



**TOWN OF LAUDERDALE-BY-THE-SEA
TOWN COMMISSION
MEETING MINUTES
Jarvis Hall
4505 Ocean Drive
Tuesday, January 28, 2025
6:30 PM**

1. CALL TO ORDER, MAYOR EDMUND MALKOON

Mayor Edmund Malkoon called the meeting to order at 6:30 p.m. Also present were Vice Mayor Randy Strauss, Commissioner Richard DeNapoli, Commissioner John A. Graziano, Commissioner Theo Pouloupoulos, Town Manager Linda Connors, Deputy Town Manager/Public Works Director Ken Rubach, Public Works Supervisor Leroy Chasmer, Assistant to the Town Manager Courtney Easley, Development Services Director Jhanelle Campbell, Assistant Development Services Director/Code Terry-Ann Boyd, Director of Budget and Finance Lucila Lang, Events and Marketing Manager Katie Anderson, and Town Clerk Katrina Adler.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. INVOCATION

Pauline Brooks McGuinness gave the Invocation.

4. ADDITIONS, DELETIONS, DEFERRALS OF AGENDA ITEMS

None.

5. PRESENTATIONS

None.

6. PUBLIC COMMENTS

At this time Mayor Malkoon opened public comment, which he closed upon receiving no input.

7. PUBLIC SAFETY DISCUSSION

a. BSO December 2024 Public Safety Report

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Captain Bill Wesolowski of the Broward Sheriff's Office (BSO) reported that Deputy Manuel Alvarez Jacinto was Deputy of the Month for December 2024. He served as Officer in Charge (OIC) of an incident which involved human smuggling.

BSO participated in the Town's Christmas By The Sea event in December and used meridian barriers, which they will continue to use as a security measure in major Town events. They were also present at the Winterfest Boat Parade, the Chanukah Festival, and the recent Shred-A-Thon.

BSO's second Senior Seminar is scheduled for Wednesday, January 29, 2025 in Jarvis Hall from 12 p.m. until 3 p.m. Representatives of the Broward County Property Appraiser's Office, the Florida Department of Agriculture, and Broward County Consumer Protection will be on hand to help attendees learn about fraud prevention.

b. PBFR December 2024 Public Safety Report

Fire Marshal Ashley Zalewski, representing Pompano Beach Fire Rescue (PBFR), advised that in December 2024, PBFR crews responded to 162 calls with an average time of 6 minutes 12 seconds.

8. TOWN MANAGER REPORT

a. Town Manager Report

Town Manager Linda Connors recalled that the Town Commission had previously been asked for feedback on the Town's donation request cycle. Some requests have already been received for fiscal year (FY) 2026. Comments from the Commission led Town Staff to recommend the following amended donation process:

- The Town will include \$72,000 in the FY 2026 budget as a placeholder for charitable donations
- The donation request form will be uploaded in March and will remain up through May
- Staff will compile applications and send them to the Commissioners for consideration and discussion prior to the July 8, 2025 Commission meeting
- The tentative millage rate will be set at the July 22, 2025 meeting
- Recipients will be informed of their donations once the Town's budget has been approved

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Town Manager Connors noted that this schedule does not include a meeting at which entities requesting donations will make presentations to the Commission. Instead, the Commission will receive this information through the donation applications.

Commissioner DeNapoli stated that he was in favor of the proposed new procedure and emphasized the Commission's responsibility as stewards of taxpayer money. He recommended against the automatic 5% increase that would be included in the \$72,000 placeholder, proposing instead that the placeholder amount remain the same as the previous year.

Commissioner DeNapoli also asked if the July 8, 2025 meeting will include the Commission's regular budget discussion. Director of Budget and Finance Lucila Lang explained that there will be a special meeting on July 8, 2025 prior to the regular meeting at which the tentative millage rate will be discussed.

There was Commission consensus to proceed with this schedule without the 5% increase.

