware of such restrictions. The City of Aventura explained that a big role in the lane closure is their Police Department. Also, the City of Aventura does not allow lane closure on Thanksgiving and Christmas shopping times (this is an internal process and not in their City Code of Ordinances).**

**The City Engineer reached out to FDOT/permitting section and asked if they are aware of any municipality restricting lane closures during the daytime. FDOT response was they are not aware of such, and they stated that FDOT would issue permits for a lane closure as per their policies and regulations.**

**Conducting more research the City Engineer found out the following:**

**Florida Statute, Chapter 335.15 (6)- State High System includes the following:**

**“...Whenever any road on the State Highway System is repaired, reconstructed, or otherwise altered in a manner that necessitates the closing of one or more traveling lanes of the road for a period of time exceeding 2 hours, the party performing such work shall give notice to the appropriate local law enforcement agency within whose**

**E. Mayor Cooper (Cont.):****E.5 (Cont.):**

jurisdiction such road is located prior to commencing work on the project. However, when the closing of one or more lanes is required because of emergency conditions, such notice shall be waived...”

*Staff is proposing the following course of action:*

1. The City Attorney investigate and provide a legal opinion if the City Code of Ordinances – Chapter 25, can be amended to include that Public Works Permit / Right of way permit is required for any work for maintenance activities in the State Highway System that requires lane closure. (In this case each application will be approved by the City of Hallandale Police Department;
2. The City of Hallandale Police Department shall actively follow and enforce “Florida Statute Chapter 335.15 (6)- State High System as necessary.

**UPDATE:** There will be an update by the end of March 2018. Staff is working with the City Attorney’s office on this matter.

**E.6**

- ✦ **Assisted Living Facilities (ALFs) and Nursing Homes:** Staff to work with City Attorney’s Office to codify departmental policy and safety requirements before, during and after an emergency event, including but not limited to evacuations and alternative energy supplies. **Assigned to Fire/EMS Department.**

**ALF and nursing home hurricane pre-storm preparations:** all ALFs are required to submit their emergency plans to the Fire Prevention Bureau, these plans detail all evacuation and life safety issues and are required in order for them to renew their state licensure. The additional fuel requirement in the Governor’s order is being reviewed as the majority of the City’s ALF facilities are considered small due to their limited number of residents, and these smaller facilities are not required to follow the standard facility requirements. Staff is coordinating with ALFs owners to have a fair and correct decision on their generator status and additional fuel requirement. A major concern with the additional fuel requirement is the Building Code’s requirement for fuel storage, as these facilities are located within single family home neighborhoods and might not have the space to build fuel



**E. Mayor Cooper (Cont.):****E.6 (Cont.):**

storage facilities within their properties. Staff will work with the City Attorney's Office and provide an update on the subject by January 2018.

**UPDATE:** With respect to Departmental Policy and alternative energy supplies (Generators and fuel supplies), the City is following directives from the Governor's Office. The Governor's Emergency Order provides substantial directions and staff feels there is enough direction for Local Government. There has been no change yet in the Governor's Emergency order as far as the additional generators and fuel sources go. This is on hold at the State level while the issue is discussed by the Legislature. The Fire Rescue Department is expecting Emergency Operations Plans from the assisted living facilities in Hallandale Beach regardless of size, and they will be kept on file within the Fire Prevention Division. The ALF's are scheduled for annual inspection during the month of February, therefore the Department will have updated plans at that time. The Fire Rescue Department is also able to provide a class to ALFs and assist each with plans development, if needed. If additional local policy directive is needed after all these events unfold, a recommendation will be made to the City Commission.

**E.7**

- ✚ **Construction Crane Legislation:** Staff to prepare an ordinance for maintenance, securing and removal of cranes during before a storm event and present to City Commission for consideration. **Assigned to Development Services Department/Building Division and City Attorney.**

An ordinance requiring cranes to be secured before a storm event, similar to Miami-Dade's requirement, will be presented for City Commission consideration in January 2018. In order to prepare staff's recommendation, a review of the effectiveness of such requirement is under way since the cranes that collapsed during Irma were in Miami-Dade County.

**UPDATE:** The staff recommendation regarding cranes during hurricane events will be ready for distribution to the City Commission in advance of the February 21, 2018 City Commission meeting.


