

Town of Lauderdale-By-The-Sea

Special Town Commission

Agenda

Thursday February 2, 2023

5:00 PM



Jarvis Hall
4505 N. Ocean Drive,
www.Lauderdalebythesea-fl.gov

Special Town Commission

Thursday, February 2, 2023, 5:00 PM

Jarvis Hall

4505 N. Ocean Drive,

1. CALL TO ORDER, MAYOR CHRIS VINCENT

2. PLEDGE OF ALLEGIANCE

3. RESOLUTIONS

- 3.a.** RESOLUTION NO. 2023-07 A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, WAIVING THE TOWN'S PURCHASING MANUAL; AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH CIVICPLUS, LLC FOR AGENDA MANAGEMENT SERVICES; PROVIDING FOR IMPLEMENTATION AND FOR AN EFFECTIVE DATE.

[2-2-23 AM CivicPlus.pdf](#)

[Ex. 1 Resolution 2023-07 Resolution Approving CivicPlus SOW for Agenda Management Services.pdf](#)

[EXA to EX1 Civic Plus Statement of Work.pdf](#)

- 3.b.** Resolution 2023-08 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING THE FIFTY PERCENT (50%) DESIGN PLANS FOR THE DOWNTOWN ENHANCEMENTS PROJECT; AUTHORIZING THE TOWN MANAGER TO ISSUE A REQUEST FOR PROPOSALS FOR THE PROJECT PROVIDING FOR IMPLEMENTATION; AND FOR AN EFFECTIVE DATE

[2-2-23 AM Downtown Design Approval.pdf](#)

[Ex.1 Resolution 2023-08 - Downtown Design Approval.pdf](#)

[Ex. 2 Illustrative Site Plan .pdf](#)

[Ex.3 Streetscape Section.pdf](#)

[Ex.4 Streetscape Section Commercial.pdf](#)

[Ex.5 Architectural Feature .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 ENSURE 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.

INVOCATION:

The Invocation before each Town Commission meeting is a voluntary service of a private citizen, offered to serve the spiritual needs of the members of the Town Commission and solemnize the meeting. It is not intended to be an opportunity to advance or disparage one faith or belief over another. The views expressed in the Invocation have not been previously reviewed by the Town and do not necessarily represent the beliefs of any Town employee or official. No person is required to be present at or participate in the Invocation, and the decision whether to be present or participate in the Invocation will not affect any person's right to actively participate in the official business of the Town or obtain any benefit from the Town. The Town's written Invocation policy is available on its website, and upon written request to the Town Clerk.



Town Commission Agenda Item Report

Meeting Date: February 2, 2023

Submitted by: Linda Connors, Town Manager

Submitting Department: Administration

Item Type: Resolution

Agenda Section: RESOLUTIONS

Subject Title: RESOLUTION NO. 2023-07 A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, WAIVING THE TOWN'S PURCHASING MANUAL; AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH CIVICPLUS, LLC FOR AGENDA MANAGEMENT SERVICES; PROVIDING FOR IMPLEMENTATION AND FOR AN EFFECTIVE DATE.

Explanation: On July 2, 2018, the Town issued a Request for Proposal to provide video streaming and/or agenda management services for the Town. These services were to include agenda management, minutes management, hosting and support services.

The Town Commission approved the award of the RFP to Granicus, LLC and authorized the Town Manager to enter into a professional services agreement with Granicus for the agenda management services.

Since June of 2022, staff has had increasingly problematic relationship with Granicus. The ability for their agenda management program to properly post the Town's agenda package for Commission, Special Magistrate and Planning and Zoning Board meetings has been sporadic and the customer service to address these issues has been unacceptable. Town staff has been forced to perform a portion of the agenda management services ourselves and these issues have not been resolved to date.

Because of these significant ongoing issues and the lack of acceptable customer support, staff would like to terminate our agreement with Granicus and enter into an agreement with CivicPlus. The Town currently has a relationship with CivicPlus for website hosting services. CivicPlus also recently acquired Municipal Code Corporation, the Town's longtime provider for ordinance codification services. Utilizing CivicPlus for agenda management services will allow the Town to consolidate all these related services with one provider who has successfully performed for the Town. It will minimize gaps in service between these related services and will enhance the support available to the Town.

Staff held several meetings with CivicPlus to ensure that we were comfortable with their services and that the Town's requirements would be met. In addition, we contacted other communities that currently

utilize CivicPlus (Wilton Manors and Deerfield Beach) for their agenda management services to ensure that the service CivicPlus provides would be an improvement over Granicus.

CivicPlus has submitted a statement of work for agenda management services in the amount of \$13,857 for the first year and an annual recurring change in the amount of 9,415.35 subject to a 5% increase for each renewal term thereafter. In addition to these costs, CivicPlus will provide live streaming machine-based closed captioning services at a per minute rate of \$0.75. If requested, on-demand transcriptionist based closed captioning services can be contracted at \$2.45 per minute. Staff estimates that we have approximately 120 hours of public meetings (Special Magistrate, Planning and Zoning Board and Commission) for a total annual cost of \$5,400 (\$17,640 for the enhanced version). Cost for agenda management is comparable to Granicus' cost. The transcription services are much less expensive for the live streaming machine based closed captioning and similar in cost if we select the transcriptionist based closed captioning.

Pursuant to Section IV(L) of the Town's Purchasing Manual, the Town staff is requesting that the Town Commission waive the Town's Purchasing Manual for the Agenda Management Services as an immediate change is in the best interest of the Town.

Recommendation: Staff recommends approval of Resolution 2023-07 waiving the Town's Purchasing Manual and authorizing the Town Manager to negotiate and execute an agreement for Agenda Management Services with CivicPlus, subject to Town Attorney review and approval for form and legal sufficiency.

