



**Commission Workshop
NOTICE OF VIRTUAL TOWN COMMISSION WORKSHOP**

Pursuant to the Town's Local Declaration of Public Emergency, a VIRTUAL Town Commission workshop will be held on Tuesday, March 9, 2021, at 5:30 p.m. and broadcast from Town Hall.

The March 9, 2021 Town Commission Workshop will be held as a VIRTUAL WORKSHOP with elected officials and Town staff participating through video conferencing. This virtual workshop will be broadcasted live for members of the public to view on the Town's website (www.lbts-fl.gov), Comcast Channel 78, and AT&T U-verse Channel 99.

The Town of Lauderdale-By-The-Sea Town Commission welcomes and encourages the public to participate at its virtual meetings and offers two ways for residents to be heard.

WRITTEN PUBLIC COMMENTS

Send an e-mail to public_comments@lbts-fl.gov Your comment will be read into the record during the meeting by the Town Clerk.

ACTIVE PARTICIPATION

Notify the Town Clerk via e-mail at public_comments@lbts-fl.gov by March 9, 2021 4:00 pm of your desire to speak during a live virtual workshop.

Please provide us with your name, email address, and phone number. We will then send you the Zoom Meeting ID and link. For security reasons, please do not share the Meeting ID with anyone else. If a friend or neighbor also wishes to speak, have them sign-up with the Town Clerk.

When contacting the Town Clerk, please specify if you wish to speak during Public Comments or during a specific agenda item. The Town will enable the Waiting Room function on Zoom and allow public speakers to enter the virtual meeting during Public Comments or for a specific agenda item. You can join the meeting either by calling in or using a laptop, computer webcam, or cellphone. Once you are finished commenting, the Town will disconnect you from the meeting.

A copy of the agenda for the virtual Town Commission meeting can be accessed on the Town's website, at <https://www.lauderdalebythesea-fl.gov/341/Agendas->

Video.

Please note that the Town's November 6, 2020 Amended Local Declaration of Public Emergency regarding Virtual Meetings suspended the requirements that a quorum be in person and that Town committees and boards meet at a specific public place, and allows them to utilize communications media technology, such as telephonic and video conferencing.

Should any person desire to appeal any decision of the Town Commission with respect to any matter to be considered at this meeting, that person shall ensure that a verbatim record of the proceedings is made including all testimony and evidence upon which any appeal may be based (Section 286.0105, Fla. Stat).

Jarvis Hall

Commission Workshop

Commission Workshop

Tuesday, March 9, 2021, 5:30 PM
Jarvis Hall

1. CALL TO ORDER

2. PUBLIC COMMENT

3. DISCUSSION ITEM

FY 21 Sewer Fund Recommendation for a Lateral Lining (Linda Connors, Interim Town Manager, Ken Rubach, Public Works Director, Lucila Lang, Director of Finance and Budget)

[3-9-21 AM FY 21 Sewer Fund.docx.pdf](#)

FY 21 CIP Improvements Update and Reprioritization Recommendations (Linda Connors, Interim Town Manager; Ken Rubach, Public Works Director; Lucila Lang, Director of Finance & Budget)

[3-9-21 AM FY 21 CIP Improvements Update and Reprioritization Recommendations FINAL.docx.pdf](#)

4. ADJOURNMENT

THE TOWN OF LAUDERDALE-BY-THE-SEA WILL FURNISH APPROPRIATE AUXILIARY AIDS AND SERVICES NECESSARY TO AFFORD INDIVIDUALS AN EQUAL OPPORTUNITY TO PARTICIPATE IN MEETINGS OF THE TOWN COMMISSION. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA STATUTE 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE TOWN CLERK NO LATER THAN TWO (2) DAYS PRIOR TO THE MEETING AT (954) 640-4200 FOR ASSISTANCE.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE TOWN COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSES MAY NEED TO INSURE THAT A VERBATIM RECORDING OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

PROCEDURES FOR PUBLIC COMMENTS:

Public Comments may address issues that are not on this meeting's agenda, but should relate to the business of the Town, and should not contain personal attacks. If your comment requires follow up, the Town Manager will have a staff person respond to your concerns, and will advise us of the outcome.

The Town Clerk will read off the names of those who have signed up to speak. When your name is called, please come to the podium, state your name for the record, and indicate whether you are a Town resident. Do not state your address. You have up to three minutes to make your comments, but there is no requirement to use the entire time. If you wish to address a particular Commissioner or member of Town Administration, please do so by use of their title.

If you wish to approach the Commission dais to hand out a document or for some other reason, please request permission and state your reason for doing so. All documents to be provided to the Commission should be handed to the Town Clerk for distribution.

