



City Commission Meeting – After Action Report
Presented to the City Commission February 6, 2019

New Items:	<u>9</u>
Pending Items:	<u>19</u>
Total Items:	<u>28</u>



January 23, 2019 and January 28, 2019 City Commission Meetings - After Action Report

Presented to the City Commission Meeting February 6, 2019

Section I. NEW ITEMS - January 23 and January 28, 2019 Meetings

A. City Commission:

A.1

Commission Travel Reimbursement Policy: Staff to draft policy on how City Commission travel funds will be allocated, spent and distributed – if not utilized – at the end of the fiscal year. **Assigned to Assigned to Interim City Manager, Finance Director and City Attorney.**

UPDATE: Staff is working on drafting Policy and will present at next City Commission Workshop on February 18, 2019. This item is pending until the March 6, 2019 After Action Report.

A.2

Sensitivity Workshop: Coordinate outside training for the City Commission members on cultural sensitivity and diversity. **Assigned to Assigned to Interim City Manager and Director of Human Resources..**

UPDATE: Human Resources Director is contacting vendors to determine quotes, availability and potential workshops. Staff will present options at the next City Commission Workshop for February 18. This item is pending until the March 6, 2019 After Action Report.

A.3

Appointment of ICM and Executive Director: Staff to provide assignment pay via resolution for both Interim City Manager and HBCRA Executive Director Appointment. **Assigned to Assigned to Human Resources Director.**

UPDATE: This item is complete. An item will be presented to the City Commission for review and approval at the February 6, 2019 City Commission meeting.

A. City Commission (Cont.):**A.4**

Bocce Ball Routes: staff to follow up and determine if there can be an expansion of routes between Golden Isles and Sunrise Park and South City Beach Park for Bocce Ball use. **Assigned to Assigned to Development Services Director and Parks and Recreation Director.**

UPDATE: This item is complete. An item will be presented to the City Commission for review and approval at the February 6, 2019 City Commission meeting.

A.5

Recruitment of City Manager: Staff to update timeline and process with exact dates and times for one on one interviews, meetings with staff and public meetings. Meetings to commence on March 15. **Assigned to Assigned to Human Resources Director.**

UPDATE: Staff will provide firm dates and schedule for meetings that will begin in March 15, 2019. This item is in pending status until the March 6, 2019 After Action Report.

B. Vice Mayor Javellana:**B.1**

Develop program to assist Federal Government employees affected by the Government Shutdown: Develop a program that will assist waiving late fees for Federal Employees that are impacted by the federal government shut down. Staff to prepare program and present to City Commission. **Assigned to Assigned to Interim City and Finance Director..**

UPDATE: This item is complete. Staff posted update on social media and on the following web page: www.cohb.org/federalhelp

B.2

Donation to Equality Florida: City Attorney to draft resolution for City Commission consideration authorizing the donation of Travel Funds – from Vice Mayor Javellana’s account in the amount of \$2,500 - to Equality Florida. **Assigned to Assigned to City Attorney.**

UPDATE: This item is complete. An item will be presented with resolution on February 6, 2019 City Commission Meeting.

B. Vice Mayor Javellana (Cont.):**B.3**

Internship Program: Staff to provide recommendations and policy to reinstate an Internship Program for the City. **Assigned to Assigned to Interim City Manager and Director of Human Resources..**

UPDATE: Interim City Manager Rafols provided information on existing Internship Program via email to Vice Mayor Javellana on 1/28/19. Staff will present options on reinstating Internship program at the February 18, 2019 City Commission Workshop. This item is pending until March 6, 2019 After Action Report.

B.4

Northwest Apology Resolution: Staff to provide a Resolution at the next City Commission Meeting to apologize to the Northwest district on behaviors set by previous City Commissioners. **Assigned to Assigned to City Attorney.**

UPDATE: This item is complete. An item will be presented with resolution on February 6, 2019 City Commission Meeting.

A. City Commission:**A.1**

Utility System Rates and Impact Fee Study Item 13B: Staff to bring back necessary ordinances for adoption by City Commission. **Assigned to Director of Public Works.**

UPDATE -090518: Staff will bring forth an ordinance for the rate and impact fees study at the first City Commission in November 2018.

UPDATE -111918: The Legal and Public Works staff will be bringing forth a Utility System (Water/Sewer) Impact Fee ordinance for adoption at the December meeting of the City Commission. Utility System rates as presented to the City Commission will be incorporated in the proposed FY 19/20 Budget. This item remains in Pending status until the January 2019 After Action Report.