**E.8**

- ✚ **Item 10.D. Adoption of EAR:** Staff to meet with Mayor Cooper prior to Second Reading to ensure all her questions are addressed. **Assigned to Development Services Department/Planning.**

**E. Mayor Cooper (Cont.):****E.8 (Cont.):**


Staff is incorporating the changes made by the Commission at first reading (Please refer to Item II.C.2 below), particularly the new Recreational and Open Space Level of Service requirement, into the transmittal documents which will be provided to the County and the State for their comments. Staff will meet with the Mayor and with the Commissioners individually prior to placing the Amendments on the agenda for an adoption hearing. Transmittal of the documents to the County and State is expected in early November 2017. Staff will be placing the amendments on the agenda for adoption upon receipt of County and State comments. Staff anticipates the adoption hearing by the City Commission in March, 2018.

**E.9**

 **Underground Refuse System:** Staff to research the benefits of having an underground refuse system used by the City of Kissimmee. **Assigned to Public Works Director.**

Staff has contacted the City of Kissimmee, due to staff changes a report will be provided during the February 21, 2018 City Commission Meeting.

**E.10**

 **Eruv:** Staff to provide a status update on request. **Assigned to Development Services Director.**

Representatives of Shabbos Committee of the Beaches, LLC -- the entity proposing the Eruv -- met with ACM/DPW Director Parkinson, Parks and Recreation Director, Cathie Schanz, and Development Services Director, Keven Klopp on site on November 15, 2017. In conformance with the guidance provided at that time, a detailed description of the Eruv set up will be provided by the Shabbos Committee for the City to review. Staff will update the City Commission as appropriate.

**UPDATE:**

The requestor submitted a revised plan for consideration on December 8, 2017. Assistant City Manager Parkinson and Directors Klopp and Schanz will be meeting the week of December 11, 2017 to review the proposal. Representative for requestor has been advised. Staff will continue to update the City Commission as necessary. An update to the City Commission will be provided by January 31, 2018.

**E. Mayor Cooper (Cont.):****E.10 (Cont.)****UPDATE:**

Staff has prepared an Agenda Item for discussion during the January 31, 2018 City Commission meeting.

**E.11**

- ✚ **Private Surveillance Camera Registration Program:** Staff to provide update of program in December meeting. **Assigned to Police Chief.**

**UPDATE:** Staff is conducting research on best practices and will provide a report with the February 21, 2018 After Action Report.

**E.12**

- ✚ **Charging Stations at City Parks.** Staff to ensure they are included in design and all other parks as feasible. **Assigned to Parks and Recreation Director.**

Staff is gathering backup materials and specifics for the charging stations, as requested. Once staff is able to evaluate and determine feasibility, a report will be made. Expected delivery of report is April 2018.

**E.13**

- ✚ **Funding for Storm Shutter Program Outside of CRA:** staff to look at feasibility and possible funding source to replenish the fund by \$50,000. **Assigned to Director of Budget and Program Monitoring.**

There are currently no additional City funds for the Storm Shutter Program, without using reserves. The projected General Fund Reserves at the end of FY 17/18 is \$11.4 million or 16.2 percent of the General Fund projected annual expense, which is right at the margin of the 16 percent policy goal adopted by the City Commission as part of the FY 17/18 Budget Ordinance. This means that the margin is only \$140,000 over the reserve level policy adopted by the City Commission. The plan is to bring forth a midyear (April -May) budget amendment to the Commission for approval, which will include a variety of items that could be

F. Mayor Cooper (Cont.):E.13 (Cont.)

adjusted, subject to City Commission policy determination, including potentially adding additional funding to the program. Also, the program is being reviewed to include specific criteria for award, including but not limited to an income based threshold.