Town Manager Connors continued that there is a vacancy on the Town's Planning and Zoning Board. Staff has reached out to individuals who previously submitted applications to serve on this Board but were not appointed. She asked the Commissioners to encourage any other interested individuals to submit applications as soon as possible.

Use of the Town's tennis court is currently in its renewal phase. The Town will issue a fob rather than a key, which allows for better control and recordkeeping.

The new Sea Glass Hotel is holding an invitation-only event on Saturday, February 1, 2025, and has requested the use of 25 parking spaces in the South Ocean Lot. The going rate is \$21 per space, which would total \$525. Town Manager Connors suggested that the hotel be permitted to use these spaces at a discounted rate of \$300 in order to support the new business. The Commissioners agreed by consensus with this proposal.

b. Development Services Report

Development Services Director Jhanelle Campbell reported that from July through December 2024, there were 37 business tax receipt (BTR) applications and 30 new businesses opened, including some short-term rentals. During this time period, the Town requested an easement from Florida Power and Light (FPL) and passed several Ordinances and Resolutions.

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At present, four applications are under review by the Development Services Department, including a conditional use request, a Site Plan modification and Site Plan approval request, and a lien mitigation request. Other applications processed included right-of-way permits, sign permits, lien search requests, and others.

Assistant Development Services Director for Code Compliance Terry-Ann Boyd introduced herself to the Commission at this time. She reported that 47 new incidents were investigated in December 2024. Code Compliance completed 66 total inspections. There were 33 cases with active violations which were under the jurisdiction of the Special Magistrate, 32 cases under the jurisdiction of Code Compliance, and nine liens with active violations. A total of 83 cases had active violations. There are currently 144 vacation rental units in the Town.

Ongoing Code Compliance projects and initiatives include the continued processing of work without permit cases, as well as citations of businesses that have not yet paid their FY 2025 BTRs. They will also follow properties that are not in compliance with the requirements of Broward County's building safety inspection program.

Upcoming initiatives include review of Code Compliance software to ensure that all cases were cited correctly. Code Compliance has also noted a number of sight triangle issues, which can contribute to safety concerns. They will also review and update the Department's web page.

Code Compliance plans to award a vacation rental software contract in FY 2025. Development Services Director Campbell advised that the Department's recommendation for this award will be presented to the Commission at their next scheduled meeting.

Commissioner Graziano asked if new vacation rental software will be able to identify the number of days for which a vacation renter reserves the property, pointing out that the Town requires a seven-day minimum stay. Assistant Development Services Director Boyd confirmed that the software will be able to make this identification as well as other aspects of short-term and vacation rental Code. She anticipated that this will make Code Compliance's job much easier.

Development Services Director Campbell stated that the new software will be able to "scrub" hundreds of domestic and international websites for addresses. This is particularly important as not all owners of vacation rentals live in the United States, and the properties

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may be advertised internationally. She anticipated a significant improvement in compliance once the new software comes online.

Development Services Director Campbell continued that during the reporting period, the Building Department collected \$1,311,685.50 in building permit fees. The Department processed 731 applications. 17 of the permits applied for totaled more than \$100,000 in job value. 472 inspections were completed.

c. October 2024 Finance Report

d. November 2024 Finance Report

Director of Budget and Finance Lang advised that these first two months of FY 2025 were slow, with little Capital Improvement Program (CIP) activity aside from beach renourishment, which had a cost of \$160,000 for the year.

9. TOWN ATTORNEY REPORT

None.

10. APPROVAL OF MINUTES

a. Approval of Minutes for January 14, 2025

Commissioner DeNapoli made a motion, seconded by Commissioner Pouloupoulos, to approve. Motion carried 5-0.

11. CONSENT AGENDA

Vice Mayor Strauss made a motion, seconded by Commissioner DeNapoli, to approve both items on the Consent Agenda.

Commissioner Graziano stated that he wished to pull Item 11.a, Resolution 2025-08, for discussion.