UPDATE -012318: A workshop is scheduled for February 11, 2019 to consider impact fees and recommended changes. City Attorney may present proposed changes to ordinances after February 2019. This item is in pending status until the March 6, 2019 After Action Item Report.

A.2

Curci House Elevator Construction: Staff to provide dates for the start of construction of elevator. **Assigned to ACM Parkinson.**

UPDATE: This item is pending status until the March 6, 2019 meeting. Project design needs to be completed. As soon as design is complete, a start date will be shared with City Commission.

B. Commissioner Butler:**B.1**

Traffic: staff to bring report with recommendations on short term solutions to alleviate residents' frustrations with traffic issues and lack of information on City's efforts to mitigate the issues. **Assigned to Director of Development Services.**

UPDATE: Staff is working on an FY18/19 Budget Proposal for Mobility Projects which, if adopted by the City Commission, will facilitate the development and implementation of short-term mobility projects. See attachment 1 for the proposed list of projects. This subject was discussed during the April 16, 2018, City Commission Budget Workshop for FY18/19, and there was consensus from the City Commission for staff to continue to work on the budget proposal and include in the City Manager Recommended Budget for further discussion by the City Commission during the August 2018 Budget Workshops. This is now on Pending Status until the September 5, 2018 After Action Report.

UPDATE -090518: During the Budget Process, staff indicated that they will provide a Five year Capital Project Program which will include mobility projects. After these projects are approved by the City Commission, staff will prepare an agenda item for authorization to seek funds for projects in terms of a loan. This item is now in Pending Status until the February 6, 2019 After Action Report.

UPDATE -013019: The Five-Year Capital Improvement Program (CIP) is being prepared by staff at this time. It will be presented to the City Commission for comment in the March City Commission Workshop and then for adoption in April 2019. It will include proposed mobility and traffic capacity improvement projects. Funding strategies for transportation-related projects have not been finalized at this time; the forthcoming CIP proposal will include the proposed funding plan. This is a cooperative effort between the City Manager's Office, Public Works, Development Services, Budget, and Finance. If the City Commission holds a visioning session prior to the presentation of the proposed Five-Year CIP, any related goals and objectives stemming therefrom will be taken into consideration in the 5-year CIP proposal. This item is pending until May 2019 After Action Item Report.

B.2

Saturday Success Program: Staff to determine if there are other sources to fund the Saturday Success program for the future years. **Assigned to Assigned to ACM Earle and Grants Coordinator.**

B. Commissioner Butler (Cont.):

UPDATE: This item is pending until the March 6, 2019 After Action Report. ACM Earle and Grants Manager Noemy Sandoval have discussed issues relating to searching for funding for the Saturday Success Program. In addition to the City searching for grants and other sources of funding, ACM Earle and Grants Manager Sandoval are also exploring ways in which Hallandale High could potentially have access to our grants software for a few months in order to look for funding as well.

C. Commissioner Dally:**C.1**

Local Vendor Preference Program: staff to review language in code and formal solicitations, and provide recommendations on best practices to ensure possible vendors are not discouraged from participating in the solicitations. **Assigned to Assigned to ACM Earle and Director of Procurement.**

UPDATE: This is now on Pending Status. Procurement Director is conducting review and will provide recommendations with the May 2, 2018 After Action Report.

UPDATE: Procurement Director is working with ACM Earle to complete and provide recommendations to the City Commission. This is on Pending status until the June 20, 2018, After Action Report.

UPDATE: City Administration is revising the Procurement Code in its entirety, including suggested changes to the Local Vendor Preference. Once a draft is completed, it will be presented to the City Commission for consideration and further discussion. This is now on Pending Status until the December 12, 2018 After Action Report.

UPDATE -120418: City Administration is revising the Procurement Code in its entirety, including suggested changes to the Local Vendor Preference. City Attorney and Procurement Director will be working on the revisions. Once a draft is completed, it will be presented to the City Commission for consideration and further discussion for a Commission meeting in February 2019. This item remains in Pending status. An update will be provided on the March 6, 2019 After Action Report.

C.2

Store Front: staff to research the feasibility, including possible costs to business owners, of placing window graphics in vacant storefronts, like what is done at Gulfstream Park. **Assigned to Director of Development Services.**

UPDATE: Staff is collecting examples of regulations from other cities and drafting the item for Planning and Zoning Board consideration in September. This is now in Pending Status until the October 3, 2018 After Action Report.

UPDATE -100318: Staff will provide an update to City Commission by October 17, 2018. This item remains in pending status until November 2018 After Action Report.