E.14

- ✚ **Housing Coalition of Broward County:** staff to participate in the homeless count taking place January 23 and January 24, 2018. **Assigned to Chief of Police.**

**HBPD staff will assist Broward County in the homeless point in time count. For the past four years, HBPD has assisted with this effort.**

E.15

- ✚ **Diana Drive Pumping Station:** shelter is deteriorating. Staff to look into costs of hardening and beautifying and provide recommendations to the City Commission. **Assigned to ACM Parkinson.**

**Utilities staff is reviewing the condition of this sanitary sewer lift station and will provide a cost estimate for repair and inclusion in the FY 18/19 budget cycle. Any short term and low-cost renovations possible will be accomplished sooner.**

E.16

- ✚ **Agenda Item 12.A. Broward County School Board ILA:** staff to work with the School Board and provide a report on how to expedite the replacement of portables (older than 20 years) within the City's schools. **Assigned to Director of Development Services.**

**The Broward County School Board has a Portable Replacement Plan with specific listings and cost estimates. The implementation schedule is**

**G. Mayor Cooper (Cont.):****E.16 (Cont.)**

dependent upon funding allotted by the School Board in the adopted budget each year. Director Klopp will coordinate with the School Board staff to provide such report to the Commission, detailing current status and possibilities for next budget year. The report will be provided with sufficient time to impact the Broward School Board FY 18/19 Budget process.

**A. Commissioner Lazarow****A.1**

- ✚ **2000 S Ocean Drive:** Requested staff to provide a status and backup documentation of the solar and wind studies to be conducted by the developer. Assigned to Development Services Director.

Development Services continues to coordinate with the Developer, the Developer's professionals, and the City Manager's Office to complete the reports and expects to include a written update on the 2000 S. Ocean project on the August 16, 2017 City Commission meeting agenda. This report will include the solar reflectivity study, the wind tunnel analysis, and minor amendments to the development plan, including the beach access "art" project – the first of a planned series of art projects along the beach access points.

The studies will not require Commission action – but presentation of the studies to the City Commission is a requirement of the Development Agreement that must be satisfied before they can receive a building permit for the main structure.

**UPDATE:** The item will not be ready to present August 16. The City Commission was so advised at their August 2 meeting. The presentation is likely to be ready for one of the meetings in September. Coordination with the developer regarding the items to be presented is ongoing.

**UPDATE:** Coordination with the developer continues. Target date for presentation is September 20, however, this is dependent upon pending items, such as completion of the solar reflectivity and wind tunnel studies and approval of the minor plan change.

**UPDATE:** The Developer has agreed to pay the City \$350,000 toward the City's Community Benefit Program (CBP) in lieu of the aspirational goals and reporting requirements of the City's Neighborhood Employability Enhancement Directive (NEED) Program that were set forth in the 2014

Development Agreement. The Developer has also agreed not to pursue further redevelopment extensions pursuant to the Governor of Florida's Emergency Orders unless such emergencies directly impact southeast Florida. The Developer's proposed minor plan change was approved on

**A. Commissioner Lazarow (Cont.):****A.1 (Cont.)**

October 19. As a result, the solar reflectivity and wind tunnel studies are being finalized. The target date for the required information-only presentation to the City Commission of the findings of the Wind Tunnel and Solar Reflectivity analyses is November 15. Staff will explain the minor plan changes, the CBP contribution, and the limit on emergency extensions in more detail at the same Commission meeting.

**UPDATE:** A draft of the Solar Reflectivity study was received the second week of November; staff is reviewing it. In addition, the City received the

**UPDATE:** An agenda item is in process for presentation at the January 31, 2018 City Commission meeting -- informational only. Presentation will be made by the developer and Development Services staff.

Wind Tunnel study 11/15/17, and staff is reviewing as well. The NEW target date for the required information-only presentation to the City Commission of the findings of the Wind Tunnel and Solar Reflectivity analyses is December 6.

**UPDATE:**

The NEW target date for the required information-only presentation to the City Commission of the findings of the Wind Tunnel and Solar Reflectivity analyses is December 20, 2017.

**UPDATE:** The Solar Reflectivity Report and the Wind Tunnel Analysis Report pertaining to the 2000 S. Ocean Dr. project have both been reviewed by City staff. Revisions to both reports are necessary. City staff has discussed with the professionals that prepared the reports the revisions that are needed. Those professionals are coordinating with the project's architects, engineers, and owners in an effort to address staff's comments. The Solar Reflectivity Report was prepared by a consultant hired by the City and paid for by the developer, while the Wind Tunnel Analysis Report was done by a consultant selected and paid for by the developer. Regardless, the revisions to the reports require the architect's participation. Staff has not yet received the revised reports, and thus this item will not be ready for the December 20 agenda. Based on what staff has been told by the developer and the consultants, it is possible that the information will be presented to the City Commission in January.

**UPDATE:** This item is complete and will be presented as an informational item in the January 31, 2018 Commission meeting.