These procedures have been developed to assure that the Town Commission meeting time is efficiently used, and that meetings are conducted in a polite and respectful manner. More information on the decorum rules for Town Commission meetings is available in Section 2-23 of the Town Code of Ordinances.



Commission Workshop Agenda Item Report

Meeting Date: March 9, 2021

Submitted By: Linda Connors, Ken Rubach, & Lucila Lang

Submitting Department: Administration

Item Type: Discussion Item

Agenda Section: DISCUSSION ITEM

Subject Title: FY 21 Sewer Fund Recommendation for a Lateral Lining (Linda Connors, Interim Town Manager, Ken Rubach, Public Works Director, Lucila Lang, Director of Finance and Budget)

Explanation: As part of our sanitary sewer maintenance program, staff is recommending amending the Sewer Fund budget to allocate \$100,000 to establish a pilot lateral lining program. Lining the laterals will result in the need for fewer repairs. Repairs for laterals can cost upwards of \$25,000 per repair (it is possible lines could need multiple repairs) and we are spending approximately \$100,000 a year to keep repairing lines. Staff anticipates these repairs to become more frequent as lines continue to age and fail. We have had much success in lining our sewer mains and believe that in lining the lateral lines we will ultimately save money and provide better service to our residents.

Currently there are unappropriated funds of \$1.4 million in the Sewer Fund to support the allocation of \$100,000 for this pilot program. In the FY21 budget, the Sewer Fund has a contingency of \$100,000, revenues are in line at 35.1%, and expenditures are at 29%. Staff is requesting to use money in the Sanitary Sewer Fund to begin this pilot program and anticipate expanding the program in the coming years to line all the sanitary sewer laterals within Town.

Recommendation: Discuss proposed amendments to the FY21 Sewer Fund Budget to allocate \$100,000 for lateral lining and direct staff to draft necessary budget amendments to implement this directive. Staff will present the appropriate amendments at a later date.

Reviewed by Town Attorney:

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Commission Workshop Agenda Item Report

Meeting Date: March 9, 2021
Submitted By: Linda Connors
Submitting Department: Administration
Item Type: Discussion Item
Agenda Section: DISCUSSION ITEM

Subject Title:

FY 21 CIP Improvements Update and Reprioritization Recommendations (Linda Connors, Interim Town Manager; Ken Rubach, Public Works Director; Lucila Lang, Director of Finance & Budget)

Explanation: The FY21 Capital Improvement Plan (the “Plan”) includes \$3.7 million for the El Mar Drive Greenway project. Since the Commission decided to defer the project’s discussion until October, the funds allocated for FY21 will not be utilized.

Most of the other CIP projects that were funded for FY21 have been completed. Staff has proposed amendments to the current Plan to utilize some of the funds allocated for the El Mar Drive Greenway that will allow us to expedite other CIP items in FY22. The remaining funds would be transferred to the Parking Fund. An itemized list of the proposed FY21 CIP is below with a description of the request following.

Project Title	FY21		
	Approved Budget	Proposed Budget	Difference
Visitors' Center	\$ 75,000	\$ 95,000	\$ 20,000
East Terra Mar Drive Capital Outlay	\$ 1,150,000	\$ 1,150,000	\$ -
Beach Renourishment Capital Outlay	\$ 75,000	\$ 75,000	\$ -
Palm Club Sewer	\$ 2,550,000	\$ 2,550,000	\$ -
Friedt Park	\$ 25,000	\$ -	\$ (25,000)
El Mar Drive Greenway	\$ 3,750,000	\$ 75,000	\$ (3,675,000)
SR A1A Pine Ave to Terra Mar	\$ 100,000	\$ 100,000	\$ -
Additional Projects for FY21:			
Bel Air Seawall RFP/Permitting and construction	\$ -	\$ 225,000	\$ 225,000
Canal Dredging Permitting	\$ -	\$ 50,000	\$ 50,000
Town Hall Roof Replacement	\$ -	\$ 100,000	\$ 100,000
Complete Street Project-Design (Codrington)	\$ -	\$ 120,000	\$ 120,000
Complete Street Project-Design (Bougainvillea/Poinciana)	\$ -	\$ 240,000	\$ 240,000
Street Sufficiency Study	\$ -	\$ 25,000	\$ 25,000
A1A/Hibiscus Crosswalk	\$ -	\$ 50,000	\$ 50,000
Town Hall-Exterior Paint	\$ -	\$ 25,000	\$ 25,000
Improve Access to Town Hall due to COVID	\$ -	\$ 50,000	\$ 50,000
Pedestrian Amenities	\$ -	\$ 75,000	\$ 75,000
	\$ 7,725,000	\$ 5,005,000	\$ (2,720,000)