Attachments:

EX.1 – Resolution 2023-07 Approving CivicPlus SOW

EX.2 – Ex A to Exhibit 1 CivicPlus Statement of Work

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A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, WAIVING THE TOWN'S PURCHASING MANUAL; AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH CIVICPLUS, LLC FOR AGENDA MANAGEMENT SERVICES; PROVIDING FOR IMPLEMENTATION AND FOR AN EFFECTIVE DATE.

WHEREAS, on July 2, 2018, the Town of Lauderdale-By-The-Sea (the “Town”) issued Request for Proposals No. 18-07-01 (the “RFP”) for Video Streaming and/or Agenda Management Services including agenda management, minutes management, hosting and support services (the “Agenda Management Services”); and

WHEREAS, on January 22, 2019, the Town Commission approved the award of the RFP to Granicus, LLC (“Granicus”) and authorized the Town Manager to enter into a professional services agreement with Granicus for the Agenda Management Services; and

WHEREAS, due to repeated issues with agenda publication over several months leading the Town staff to have to perform a portion of the Agenda Management Services themselves, the Town desires to terminate its agreement with Granicus and enter into an agreement with CivicPlus, LLC (“CivicPlus”) for the Agenda Management Services; and

WHEREAS, the Town previously entered into an agreement with CivicPlus for website hosting services; and

WHEREAS, CivicPlus acquired Municipal Code Corporation, the Town's longtime provider of ordinance codification services; and

WHEREAS, using CivicPlus for Agenda Management Services will allow the Town to consolidate all of these related services (website hosting and maintenance, ordinance codification

and hosting, and the Agenda Management Services) with one provider who has successfully performed for the Town, minimizing the chances of gaps in service between unrelated providers of related services, minimizing conflicts in technology, and enhancing the support available to the Town; and

WHEREAS, CivicPlus has submitted a Statement of Work (“SOW”) for the Agenda Management Services in an amount of \$13,857.00 for the first year, and an annual recurring charge in the amount of \$9,415.35, subject to a 5% annual increase for each renewal term thereafter, and live streaming machine based closed captioning services at a rate of \$0.75 per minute, attached hereto as **Exhibit “A”**, which exceeds the Town Manager’s purchasing authority; and

WHEREAS, pursuant to Section IV(L) of the Town’s Purchasing Manual, the Town Commission has deemed it to be in the best interest of the Town to waive the Town’s Purchasing Manual for the Agenda Management Services, and authorize the Town Manager to negotiate and execute an agreement for Agenda Management Services with CivicPlus, subject to Town Attorney review and approval for form and legal sufficiency.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:

SECTION 1. Recitals. Each “WHEREAS” clause set forth is true and correct and herein incorporated by this reference.

SECTION 2. Approval of CivicPlus LLC for Agenda Management Services and Authorization to Negotiate and Execute an Agreement. The Town Commission hereby approves the selection of CivicPlus, LLC for Agenda Management Services, and authorizes the Town Manager to negotiate and execute an agreement for the scope of services in the Statement

of Work attached hereto as **Exhibit “A”**, to be approved to form and legal sufficiency by the Town Attorney. If deemed beneficial and appropriate by the Town Manager and Town Attorney, the Town Manager may also negotiate to integrate all of the services being provided by CivicPlus into one new or amended agreement with uniform terms and conditions.

SECTION 3. Waiver of Purchasing Manual. The Town Commission hereby waives the Town’s Purchasing Manual for the Agenda Management Services as being in the best interests of the Town.

SECTION 4. Authorization to Implement. The appropriate Town officials are authorized to execute all necessary documents and to take any necessary action to effectuate the intent of this Resolution.

SECTION 5. Effective Date. This Resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED this 2nd day of February, 2023.

Mayor Chris Vincent

Attest:

Katrina Adler, Town Clerk
(CORPORATE SEAL)

APPROVED AS TO FORM:

81 Susan L. Trevarthen, Town Attorney

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-36004-1

Date:

1/4/2023 1:39 PM

Expires On:

6/30/2023

Client:

LAUDERDALE-BY-THE-SEA, FLORIDA

Bill To:

LAUDERDALE-BY-THE-SEA, FLORIDA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Darren Cornejo	x	darren.cornejo@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable
1.00	CivicClerk Media Implementation	CivicClerk Media Implementation Fee	One-time
1.00	CivicClerk Media Annual Fee	Unlimited storage, unlimited users, up to 3 concurrent streams	Renewable
1.00	CivicClerk Premium Implementation Package	Premium Implementation Package – Up to 3 Boards	
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time
1.00	Live Streaming Video CC - Machine Transcription Annual	Live Streaming Video Closed Captioning – Machine Transcription. Invoiced monthly based on use; priced per minute.	Renewable
Total Investment - Year 1		USD 13,857.00	
Annual Recurring Services - Year 2		USD 9,415.35	

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicClerk Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment - Year 1 will be invoiced at signing of this SOW. Client will pay all invoices within 30 days of the date of invoice.
4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service.
5. Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.
6. The scope of the initial implementation services to be delivered by CivicPlus are as listed above. Client is responsible for providing all information required for the configuration of the services in accordance with the scope and project timeline.
7. Upon Go-Live, any unused implementation services (ie: board configuration) will expire. Any configuration of additional boards by CivicPlus after Go-Live may incur additional one-time charges based on the scope of the desired configuration, design, and training services.
8. Completion of implementation services will be determined by Go Live status. The parties agree to cooperate in a timely manner to complete all implementation tasks and deliverables in order to obtain Go-Live status of the services. CivicPlus will make reasonable efforts to confirm Go Live status with the Client, but reserves the right to deem Client's use of the services in the intended course of business as Go Live. "Go-Live" is defined as the Client's use of the services implemented by CivicPlus under this SOW for the intended purpose and with the intended audience.

Signature Page to follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization

URL

Street Address

Address 2

City

State

Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for
ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

State

Postal Code

Tax ID #

Sales Tax Exempt #

Billing Terms

Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [] or N []

Please list all external sources:

Contract Contact

Email

Phone

Ext.

Fax

Project Contact

Email

Phone

Ext.