**A. Commissioner Lazarow (Cont.):****A.2**

- ✦ **Blood Drive/Mobile DMV/Mobile Voter Registration:** Staff to coordinate an event including the above mentioned activities. **Assigned to Fire/EMS, Police City Clerk and Parks and Recreation.**

Staff (Parks and Recreation Director) is coordinating with Fire/EMS, Police, City Clerk and Human Services to hold the event in early November. A report will be provided to the City Commission with the November 1, 2017 After Action Report.

**UPDATE:** Staff (Parks and Recreation Director) is coordinating with Fire/EMS, Police, City Clerk and Human Services to hold a Community Services Day for mid to late January 2018. The event will include a blood drive, voter registration and a clothing drive for Women in Distress (see Item II.E.7 below). This is now Pending until the December 6, 2017 for a status report.

**UPDATE:** Staff has set January 31, 2018, as the tentative date for the Community Event from 2-6pm in the City Hall Breezeway. The event will highlight services available to residents and visitors of Hallandale Beach. Further information will be provided with the January 6, 2018 After Action Report.

**UPDATE:** The date and time are confirmed for Wednesday, January 31, 2018 2-6pm. The flyer will be distributed via all Channels to maximize attendance. This item is complete.

**A.3**

- ✦ **Community Bus 6-month trial period:** Staff to provide report on ridership. **Assigned to Director Klopp.**

The data is being analyzed. The preliminary recommendation, based upon the experience and feedback since the revised routes were implemented, is to keep the new route without any further changes. A report will be provided to the City Commission with the September 20, 2017 After Action Report.



**A. Commissioner Lazarow (Cont.):****A.3 (Cont.):**

**UPDATE:** The report is expected to be completed the later part of November after the Mobility Plan is updated.

**UPDATE:** The report is expected to be completed the later part of December after the Community Bus Grant, Signage RFP, and Mobility Plan are completed. Accordingly, an update/ report will be provided with the January 31, 2018 After Action Report.

**UPDATE:** This item is complete. Ridership on Route 1 is up 35% since the changes to Route 1 were implemented, details forthcoming under separate cover. Rider surveys show that 77% of respondents like the expanded route which goes to Young Circle. However, 69% believe the route is too long (headway needs to be shorter). There is substantial coordination underway with the County at this time regarding the City's Mini-Bus System. There are funding opportunities being pursued (The Community Bus Grant application was submitted 1/19/18). The funding being sought is for both the existing system and potential expansion of the system. At the same time, the City's contract for provision of the service, currently provided by Limousines of South Florida, is coming to a close and new bid will need to be let. Staff is pursuing opportunities to expand the number of routes AND decrease headways. Ideally the new service contract will be for the improved and expanded routes. The analysis of expanded and/or revised Route 1 will be included. Ahead of this work in priority are the Mini-Bus Signage RFP and completion of the Mobility Plan. The report on the six-month trial period is now complete and no changes are recommended until the cost of the new/renewed provider is known and the availability of grants is determined.

**B. Mayor Cooper:****B.1**

**✚ Blood Drive/Mobile DMV/Mobile Voter Registration requested by Commissioner Lazarow:** Staff to also coordinate a clothing drive for Women in Distress. Assigned to Director Sanders.

This will be part of the Blood Drive/Mobile DMV/Mobile Voter Registration event being coordinated by staff for mid to late January 2018

**UPDATE:** Staff has reached out to Delores Deferrari, Program Director, Women in Distress, to coordinate the drive, including types of clothing, pick

**B. Mayor Cooper (Cont.):****B.1 (Cont.):**

up logistics and a point person to support the City in conducting the drive. Please refer to item II.B.2. above.

**UPDATE:** This item is complete and event is scheduled for January 31, 2018 from 2-6PM in the breezeway of City Hall.

**B.2**

- ✚ **City Comprehensive Emergency Operations Plan (CEOP):** staff to include policy that will require new and existing employees to be informed about the need to be prepared (self-awareness for preparation) in anticipation for the hurricane season. **Assigned to Fire/EMS Chief and Human Resources Director.**

The CEOP is currently under major revision with the Concept of Operations portion expected to be completed and presented to Commission in January. The CEOP team will create a new employee preparation annex and add it to the CEOP. Additionally, the team will work with Human Resources to include training on preparation during new employee orientation.