C. Commissioner Dally (Cont.):

UPDATE -110718: The proposed code change has been drafted and tentatively placed on the November 26 Planning and Zoning Board agenda. This item will remain on pending status until the January 9, 2019 After Action Report.

UPDATE -011619: The proposed code change will be reviewed on the January 30 Planning and Zoning Board meeting. This item will remain on pending status until the March 6, 2019 After Action Report.

D. Commissioner Lima-Taub:**D.1**

City Cemetery: Staff to assess the conditions of vaults missing name plates, including quantity of vaults, and provide recommendations on how to affix names/identification. This assessment is to include estimated costs , funding sources and legality of City working on private property. Update to be provided during the December 12, 2018 City Commission meeting **Assigned to ACM Parkinson.**

UPDATE: Staff is completing a count of the number of vaults missing name plates and will provide a report before the January 9, 2019 City Commission meeting. This report will include funding recommendations and an estimated schedule to affix the missing name plates should the City Commission approve the funding.

UPDATE -012319: There were approximately 900 vaults missing name plates or damaged. Staff will be presenting a proposed course of action to alleviate this condition. Comprehensive report with recommendations will be available by the end of February. This item is in pending status until March 6, 2019.

E. Mayor London:**E.1**

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.**

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.

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 August 2018.

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 now in Pending status until the October 3, 2018 After Action Report.

UPDATE: 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 2018.

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 2017.

UPDATE -100318: Staff continues to explore potential reuses for facility and will provide an update to the City Commission on December 2018. This items is now in Pending status until the a City Manager is hired.

E.2

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

E. Mayor London (Cont.):

UPDATE: Staff will be setting meetings with individual Commissioners after the summer recess, and will bring recommendations during the first meeting in September 2017.

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.

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

UPDATE: Staff is requesting to defer this item until a City Clerk has been appointed.

UPDATE: Staff will be researching last direction given by the Commission and conduct necessary actions to bring recommendations during the second meeting in September 2018. This is now in Pending Status until the September 5, 2018 After Action Report.

UPDATE -090518: Staff is in process of formulating recommendations based on best practices and prior direction from City Commission. Recommendations will be presented in the November City Commission meeting. This is now in Pending Status until the December 2018.

UPDATE -120418: Staff was unable to present in November 2018 due to shift in meetings. An item will be presented at a City Commission meeting in January 2019. This item will remain in Pending Status until the February 6, 2019 After Action Report.

UPDATE -012519: This item will remain in pending status until April 3, 2019 After Action Report.

E.3

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

E. Mayor London (Cont.):

UPDATE: City administration has retained a Firm, Grace Arts Florida, who will assist in the development of an Art in the Public Spaces public policy. This will be part of a holistic approach to art in the public spaces that will include murals, fire hydrants, and electric (signal) boxes throughout the City. Once a draft policy is developed, staff will consult with the City Attorney and bring forth for City Commission consideration. This is now in Pending status until the October 3, 2018 After Action Report.

UPDATE -100318: Additional direction will be discussed in the upcoming CRA Board of Directors/ City Commission Visioning session which may take place in January 2018. This is now in pending status until the February 6, 2019 After Action Report.

UPDATE -012519: City Attorney and Executive HBCRA Director are preparing draft policy. This item is in pending status until March 6, 2019 After Action Report.

E.4

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 and City Manager.**

UPDATE: 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 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, 2017, 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.

E. Mayor London (Cont.):

UPDATE: The attached letter (Attachment 2) was sent to the FPL representative on February 14, 2018. A response from FPL is expected six weeks from that date placing it at the end of March for an update on this matter. This is now Pending to the April 18 After Action Report.

UPDATE: Staff has paid the required deposit (\$33,000) for FPL to begin their feasibility study. The timeframe for completion of the study is unknown. Staff will follow up with FPL and keep the City Commission informed. This is now in Pending status until the August 1, 2018 After Action Report.

UPDATE: Staff has issued a check to FPL to cover the cost of providing a "Binding Estimate" to convert the overhead FPL lines to a underground system. In addition, staff is in the process of issuing a payment to AT & T to produce a cost for converting their facilities to underground as well. Preliminary contact has been established with COMCAST to obtain the same information that has been requested from both FPL and AT & T. Awaiting additional information from the above noted utilities. Anticipate next update in October 2018. This is now in Pending status until the October 3, 2018 After Action Report.

UPDATE -100318: Both AT&T and Comcast are presently working on cost proposals for converting their overhead facilities to underground locations. FPL has requested specific geographic information, which the City does not possess, in order for them to complete their design process. Public Works staff is currently obtaining budget costs to obtain requested information and format. An update will be provided by the first City Commission meeting in December 2018. This item is in pending status until the January 2019 After Action Report.