Fax



Attachment 1 – Closed Captioning Services for CP Media

Close Captioning Services and Associated Fees	
Category of Services	Per Minute Rate of Services
On-Demand Transcriptionist Based Closed Captioning	\$2.35
On-Demand Machine Based Closed Captioning	\$0.45
Live Streaming Machine Based Closed Captioning	\$0.75

Recitals:

1. Whereas, Client has entered into an agreement with CivicPlus for CP Media services and desires to use the Close Captioning Services outlined above (the “Services”) in connection with the CP Media Services, subject to the terms and conditions of this Attachment 1:

Terms and Conditions:

2. Performance and payment under this Attachment 1 shall be attached to and incorporated into the terms and conditions of that certain Statement of Work, which contains the terms of access and use of CP Media, by and between Lauderdale-By-The-Sea, FL (“Client”) and CivicPlus (“Statement of Work”).
3. This Attachment # 1 shall commence on the date of Client affixing their signature below and shall remain in effect for the entire duration of the Statement of Work term. If, at any time, either party terminates the Statement of Work, the Services shall no longer be available to Client.
4. Client is responsible for requesting and initiating the Services, including the specific Category of Services desired, as set forth above, on the Client’s production site. CivicPlus will use commercially reasonable efforts to provide the completed Work Product (as defined below) to Client within 4 business days of Client initiation, with regard to Transcriptionist Based Closed Captioning, and within 24 hours of Client initiation, with regard to Machine Based Closed Captioning. CivicPlus will use commercially reasonable efforts to provide the Services in a manner consistent with applicable industry standards.
5. By signing this Attachment 1 and initiating the Services on the production client, Client is agreeing to all associated costs for its use of the Services. The Fees for the Services used by Client shall be invoiced by CivicPlus on a monthly basis, in arrears. Such invoice to include: the Category of the Services used; the duration, in minutes (rounded to the nearest minute), each category of Services was used in the prior month; and the total amount owed to CivicPlus by Client for the Services used in the month prior.
6. Client shall pay all undisputed invoices within 30 days of receipt. Unless prohibited by law, Client will pay a finance charge, at a rate equal to the lesser of 1.5% per month (or part thereof) or the maximum legal rate permitted, on the amount shown on any invoice that is paid later than thirty (30) days after the date of the invoice. If, at any time, Client’s account is past due, CivicPlus may refuse to provide the Services until Client’s account is brought up to date and all unpaid amounts owed are paid.
7. Upon full and total payment, Client shall own the certain transcription and captioning work product produced by the Services (the “Work Product”). Client understands and agrees that the audio characteristics may increase transcription pricing, the Rates for the Services provided above assumes the audio is reasonably clear and good, good audio is any media that is clearly recorded in a controlled environment with one person talking at a time with minimal background noise and no media defects. The format must be recorded in the specific formats required and communicated to Client by CivicPlus. CivicPlus does endeavor to provide accurate Work Product; however, Client should be aware that any audio that does not meet the criteria above may impact the quality of the Work Product and cause it to drop in accuracy. Accuracy is defined as: (i) words are spelled correctly; (ii) phrases and sentences make sense in a standalone document; and (iii) text is near exact replication of spoken words. The Work Product will not include unintended speech such as “ums” and “uhs”, stuttered speech, or difficult proper nouns.
8. The Services and Work Product are provided on an “as is” basis, and Client’s use of the Services is at its own risk. CivicPlus does not warrant that the Services or the Work Product will be uninterrupted or error-free or unaffected by force majeure events.
9. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.



Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Attachment.

Client

By: _____

Name: _____

Title: _____

Date: _____

CivicPlus

By: _____

Name: _____

Title: _____

Date: _____



Town Commission Agenda Item Report

Meeting Date: February 2, 2023

Submitted by: Linda Connors, Town Manager

Submitting Department: Administration

Item Type: Resolution

Agenda Section: RESOLUTIONS

Subject Title: Resolution 2023-08: A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING THE FIFTY PERCENT (50%) DESIGN PLANS FOR THE DOWNTOWN ENHANCEMENTS PROJECT; AUTHORIZING THE TOWN MANAGER TO ISSUE A REQUEST FOR PROPOSALS FOR THE PROJECT PROVIDING FOR IMPLEMENTATION; AND FOR AN EFFECTIVE DATE

Explanation: In 2013, the Downtown area was redeveloped to increase the size of the sidewalks, add public plazas, and make the area more pedestrian friendly. Angled parking spaces were removed and replaced with parallel parking spaces. At the time, the businesses and general community were concerned about the reduction of parking spaces and whether the removal of the spaces would make the downtown less viable. Of course, we now know that this concern was unfounded and the Town's downtown area was transformed from a sleepy area filled with vacant storefronts to a vibrant area bustling with pedestrians who have a choice to dine from a variety of restaurants with sidewalk cafés.

In 2020, the world was faced with addressing the Covid-19 Pandemic. In an effort to prevent the spread of the virus, Broward County initially required restaurants to close on premise dining and eventually, allowed on premise dining but at a reduced indoor capacity. At that time, the Commission directed staff to block off selected parking spaces on A1A, Commercial Boulevard, and El Mar Drive and to allow restaurants to utilize this space for additional outdoor dining so that restaurants could meet the social distancing mandates and help prevent them from closing. As the pandemic continued, outdoor dining became (and remains) extremely popular, and the use of the parking spaces for additional outdoor sidewalk space has continued.

With the increased popularity of outdoor dining, the Commission asked staff to explore what options are available to make the parking space reduction permanent. Steven Fett, one of the landscape architects of the original Downtown project, was hired to produce conceptual renderings of possible options for the downtown area. These were presented at the October 4, 2021, Commission Meeting. Feedback was provided by both the Commission and public. A second meeting was held on October 27, 2021, with the public meeting in small groups to review full scale plans and develop detailed recommendations reflecting the consensus at each table, each of which was then discussed in the larger group. These concepts ranged from temporary to permanent solutions with different features, including seating, lighting and landscaping.