The **motion** and **second** were **amended** to include Item 11.b only.

Motion carried 5-0.

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a. RESOLUTION 2025-08 – A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, AUTHORIZING AN AMENDMENT TO THE TOWN’S PERSONNEL POLICIES MANUAL CODIFYING ITS EXISTING TELECOMMUTING POLICY; PROVIDING FOR IMPLEMENTATION, CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE.

At this time Mayor Malkoon opened public comment, which he closed upon receiving no input.

Commissioner Graziano asked how many Town employees are eligible for telecommuting. Town Manager Connors explained that the current policy allows eight members of the Town’s executive team the opportunity to work from home one day per week. This day is consistently the same from week to week, and the employees attend any meetings. She noted that many members of Town Staff enjoy working from home and accomplish more in that setting without the daily interruptions of office space. Other Staff members have the opportunity to work from home but do not regularly take advantage of this option.

Town Manager Connors continued that the Town’s telecommuting policy is not limited to executive Staff, as an emergency such as the COVID-19 pandemic might necessitate more employees working from home. The existing policy ensures that this is a possibility.

Commissioner Graziano expressed concern that the existing policy is not currently listed in the Town’s personnel handbook. He continued that the opportunity for less productive work is dramatically increased when employees work from home, and concluded that there should be a better system than allowing eight members of senior or executive Staff to telecommute one day per week.

Town Manager Connors advised that the current written policy requires Town Manager approval of telecommuting, which means it is her responsibility to monitor the employees who take advantage of this opportunity. If she determines that they are not completing their work appropriately, she may make decisions accordingly, which would include requiring those employees to work in person rather than telecommuting. She noted that there have been no issues thus far.

Commissioner Graziano asserted that the Commission had no way of knowing whether or not there have been issues. Mayor Malkoon pointed out that this is one of the Town Manager’s responsibilities. Commissioner Graziano acknowledged that he is less familiar

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with a form of government in which the Town Manager acts on behalf of the Commission in administering policy. He added that the Town Manager's authority comes from the personnel handbook, and concluded that the Commission does not know if Staff members might have been more productive if they did not telecommute,

Mayor Malkoon requested clarification of the Town Manager's authority according to the Town's Charter. Town Attorney Susan Trevarthen explained that the Town Manager has general authority to administer the Town, with oversight, review, and control of the Town Manager by the Town Commission. She added that it was her understanding that this policy was put into place by a former Town Manager and has been in place for years. It may have been modified by the current Town Manager.

Town Attorney Trevarthen continued that when discussion emerged on the issue of telecommunication, there was agreement that it should be added to the personnel handbook. The result is proposed to the Commission through Resolution 2025-08. She concluded that under the Town's Charter, the day-to-day implementation of this policy falls within the Town Manager's discretion. The Commission is responsible for determining whether or not the Town Manager is carrying out those duties effectively.

Commissioner Graziano stated that while he was not fully in agreement with this clarification, he would abide by it.

Mayor Malkoon advised that he felt the policy was sensible in light of the possibility of emergencies such as the pandemic, natural disasters, or other types of emergencies; however, he was not in favor of telecommuting on principle. He noted, however, that the Town Manager is responsible for keeping abreast of employment changes, and may offer the option of telecommuting if she believes it makes the Town a more competitive employer. He concluded that because he opposed the principle of telecommuting, he was not in favor of memorializing it in the personnel handbook.

Commissioner DeNapoli requested additional information regarding how telecommuting is overseen. Town Manager Connors clarified that all Staff members are present on Tuesdays, which is a Staff meeting day. Each individual has a standard day on which they telecommute, and other employees are provided with this schedule. They are available by phone rather than in person if there are questions from Staff.

Town Manager Connors continued that if a consultant meeting is scheduled, employees are present for those meetings even if it is on a day when they would typically work from

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home. This also applies to project meetings. She emphasized that not all employees telecommute on the same day, and all are aware that they must be in the office if needed.

