



**TOWN OF LAUDERDALE-BY-THE-SEA
TOWN COMMISSION
WORKSHOP MINUTES
Jarvis Hall
4505 Ocean Drive
Tuesday, April 9, 2024
5:30 PM**

1. CALL TO ORDER, MAYOR EDMUND MALKOON

Mayor Edmund Malkoon called the meeting to order at 5:30 p.m. Also present were Commissioner Richard DeNapoli, Commissioner John Graziano, Commissioner Theo Pouloupoulos, Commissioner Randy Strauss, Town Manager Linda Connors, Town Attorney Susan Trevarthen, Deputy Town Manager/Public Works Director Ken Rubach, Assistant to the Town Manager Courtney Easley, Development Services Director Jhanelle Campbell, Director of Budget and Finance Lucila Lang, Assistant Finance Director Edner Saint-Jean, Events and Marketing Manager Katie Anderson, and Town Clerk Katrina Adler.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. DISCUSSION ITEM

a. Discussion of Meeting Procedures

Mayor Malkoon explained that the purpose of today's workshop is to review the Town's meeting agendas, as well as to see presentations from Town Staff on current and planned projects.

Commissioner DeNapoli asked if there was any interest in amending the Commission's meeting time. There was consensus to make no amendment.

Town Manager Linda Connors advised that in the past, when a workshop was not scheduled on the same date as a regular meeting, the Commission had to determine a date which worked for everyone, which could be difficult. For this reason, workshops have been held prior to regular meetings over the past two years whenever possible. This can be changed if it is the Commission's desire.

Town Attorney Susan Trevarthen observed that it may be best to continue having workshops immediately prior to regular meetings, as adopting a change would commit the Commission to another time.

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Commissioner Strauss commented that workshops are often scheduled to address specific issues that affect the entire community. He felt this can, at times, require special meetings on different nights from the regular meeting. Not changing the current policy would give the Commission the option of continuing their current practice.

There was consensus from the Commissioners to make no changes to workshop policy at this time.

Commissioner DeNapoli noted that there is no set number of members for the Audit Committee, although there have historically been three members and an odd number of members are recommended. Commissioner Graziano suggested the number of members be increased to five due to the importance of that Committee.

Director of Budget and Finance Lucila Lang recalled that there were three members of the Audit Committee when she began working for the Town. In 2023, the Town did not have an Audit Committee, as there were no individuals who volunteered to serve on that advisory body. She concluded that while five members would be a good size for the Committee, it is very difficult to find this many applicants.

Town Attorney Trevarthen stated that there are no limits on the membership of the Audit Committee; its membership is under the Commission's discretion pursuant to language in the Town Charter. Town Manager Connors pointed out that if five members are seated and the requirements are not changed, the Town could revert back to three members next year.

Mayor Malkoon asked if it is more productive to have larger membership. Director of Budget and Finance Lang replied that in the past, the Audit Committee has assisted the Town with the selection of a new auditing firm and has reviewed the draft audit with Town Staff and that firm.

Commissioner Graziano asked if applicants who have applied for seats on other advisory bodies have indicated a willingness to serve on the Audit Committee if they are not selected for their first choice. It was clarified that most of the applicants have already applied for seats on other advisory entities.

Town Attorney Trevarthen noted that this is an Item on the Town's regular meeting Agenda, and recommended that decisions on membership not be discussed at tonight's workshop. She also stated that the selection of an auditor requires a distinct process

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pursuant to Statutes. In the past, a municipal elected official has been added to the Audit Committee, also as required by Statute, for service on a special Auditor Selection Committee. Once an auditor is selected, the special Committee is then disbanded.

Mayor Malkoon asked if meeting agendas should continue to include a progress report by the Town Manager. Town Manager Connors explained that when a previous Town Manager had reports which were tied to certain Action Plans, such as the Capital Improvement Plan, this was included on the Agenda; however, the existing Action Plan is outdated and has not been followed for a number of years. It was developed from the Town's strategic planning process. She concluded that her report incorporates what is being done in the Town and an additional separate report did not seem necessary.