The Commission agreed to move forward with a design for the permanent reconfiguration of downtown and Architectural Alliance Landscape (“AAL”) selected as they were the most qualified due to their participation in the redevelopment of Downtown in 2014 and their overall professional experience.

At the January 25, 2022 meeting, the Commission considered four options, and ultimately chose the option which removed all parking spaces on Commercial Boulevard and Ocean Drive, and maintained the curbside spaces on El Mar Drive for ADA parking/potential delivery pick up/rideshare drop off. It is important to recall that these public handicapped parking spaces must remain because they provide compliance with ADA requirements for our downtown buildings. Without these public ADA spaces, each business would have to include at least one ADA parking space on their property which is not feasible.

At the June 14, 2022 meeting, Architectural Alliance presented its concept design. The Town Commission asked for the design to incorporate the following:

- Newly defined areas for dining and pedestrian traffic, which would relocate the majority of the pedestrian traffic to the former parking spaces along the newly created widened walkways on Commercial Blvd. and A1A.
- Continue to allow for pedestrian traffic to interact/access the businesses via pathways between the spaces. This would allow for pedestrian traffic to ingress/egress the businesses, while still allowing room amongst the tables for pedestrian traffic to circulate.
- Improve lighting/landscaping to highlight the pedestrian spaces as a destination.
- Include safety improvements such as lighted, traffic-rated bollards to protect pedestrian traffic.
- Shrink the lanes in order to help slow traffic down as well as provide additional space to the widened pedestrian walkway.

At the July 26, 2022 Commission Meeting, the Commission voted to approve Resolution 2022-32, a work authorization with Architectural Alliance Landscape for construction design services for the redevelopment of the Downtown area. After approval to move forward, Architectural Alliance has been refining the previous design concepts and they are presented for your review this evening.

The design highlights are as follows:

- Provide a wider area for pedestrian activity by removing the parallel parking spaces and reducing the width of the Commercial Boulevard travel lanes from 11’ to 10’. This lane width matches the travel lanes west of Ocean Drive.
- Create newly defined areas for dining and pedestrian traffic which would relocate the majority of the pedestrian traffic to the former parking spaces along the newly created widened walkway on Commercial Boulevard and Ocean Drive. These areas would feature two different-colored pavers which are better suited for the intended commercial use of the area.
- Allow for pedestrian traffic to interact/access the businesses via pathways between the dining areas. This would allow for pedestrian traffic to ingress/egress the businesses while still allowing room amongst the tables for pedestrian traffic to circulate. This would be done via pathways located at either side of Commercial Boulevard and Ocean Drive, as well as 6 midblock access points.

- Enhance lighting for better overall visibility. The recommendation is to use combination fixtures where feasible, to allow the light sources to switch from normal led lighting to amber lighting during Turtle season and, where appropriately shielded, retain the use of normal LED lighting.
- Upgrade landscape materials to include new plants, more permanent decorative tree pit material, and add architectural detail to define the planting beds as well as create a sense of place and create a transition from the pedestrian path to the dining enclaves.
- Enhance safety by including lighted crash-rated bollards to protect pedestrians as well shrinking the lanes on Commercial Boulevard to slow traffic resulting in a larger space for pedestrians to circulate.
- Relocate existing trees within Dunes Plaza and replace them with palm trees to further highlight our Ocean Plaza entrance as a gateway to the beach.
- Shrink planting beds on El Mar Drive to enhance flow of pedestrian traffic.
- Relocate ADA parking to El Mar Drive and also provide a location for rideshare pick up/drop offs on El Mar.

One of the inquiries at the July meeting was to consider the impact on the square footage of outdoor dining area for businesses before and after the proposed renovation. Below is a chart detailing the modifications to outdoor dining square footage based on the numbers prior to the COVID reconfiguration, and the configuration based on the conceptual redesign.

Business Name	Aproximate Square Footage Gained with New Layout
101 Ocean	170
Boston Beef	240
Even Keel	1,360
Harat's By The Sea	65
Kilwin's	330
Pizza on the Beach	310
Playa Bowls	280
Sloan's Ice Cream	250
Tacocraft	1,150
Vinnie's	510

It is equally important to note the increased area for pedestrians provided in this design. Currently, the Town reserves an 8' wide pathway for pedestrian movement. This area is often encroached by the sidewalk cafés and it requires constant monitoring to maintain the clear pedestrian path. This area is approximately 2,950 square feet when appropriately allocated. The new plan reduces the interaction between sidewalk café customers and pedestrians, while still allowing seamless movement between the two uses. The new area that is strictly reserved for the pedestrian is 4,050 square feet.

The total estimated cost for the project is \$1.35 million. This includes design, engineering, construction and materials. As requested by the Commission, a menu of items with their cost has been presented for your consideration. Staff is seeking direction on which items should be included within the redesign.

In the table below lists the “hard costs” for the project, meaning items that will need to be replaced or added as a minimum if the area is to be reconfigured and the pavers are to be replaced.

Item	Item Description	Cost per item	Quantity	Total Cost
Dining Area Pavers	Gray Colored	\$ 5.50	6,800	\$ 37,400.00
Pedestrian Pavers	Beige Colored	\$ 5.50	19,200	\$ 105,600.00
Concrete Work*	Curb work/Misc.	-	-	\$ 125,000.00
Landscape Installation	Trees/Shrubs/Irrigation	-	-	\$ 164,000.00
Tree Pit Material	Adapave	\$ 55.00	300	\$ 16,500.00
Electrical**	Lighting/Outlets	\$ 155,640.00	-	\$ 155,640.00
Hardscape Installation	Paver Installation	\$ 2.00	26,000	\$ 52,000.00
Thermal Striping	Crosswalk/Roadway			\$ 2,500.00
Additional Labor Costs	Misc	Demo	-	\$ 40,000.00
ESTIMATED TOTAL:				\$ 698,640.00

*Number is an estimate only

** Number subject to change due to ultimate lighting configuration

Optional Items:

Below is a menu of add on items which the Commission requested to review the various upgrades within the project.