Commissioner DeNapoli commented that his only concern was to ensure that the Town offices are not empty or closed on any given day. He was not certain of whether or not the policy needed to be codified in the personnel handbook.

Town Attorney Trevarthen advised that it may be considered a best practice to include the policy in the handbook. She recalled that the policy was drafted with input from Town administration and assistance from a partner at her firm with labor experience. She felt it was more than likely standard practice to include a telecommuting policy in both public and private workplaces, as it is now a standard for competitiveness in the workplace.

Vice Mayor Strauss emphasized that working from home is not synonymous with having a day off. He added that if it is determined that productivity may be suffering, the policy would most likely stop, at least for the individual, whether or not it is codified in the personnel handbook.

Vice Mayor Strauss continued that he felt there are practical benefits of telecommuting, such as saving on transportation costs. He concluded that as long as the Town's standards remain high, he did not take exception to codifying the policy. Commissioner DeNapoli agreed with the Vice Mayor, also emphasizing the importance of monitoring productivity.

Commissioner Graziano commented that codification of the policy is important. While he was not in favor of telecommuting when the Town has a limited number of employees, he felt if the policy is codified and the Commission is supportive of it, the practice can continue.

Vice Mayor Strauss made a motion, seconded by Commissioner Pouloupoulos, to approve. Motion carried 4-1 (Mayor Malkoon dissenting).

**b. Lauderdale-By-The-Sea Woman's Club request for Jarvis Hall Use and
Parking Permit Request for FY25**

12. OLD BUSINESS

None.

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13. NEW BUSINESS

a. Special Event Application: LBTS Chamber Health Fair 02.08.25

Special Events and Marketing Manager Katie Anderson recalled that this special event was first mentioned at the previous Commission meeting during Public Comment. The Lauderdale-By-The-Sea Chamber of Commerce has submitted a special event application for their annual Health Fair, which is scheduled for Saturday, February 8, 2025 from 9 a.m. until 1 p.m. in Jarvis Hall. The event helps introduce residents to local health care services.

The event includes approximately 25 vendors across various aspects of health care and lifestyle activities and anticipates over 200 attendees throughout the day. The Applicant requests that the Town co-sponsor the event. As contribution toward this co-sponsorship, they are requesting the waiver of the \$250 late application fee, which is added when an application is submitted less than 60 days prior to the event date. The Applicant also requests the use of Jarvis Hall, for which no rental fee is typically charged to a Lauderdale-By-The-Sea organization, charity, or nonprofit entity.

The Applicant also requests assistance with event setup by providing tables, chairs, and Staff to help prepare for the event. This is consistent with previous years' events. The Town logo would be included on promotional materials, and the Town would include the event in the weekly *Town Topics* e-blast, on street marquee signs, and on flyers in Town Hall and the Visitor Center. The Applicant also requests permission to post yard signs throughout the Town during the week of the event.

The Applicant requests free parking in the front and back Town Hall parking lots during event hours, excluding any spaces reserved for Public Works or other Town Staff. This is estimated to total 44 spaces at a value of \$880.

The Application requests participation by BSO and PBFR. The Town has confirmed that BSO will participate, and the Chamber will coordinate directly with PBFR, as the Health Fair is not a required event per that contract. Staff recommends approval of the Application based on the conditions outlined in the permit, as well as approval of the requested co-sponsorship.

Commissioner Poulopoulos asked what aspects of event preparation will be handled by the Applicant. He also asked if a Fire/Rescue presence is required by the nature of the event. Special Events and Marketing Manager Anderson confirmed that there is no

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requirement for these services. The Chamber is responsible for coordinating the event's vendors as well as marketing efforts.

Commissioner Graziano requested clarification of how much the event preparation will cost the Public Works Department, including hours.