Town Attorney Trevarthen advised that current language states the Town Manager "may make progress reports" rather than "shall make."

Commissioner Graziano recalled that at a recent meeting, there had been Commission discussion of bringing back the Action Plan. He felt there had been an indication that the Action Plan was a good idea which needed more discussion and contribution, as it itemized the Commission's aspirations.

Commissioner Pouloupoulos stated that the agreement the Commission had reached at that time had been that most of the items that would have been included in the Action Plan were also likely to be included in the budget and would be discussed as part of that process.

Town Manager Connors pointed out that the Town's current budget includes the development of a Strategic Plan. The Action Plan which was previously used had been updated from a Strategic Plan created under the purview of a previous Town Manager, now significantly outdated. She suggested that once the Strategic Plan is developed, each item in that Plan could be itemized. Regular updates could be included as part of the Town Manager Report.

Commissioner Pouloupoulos recommended that there be some type of rubric by which the Commission can measure the progress of a Strategic Plan or an Action Plan. Either document could be reviewed at the end of the year and it would be determined whether or not the Commission has met its goals and how to proceed toward any goals that have not been achieved.

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Town Attorney Trevarthen recalled that the previous Strategic Plan not only showed progress toward specific objectives but also included specific requests by Commissioners or projects that were not in the Plan itself.

Commissioner Graziano returned to the discussion of the Audit Committee's membership, clarifying that his intent had been to include up to five members. Mayor Malkoon noted that there is an upcoming Agenda Item that addresses this issue, including how committee appointments are selected.

Town Attorney Trevarthen advised that there will be a Resolution on the regular meeting Agenda which allows the Commissioners to appoint members to the Audit Committee. She confirmed that there is no source which specifies that there would only be three members.

Commissioner DeNapoli observed that there is also no number of members which has historically been associated with the Town's Charter Review Board. Town Attorney Trevarthen explained that the Commission will create this Committee, including the makeup of its membership and the nature of the Committee's activities. They will also have an opportunity to name specific issues they would like that Committee to consider.

Commissioner DeNapoli asked if it might be possible for the Commission to make board or committee appointments in a more collaborative fashion, which would allow them to discuss recommendations for membership and arrive at a consensus. Mayor Malkoon recommended addressing this procedure further at the regular meeting, on which it is an Agenda Item.

Town Manager Connors asked if a new Resolution must be adopted for meeting procedures, even if no changes are proposed to those procedures as they currently exist. Town Attorney Trevarthen replied that there is no need to adopt a new Resolution.

Town Attorney Trevarthen added that there is a regular Agenda Item addressing Additions, Deletions, and Deferrals of Agenda Items, which occurs near the beginning of every meeting. A Commissioner who wishes to add to or move an Item on the current Agenda may request a change.

b. Presentation from Administration Staff

Town Manager Connors stated that the Administrative budget includes special events as well as front-office Staff. The Visitors Center is also included in this budget.

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Upcoming discussions include the Strategic Plan, for which Staff will bring forward recommendations for consultants to assist them.

c. Presentation from Finance Staff

Director of Budget and Finance Lang provided an overview of the Finance team, which consists of the Director, Assistant Director, and Senior Accounting Specialist. The Director's responsibilities include:

- Fiscal oversight and activities of the Town
- Providing recommendations to the Town Manager and Town Commission when developing the annual balanced budget
- Providing direction and management of the Finance team, including budgeting, auditing, risk management, and payroll
- Working with an outside auditor when preparing financial statements for the external audit

The Assistant Finance Director's responsibilities include:

- Disbursement and posting of activity, including bank reconciliation, credit card processing, Town card usage, and other functions

The Senior Accounting Specialist's responsibilities include:

- Receipt and processing of all invoices, including routing invoices to the appropriate Departments, receiving approvals, entering them into the financial software system, and issuing payment
- Working on payroll and interacting with the Town's payroll vendor for all payroll processing
- Processing all insurance deductible information

Director of Budget and Finance Lang advised that Finance Staff has just finished its audit, which typically begins in November, with a draft of the audit to be reviewed in February. The Town's auditor will attend the regular meeting and make a presentation.