Item	Item Description	Cost per item	Quantity on Plan	Total Cost
Street Lights	Single Head Combo	\$ 7,500.00	14	\$ 105,000.00
Street Lights	Dual Head White	\$ 9,500.00	6	\$ 57,000.00
Bollards	Lit/Traffic Rated	\$ 7,400.00	28	\$ 207,200.00
Bollards	Unlit/Traffic Rated	\$ 5,000.00	-	-
Architectural Feature	Landscape Border	\$ 125.00	613	\$ 76,625.00
Architectural Lighting	Landscape Lighting	\$ 65.00	600	\$ 39,000.00
Walkway Lighting	In ground lights	\$ 1,950.00	18	\$ 35,100.00
Directional Signs	Wayfinding	\$ 6,000.00	2	\$ 12,000.00
Business Signs	Wayfinding	\$ 1,000.00	12	\$ 12,000.00
Freestanding Planters		\$ 800.00	4	\$ 3,200.00
ESTIMATED TOTAL:				\$ 547,125.00

Staff Recommendations for Optional Items:

Staff believes there are costs savings available should the Commission wish further value engineering of the project.

Street Lights- Originally all heads were set as combo heads which allow for the lights to be switched from amber/white depending on turtle season requirements. We were able to keep 6 lights as one color due to their location at a cost savings of \$24,000.00. These savings are already included in the estimate.

Bollards- The proposed plan has 28 bollards based on the previous conversation of the Commission. Staff recommends that we reconsider the number of bollards to limit the bollards to the corners, where the probability of interaction between the car and pedestrian is highest. In addition, by narrowing the street width, the traffic is slowed which lessens the speeding that was a concern of the Commission was to both sides of the pedestrian pathway. This lowers the total number of bollards by 8. The cost savings for this is \$59,200. Should the Commission want to consider further savings, staff has presented the cost of an unlit traffic rated bollard. Selecting the unlighted bollard would provide a total savings of \$107,000.

Walkway Lighting - Given the addition of the several lighted bollards we feel this additional lighting is not necessary. The cost savings is \$35,000. Staff would recommend adding the lighting if the unlit bollard was selected.

Signage and Planters – Signage is an important aspect of the project, especially for retail businesses that do not have sidewalk cafes. Staff recommends no changes to these budget items.

The recommended changes reduce the costs of the project by \$94,300 for a total of \$425,625 in optional items.

Item	Item Description	Cost per item	Quantity	Total Cost
Street Lights	Single Head Combo	\$ 7,500.00	14	\$ 105,000.00
Street Lights	Dual Head White	\$ 9,500.00	6	\$ 57,000.00
Bollards	Lit/Traffic Rated	\$ 7,400.00	20	\$ 148,000.00
Bollards	Unlit/Traffic Rated	\$ 5,000.00	-	-
Architectural Feature	Landscape Border	\$ 125.00	613	\$ 76,625.00
Architectural Lighting	Landscape Lighting	\$ 65.00	600	\$ 39,000.00
Walkway Lighting	In ground lights	\$ 1,950.00	-	\$ -
ESTIMATED TOTAL:				\$ 425,625.00

Funding Sources:

The Town received \$3.34 million from the Federal Government to spend on projects related to COVID. Qualifying projects are limited in scope and must be spent within a short time frame. The Commission allocated \$1.2 million of the ARPA funding toward the Codrington Drive drainage project and \$1.2 million allocated for the downtown. As you know, construction costs have been increasing at an alarming rate and the proposed budget for the project is now \$1.245 million including the full menu of options or \$1.124 million using the pared down option. Staff is recommending an additional 10% be reserved for engineering and an additional 10% for contingency for a total of \$1.35 million.

Portions of the proposed project can utilize funds reserved for El Mar Drive improvements. Therefore, the proposed recommended estimated budget is:

\$1,250,000	ARPA Funds
\$ 100,000	Pier Point settlement funds

A final construction cost will be presented to the Commission once construction documents are completed and cost estimates based on these plans are received.

Recommendation: Staff recommends approval of Resolution 2023-08 which

1. Approves the 50% design plans with the optional items as listed below:

Item	Item Description	Cost per item	Quantity	Total Cost
Street Lights	Single Head Combo	\$ 7,500.00	14	\$ 105,000
Street Lights	Dual Head White	\$ 9,500.00	6	\$ 57,000
Bollards	Lit/Traffic Rated	\$ 7,400.00	20	\$ 148,000
Bollards	Unlit/Traffic Rated	\$ 5,000.00	-	-
Architectural Feature	Landscape Border	\$ 125.00	613	\$ 76,625
Architectural Lighting	Landscape Lighting	\$ 65.00	600	\$ 39,000
Walkway Lighting	In ground lights	\$ 1,950.00	0	-
ESTIMATED TOTAL:				\$ 425,625

2. Approves the proposed materials (so that we can order in advance as to not experience supply delays), and
3. Authorizes staff to move forward with the RFP process to select a contractor.

Attachments:

EX.1 – Resolution 2023-08
EX.2 – Illustrative Site Plan
EX.3 – Streetscape Section
EX.4 – Streetscape Commercial
EX.5 – Architectural Feature

Reviewed by Town Attorney:

☒	Yes	☐	No
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A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING THE FIFTY PERCENT (50%) DESIGN PLANS FOR THE DOWNTOWN ENHANCEMENTS PROJECT; AUTHORIZING THE TOWN MANAGER TO ISSUE A REQUEST FOR PROPOSALS FOR THE PROJECT PROVIDING FOR IMPLEMENTATION; AND FOR AN EFFECTIVE DATE.