Current Projects (red indicates a reduction):

- 1) Visitor's Center - \$20,000
The FY21 CIP included \$75,000 for improvements to the Visitor's Center. This project is complete; however, it exceeded the budget, and we will need to add \$20,000 to cover the additional costs that were approved by the former Town Manager.
- 2) Friedt Park (\$25,000)
\$25,000 was allocated to construct a fence around the grassy area in Friedt Park for dogs to safely utilize this area. Town staff is recommending moving this project to FY22 to further discuss the design of the project and to ensure the construction of a dog park is consistent with the Town Code.
- 3) El Mar Drive Greenway (\$3,675,000)
The Town has spent \$75,000 on the current design for El Mar Drive. This project has been delayed until FY22 and therefore the remaining funding is not necessary for this fiscal year.

Proposed Projects:

- 4) Bel Air Seawall RFP/Permitting and construction - \$225,000
The results of the seawall inspection by DES Engineering show that the wall will need to be replaced. While no exact timeframe can be given as to when the wall may fail, staff recommends moving forward with the bid documents, permitting, and construction this year.
- 5) Canal Dredging Permitting - \$50,000
In order to move ahead with the dredging recommended by the canal survey, permits must be secured from several governmental entities. This process takes approximately a year to complete and requires that the data submitted be less than a year old (data from the dredging survey was completed last summer) or a new survey will be required. By moving forward with the permitting work now we will be able to begin dredging Phase I in 2022 and save money by not having to obtain a new survey because of it not meeting the time requirement (1 Year).
- 6) Town Hall Roof Replacement - \$100,000
As part of building maintenance program, staff had all the roofs on the municipal campus as well as the offsite facility inspected. The study found that all roofs except the VFD/BSO/AMR Building will need to be replaced within the next year. The roof on the Town Hall Administration building was recommended for immediate replacement. The inspector noted that if possible, this work should be completed before the start of the rainy season.
- 7) A1A/Hibiscus Crosswalk - \$50,000
Staff continues to work with FDOT on upgrading the crosswalk at Hibiscus & A1A. Once plans have been approved, a permit can be issued, and a Maintenance Memorandum of Agreement ("MMOA") can be drafted. Staff is requesting the funds be set aside now for the work should permitting and the MMOA be finalized during the current fiscal year. This will ensure the upgrades can begin immediately.

- 8) Complete Street Project Design – Codrington Drive - \$120,000
The Town completed a Stormwater Master Plan to determine areas in Town that need drainage improvements. We also completed the Pedestrian Study that also highlighted areas that would benefit from pedestrian improvements. Codrington Drive was identified in both studies. It has long been the Town’s policy to combine projects to save on costs and disruptions to our residents. Therefore, we are proposing a design study for Codrington Drive to include drainage, landscaping, and traffic calming.
- 9) Complete Street Project Design – Bougainvillea/Poinciana - \$240,000
Same as above but to complete the 2012 Bougainvillea drainage project that was constructed from Pine Avenue to Town Hall.
- 10) Street Sufficiency Study \$25,000
Town staff would like to complete a street sufficiency study to prioritize the repaving of roads. This date would be incorporated into our Complete Streets Design methodology.
- 11) Paint Town Hall - \$25,000
It has been ten years since we painted the exterior of the Town Hall complex and the colors have significantly faded.
- 12) Improve Access to Town Hall due to COVID - \$50,000
We are going to have to rethink the way visitors access Town Hall once we are open to the public again. Staff would like to add funds to the FY21 CIP to allow us to consider installing items such as an intercom system, cameras and/or buzzers for the door so that we can hold conversations with our clientele while limiting exposure.
- 13) Pedestrian Amenities – Design \$75,000
The Town recently completed a Pedestrian Study that outlined several projects that could be completed to enhance the pedestrian experience in the Town. Design funding is proposed so that we can have shovel ready projects that can be excellent candidates for Surtax funding.

The difference between the FY21 CIP budget of \$7,770,957 and what is being proposed (\$5,050,957) is \$2,720,000. Originally, the FY21 CIP anticipated that approximately \$3.8 million be transferred into the CIP from Parking on quarterly installments of \$949,490. Staff completed the first transfer in December. We are suggesting that no more transfers from Parking to the CIP occur and the difference from the proposed projects (\$801,467) is funded from the unallocated funds in the General fund.

The necessary budget amendments to implement the Commission’s direction will be brought to the Commission at their March 23, 2021 meeting.

Recommendation: Discuss proposed amendments to the FY21 CIP Budget and direct staff to draft necessary budget amendments to implement this directive. Staff will present the appropriate amendments at a later date.

Reviewed

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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