**B.3**

- ✚ **Broward League of Cities Publication:** staff to work with the League to provide information to ensure the City is profiled in the publication. **Assigned to ACM Earle.**

Item Completed. Information submitted to publisher to ensure inclusion of City of Hallandale Beach.

**C. Vice Mayor London:****C.1**

- ✚ **After Action Report Item I.C.1. Street Sweeping:** staff to provide the schedules and routes of the City's street sweeper. Also, staff to research feasibility of sweeping A1A. **Assigned to ACM Parkinson.**

**C. Vice Mayor London (Cont.):****C.1 (cont.):**

The City utilizes street cleaning services for street sweeping. There is not a set schedule for street sweeping across the City's major thoroughfares, due to the varying debris conditions which may require additional time and effort to clean.

However, there are two areas of the City that are scheduled for street sweeping every Wednesday and Thursday of each week, due to the need to have parked vehicles removed from the curbside of the road. These are Diana Drive and even numbers of Golden Isles Drive on Wednesday and odd number addresses of Golden Isles Drive on Thursdays.

Neighborhood street cleanings occur once per month and include asphalt swales. Non-curb street sweeping may occur on an as needed basis or by request from COHB for special events.

Street sweeping covers most of the city to include but not limited to Hallandale Beach Boulevard, Layne Boulevard, Foster Road, Three Islands, Golden Isles, , Atlantic Shores, A1A, Diana Drive, Federal Highway, City Hall, NE, NW, SE, SW quadrants, park areas, and public facilities.

Approximately Fifty-Eight (58) miles of street cleaning is performed on Curb Streets. Approximately, thirty-seven (37) miles of street cleaning is performed along street medians. Approximately, five (5) miles of street cleaning can be performed in one (1) hour.

Staff currently provides sweeping service to A1A, Federal Highway and Hallandale Beach Blvd. even though these are FDOT owned roadways.

**D. City Commission:****D.1**

- ✚ AED Ordinance: Fire Chief to meet with each Commissioner to hear and address concerns regarding AED Ordinance. (Item 10A). **Assigned to Fire Chief.**

Staff is meeting with individual City Commissioners and City Attorney to discuss their concerns/recommendations on the proposed ordinance. Once all meetings have taken place, staff will incorporate comments and bring

**D. City Commission (Cont.):****D.1 (Cont.):**

Ordinance for second reading. This is Pending until the first City Commission meeting in October.

**UPDATE:** Staff has sent a draft AED ordinance to the City Attorney. Fire Staff requested the City Attorney to schedule future meetings with the City Commissioners, as their schedules are more difficult to manage than those of Fire Staff. Once Fire/EMS staff is notified of a scheduled meeting, Fire Staff will attend.

**UPDATE:** Fire/EMS staff has conferred with Commissioners and the City Attorney's Office the item is on the January 31, 2018 City Commission Meeting for consideration.

**D.2**

✚ **Parking at Diana Drive:** City Manager to attend Condo Board meeting to explain the construction plans and the development of a residential permit parking program. **Assigned to CM Carlton.**

City Manager will be attending a meeting with Mayor Cooper and Condo Boards on January 10 at 1PM in Room 219. Staff will keep the City Commission informed of the outcome of the meeting.

**UPDATE:** Meeting was held and design details were explained to meeting attendees. Mayor Cooper has requested that the item be rescheduled for further discussion during the February 21, 2018 City Commission meeting.

**D.3**

✚ **Parking concerns at NW 7<sup>th</sup> Street:** Staff to review on street parking and possible unpermitted activity within the area. **Assigned to Chief of Police.**

HBPD staff spoke with the complainant the night of the City Commission meeting. The complainant stated the parking concerns (blocked traffic) only occur on MLK Day. HBPD is working closely with Code Compliance to notify and educate the community on City parking ordinances. HBPD and Code Compliance are also contacting and visiting local businesses near NW 7 Street to ensure no unpermitted activity is taking place.

**D. City Commission (Cont.):****D.3 (Cont.):**

**UPDATE:** This item is complete. PD staff developed a video and flier in anticipation of MLK event. Video was posted on social media and fliers were distributed for public awareness. The MLK event occurred and was successfully completed due to new procedures developed by event leadership in conjunction with the Police and Parks and Recreation Departments.