WHEREAS, on January 25, 2022, the Town Commission voted to remove the parallel parking spaces along Commercial Boulevard east of North Ocean Drive and back out parking spaces on A1A north of Commercial Boulevard, and redevelop them into sidewalk and landscape areas (the “Project”); and

WHEREAS, pursuant to the CCNA, the Town considered three firms from the Town's pool of continuing contracts for the provision of the design services (the “Services”) for the Project; and

1

1 **WHEREAS**, on July 26, 2022, the Town Commission adopted Resolution 2022-32,
2 selecting AAL and approving a work authorization for construction design services for the Project;
3 and

4 **WHEREAS**, AAL has completed the fifty percent (50%) design plans with the optional
5 items and proposed materials listed in Exhibit “A” attached hereto; and

6 **WHEREAS**, staff recommends that the Town Commission approve the fifty percent
7 (50%) design plans with the optional items and proposed materials listed in Exhibit “A” attached
8 hereto, and authorize the Town Manager to issue a Request for Proposals (“RFP”) to select a
9 contractor for the Project; and

10 **WHEREAS**, the Town Commission deems it to be in the best interest of the Town and its
11 residents to approve the fifty percent (50%) design plans for the Project with the optional items
12 and proposed materials listed in Exhibit “A” attached hereto, and authorize the Town Manager to
13 issue an RFP to select a contractor for the Project.

14 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE**
15 **TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, THAT:**

16 **SECTION 1. Recitals.** The foregoing “Whereas” clauses are hereby ratified and
17 confirmed as being true and correct and incorporated herein by this reference.

18 **SECTION 2. Fifty Percent (50%) Design Plans Approved.** The Town Commission
19 hereby approves the fifty percent (50%) design plans for the Project with the optional items and
20 proposed materials listed in Exhibit “A” attached hereto.

21 **SECTION 3. Authorization to Issue RFP.** The Town Commission hereby authorizes
22 the Town Manager to issue an RFP to select a contractor for the Project.

23 **SECTION 4. Authorization to Implement.** The appropriate Town officials are
24 authorized to execute all necessary documents and to take any necessary action to effectuate the
25 intent of this Resolution.
26

1 **SECTION 5. Effective Date.** This Resolution shall become effective immediately upon
2 passage and adoption.

PASSED AND ADOPTED on this 2nd day of February, 2023.