UPDATE -011618: An estimated \$130,000 worth of GIS information is required for FPL to provide a design. This item will be coming back for the City Commission for discussion and to attain direction. This item is in pending status until the April 2019 After Action Report.

E.5

5-Year CIP Plan: staff to provide a 5-year Capital Improvement Plan for Projects to be presented to the MPO. Wants to see identifiable and achievable goals. Would like to see it by January of 2019. **Assigned to ACM Parkinson.**

UPDATE: Staff from numerous departments will be formulating a 5-year capital improvement plan and providing to the City Commission in January 2019. This is now in Pending Status until the December 19, 2018 After Action Report.

E. Mayor London (Cont.):

UPDATE -120418: This item is in process to be presented to the City Commission at a workshop in April 2019. This remains in pending status until the May 1, 2019 After Action Item Report.

E.6

Broward County School Board Storm Water Fees: Need to provide legal opinion and determine what options the City has with respect to the cut in fees that the School Board provides with respect to storm water fees. **Assigned to City Attorney.**

UPDATE -100318: City Attorney is researching the issue and will provide the Commission an update as appropriate. This item remains in pending status until November 2018 After Action Report.

UPDATE -120418: City Attorney has gathered further budget data regarding amounts city expends on the School Board. The City Attorney will provide an update in an upcoming City Commission meeting. This remains in pending status until March 6, 2019 After Action Report.

UPDATE -012519: This item is complete. City Attorney will provide an update on the February 6, 2019 City Commission.

E.7

Church Drive Signage: Assess road behind Publix on SE 14 Avenue as road is narrow, there is no sidewalk and share study for the area that is being performed by County. **Assigned to ACM Parkinson.**

UPDATE -100318: Broward County Traffic Division has been requested to conduct a traffic and speed study on Church Drive. Due to their current workload results of their study will not be complete until December 2018. Update will be provided at that time. This item is Pending until the January 2019 After Action Item Report.

UPDATE -011619: Broward County Traffic Division advised that their next update will come forth at the end of February 2019. This item is in pending status until March 6, 2019 After Action Report.

F. Vice Mayor Javellana:**F.1**

Arts and Cultural Advisory Board: Staff to create an Ordinance to develop board. Assign staff liaisons from Parks and CRA. **Assigned to City Attorney Merino, ACM Earle and Director Schanz.**

UPDATE: This item is in pending status until March 6, 2019. City Attorney will draft ordinance and present to the City Commission for review and approval.

F.2

Lobbyist Registration Fees: Staff to create an Ordinance to increase the Lobbyist Registration fee from \$50 to \$100. **Assigned to City Attorney.**

UPDATE: This item is in pending status until March 6, 2019. City Attorney will draft ordinance and present to the City Commission on February 6, for review and approval.

G. Vice Mayor Lazarow:**G.1**

Accessibility Advisory Board: staff to give an update on the creation of the Accessibility Advisory Board. **Assigned to City Clerk.**

UPDATE: This item passed first reading on August 1, 2018 City Commission Meeting. Development Services Director will meet with Vice Mayor to determine Board Needs. This item is in Pending status until the After Action Report of November 2018.

UPDATE -120418: Item will be brought back for second reading at the first meeting in January, with the additional details regarding scope and operations that have been worked out with the Commissioner that sponsored the item. This item will remain on pending status until the February 6, 2019 After Action Report.

UPDATE -012519: Pending update from sponsoring Commissioner. This item will remain on pending status until the March 6, 2019 After Action Report.

G.2

Agenda Item 10.A. Ordinance Creating the ADA Board: staff to prepare report on the duties of the Board for Second Reading of the Ordinance. **Assigned to Director of Development Services/Building Official.**

UPDATE: Development Services Department will collect and analyze examples of the duties performed by other such boards and provide recommendations to the City Commission by September 14, 2018. This is now in Pending Status until the October 3, 2018 After Action Report.

UPDATE -100318: Staff will provide an update to City Commission by October 17, 2018. This item remains in pending status until November 2018 After Action Report.

UPDATE -120418: Staff will provide requested details for City Commission consideration and adoption for the January 9, 2019 City Commission meeting. At such time, staff will receive direction from the City Commission on how to move forward. This item remains in pending status until February 6, 2019 City Commission meeting.

G. Vice Mayor Lazarow (Cont.):

UPDATE -013019: Development Services continues to work on this in coordination with Commissioner Lazarow. Target date for 2nd Reading including the expanded ordinance to include Duties - is now March 6, 2019.