Another item is the upcoming fiscal year (FY) 2024-2025 budget. Staff will begin holding workshops with the Commission in May and will act on their direction. Final budget meetings are scheduled for September 2024.

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Mayor Malkoon asked if there are any additional financial software modules Staff is considering adding or changing. Director of Budget and Finance Lang replied that the automation of invoices is the next step to be considered.

Commissioner Pouloupoulos recalled that in 2023, the Commission had addressed the budget in a different method from previous years, and asked if they would take the same approach in 2024, which involved examining line items prior to determining a proposed millage rate. Director of Budget and Finance Lang confirmed that this was correct, providing a brief overview of the planned 2024 budget process. The first budget workshop will be held in May and will present the items required for operations. The next workshop will be held in June and will present the costs associated with specific items in which the Commission was interested.

In July, Staff will receive information from the Broward County Property Appraiser's Office on property values within the Town. This will be reviewed in conjunction with millage rate options. Based on this information, the Commission will be able to determine the millage rate.

Mayor Malkoon noted that Staff will also prepare educational videos for the public in order to provide transparency on the budget process. Town Manager Connors noted that the first of these videos is already on the Town's website. Two additional videos are forthcoming.

d. Presentation from Public Works Staff

Deputy Town Manager/Public Works Director Ken Rubach stated that the Public Works Department comprises the majority of Town Staff, with 21 full-time Staff members across three divisions:

- General Fund division: this division covers most Public Works assets
- Sanitary Sewer Fund
- Parking Fund

Both the Sanitary Sewer Fund and Parking Fund are considered enterprise funds, which pay for themselves: for example, sewer rates fund the Town's ability to maintain and clean its sewer system. In addition to the Town's full-time Parking Staff, they also have contractual vendors which provide parking enforcement. The Town also has vendors to assist Staff with larger projects, such as beach maintenance, electrical work, and other items. Use of vendors allows the Town to access more manpower, equipment, and opportunities at a lower rate.

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Public Works includes street and beach maintenance, landscaping, facility maintenance, electrical, roadways, and other tangible assets.

Deputy Town Manager/Public Works Director Rubach advised that a large part of the budgeting process for the Town's Capital Improvement Plan (CIP) involved the Bel Air seawall project, which was recently completed. Staff is currently working on plans for the Town's playground.

e. Presentation from Development Services Staff

Development Services Director Jhanelle Campbell stated that Development Services is comprised of the Building Department, Code Compliance, and Planning and Zoning. The Planning and Zoning Department also oversees business tax receipts (BTRs). There are three full-time employees in Planning and Zoning, and they also contract with Calvin Giordano, SafeBuild, and CAP Government.

Day-to-day operations in the Planning and Zoning Department deal with zoning questions, development applications, development, sign, and landscape permits, and items of a similar nature. The Building Department addresses things under the purview of Building Code, such as new construction, window and door replacement, water heaters, and other everyday items.

Code Enforcement addresses issues related to violations of Town Code.

Some of the projects which will be overseen by Development Services in FY 2023-2024 include:

- The Comprehensive Plan
- Streamlining the building permit process
- Ordinance issues brought before the Commission for consideration, including a Temporary Sign Ordinance and an Ordinance addressing how fence height is measured
- A new BTR system so owners can register online
- New sidewalk café configurations and meetings with Downtown businesses to review them
- Vacation rental map with live GIS
- Postcards to be sent to neighbors of vacation rentals when new applications are approved, so the neighbors are aware a vacation rental is on their street as well as of their options in reporting complaints

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- Review and adjustment of the Town's fee schedule

4. ADJOURNMENT

With no other business to come before the Commission at this time, the meeting was adjourned at 6:11 p.m.

Mayor Edmund Malkoon

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ATTEST:

Katrina Adler

Katrina Adler, Town Clerk

5/2/2024 | 6:15 AM PDT

Date