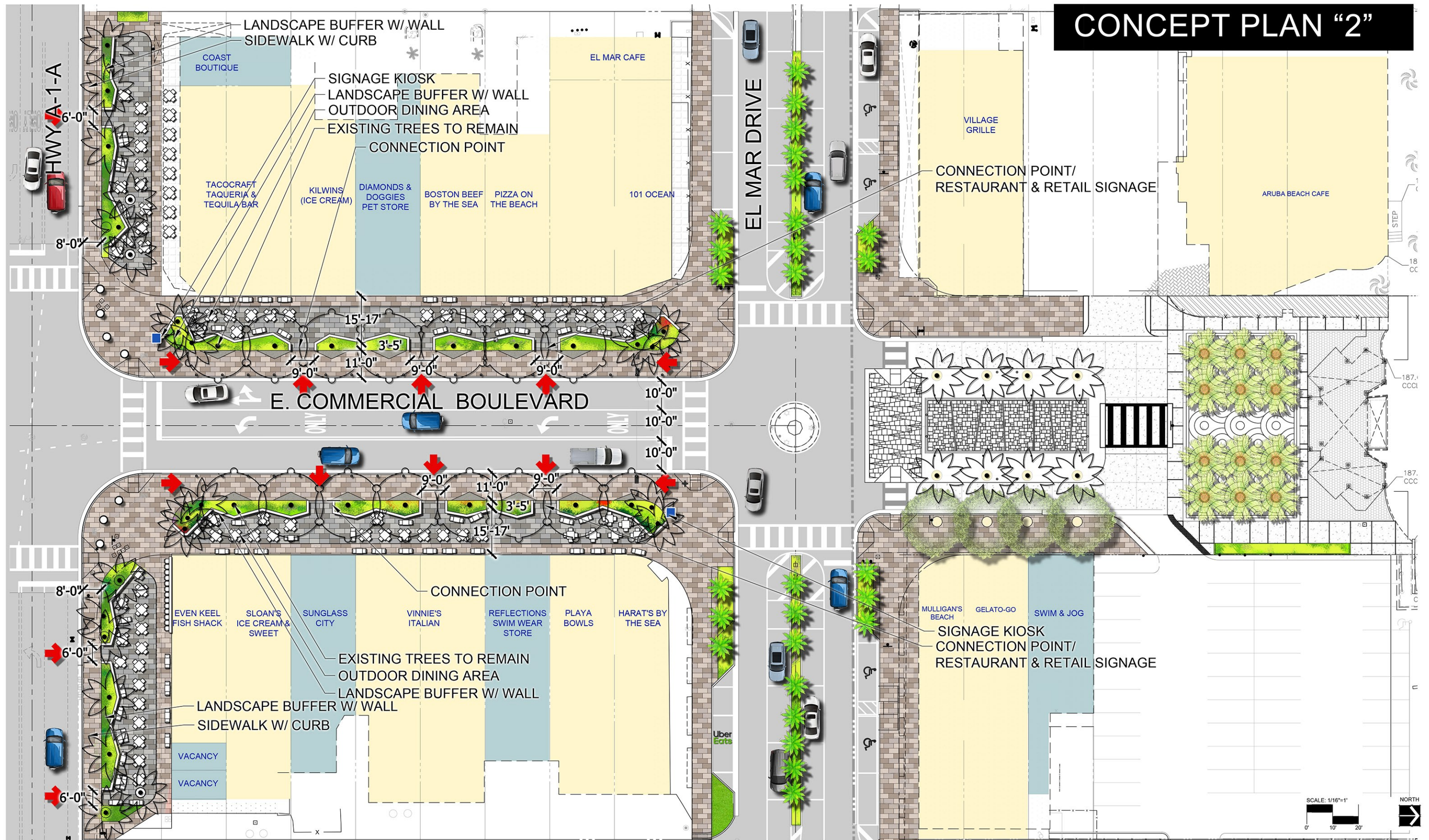
MAYOR CHRIS VINCENT

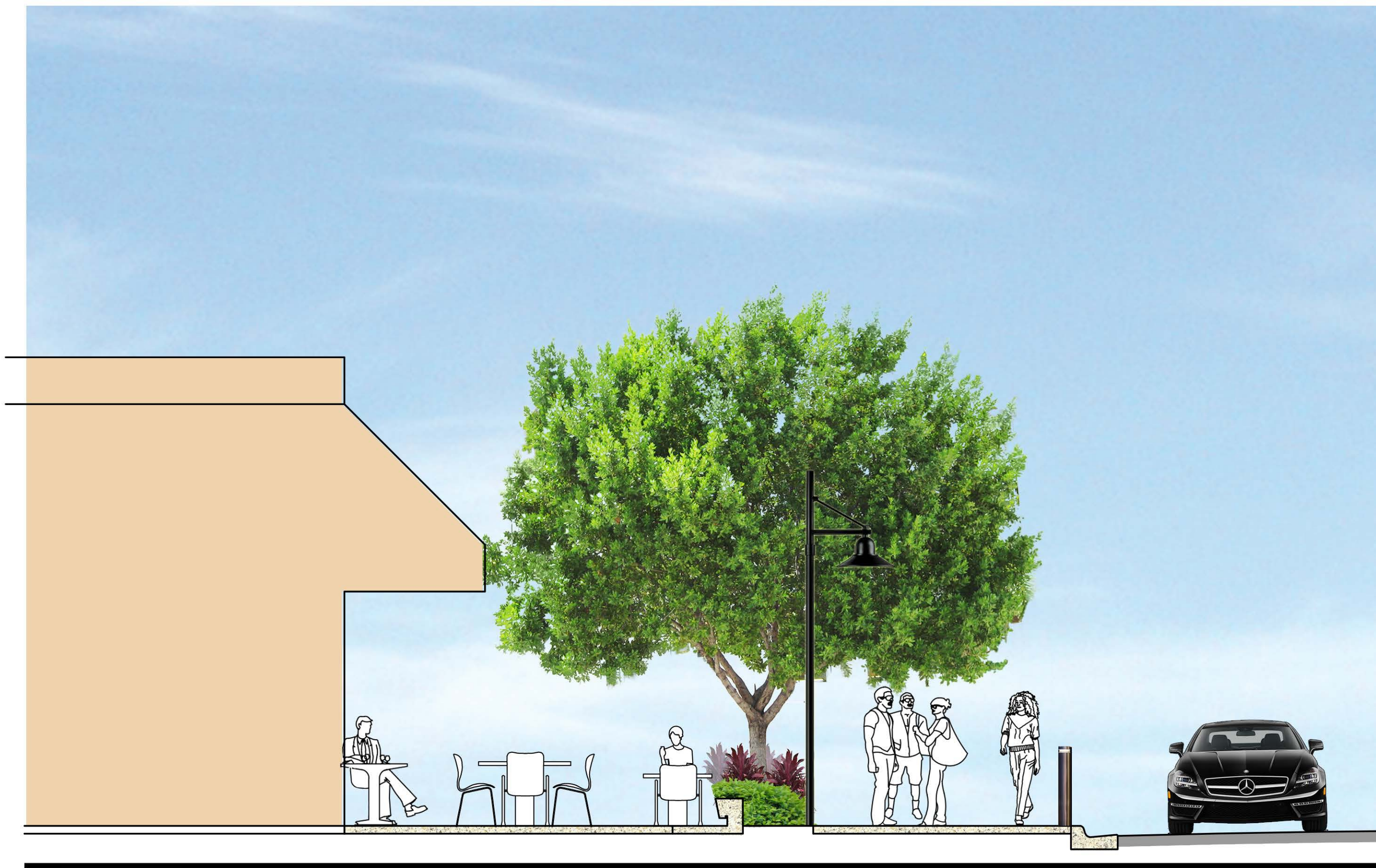
Attest:

Town Clerk

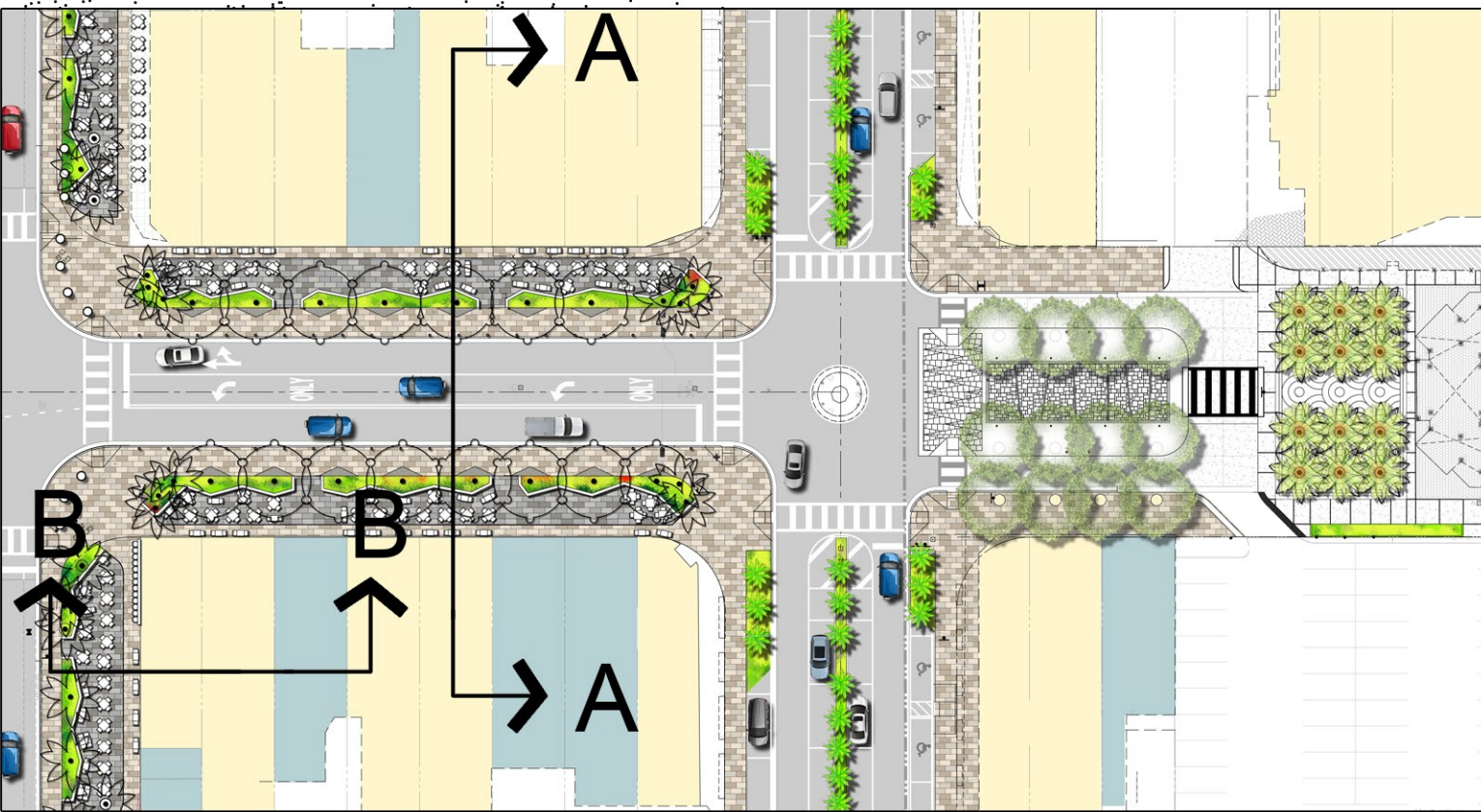
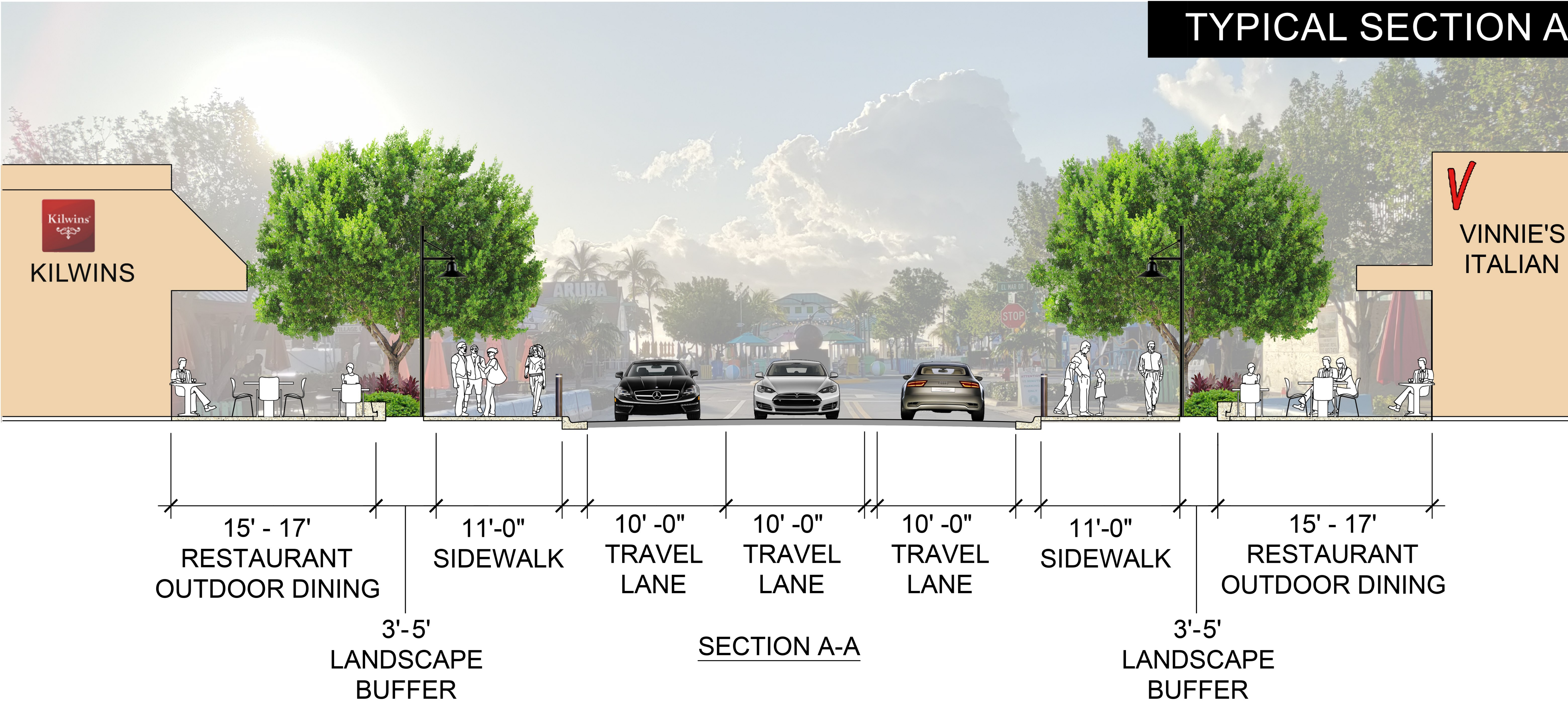
APPROVED AS TO FORM:

Susan L. Trevarthen, Town Attorney





TYPICAL SECTION A-A



STREETSCAPE BEAUTIFICATION DOWNTOWN EAST OF OCEAN DRIVE LAUDERDALE BY THE SEA, FLORIDA

2" OVERHANG

14"

10"

14"

4"

4"

8"

OPTION 2 (SELECTED)

- 0.25" Radius
- Top Width: 14"
- Height: 14"
- Overhang: 2"

2R