Commissioner Graziano made a motion, seconded by Vice Mayor Strauss, to approve the event, with greater notice in the future and additional clarification of costs. Motion carried 5-0.

b. Town Manager Review

Mayor Malkoon recalled that the Town Manager's contract was renewed the previous year. Annual review by the Commission is part of that contract. Each member of the Commission has met with the Town Manager and filled out an evaluation form, including comments. The purpose of this Agenda Item is to discuss the review process as well as potential action.

Town Clerk Katrina Adler reviewed the evaluations, noting that different factors were weighted differently. The overall scores provided by the Commissioners were as follows:

- Mayor Malkoon: 3.88
- Vice Mayor Strauss: 4.19
- Commissioner Pouloupoulos: 3.99
- Commissioner DeNapoli: 3.37
- Overall average: 3.86

Town Manager Connors thanked the Commission for the opportunity to continue serving as Town Manager. She characterized FY 2024 as challenging, but noted that Town Staff accomplished a great deal, including:

- Completion of Downtown renovations
- Completion of the Bel Air seawall
- Improvement of the public records request process
- Increased banking opportunities
- Improved public safety
- Events such as the Town's 75th Anniversary celebration and Taste of the Beach

She concluded that there is room for continued improvement, which she hoped to achieve next year.

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Mayor Malkoon noted that another achievement is the successful transition to the PBFR contract.

Mayor Malkoon requested Commission feedback on the review process, including whether or not they wished to retain the same process going forward. He noted that the Town Manager's contract states that if Staff receives a cost of living adjustment (COLA) increase, the Town Manager would also receive that increase. It also identifies the option of a merit increase of up to 5%. The Mayor asked if the increase would begin in January 2025, as well as whether or not there is anticipation of another merit increase.

Director of Budget and Finance Lang replied that last year's merit increases for all employees took effect on October 1, 2024. Employees are reviewed in August and September, at which time recommendations for any increases are made. A 5% increase is budgeted every year for every employee; however, because it is a merit increase, the amount is based on employee review. There was no COLA in 2024.

Commissioner DeNapoli requested more information on how Staff members are reviewed. Director of Budget and Finance Lang advised that they are reviewed using a document similar to the one used for the Town Manager. COLAs are dependent upon the market; a study conducted in 2023 resulted in a COLA increase for that year, with no increase in 2024. Merit increases can be up to 5% and are determined by the employee rating. COLA increases are applied across the board.

Town Manager Connors further clarified that the Commission may also add a COLA increase to their own salaries.

Town Manager Connors continued that Town Staff members are rated on a scale of 1 to 5. An employee receiving, for example, a score of 2.2 on their review, they would receive a 2% merit increase; if they receive a score of 5, they would receive a 5% merit increase. This has been in effect for the past two to three years.

Town Manager Connors continued that she does not fall under the same regulations as regular Town employees, as she is a contract employee. Her contract requires an annual review, followed by the opportunity to provide a salary adjustment, COLA, or other adjustment.

Commissioner Graziano noted that he had previously stated he did not want to receive a COLA increase, and asked why Commissioners had received the increase. Director of Budget and Finance Lang replied that a Resolution was passed which provided the

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Commission with a COLA increase, based on the June 2024 consumer price index (CPI). This increase may be up to 5% unless there were no increases for employees.

Commissioner Graziano recalled that he was informed Commissioners must accept the COLA, but could pay the amount of the increase back to the Town. He wished to do this as part of the budget process, but pointed out that if he paid back the COLA for the year, he would be taxed on it and would not see any tax relief from contributing it back to the Town. He concluded that he had not been aware Town employees had not received a COLA, and had believed if they did not receive this increase, neither would the Commissioners.

Commissioner DeNapoli requested additional clarification of the Resolution. Director of Budget and Finance Lang explained that the Resolution states the Commissioners will see a COLA increase based on the June CPI, while employees' COLA is determined by an ad hoc study. Merit raises are based on the scoring system previously described by Town Manager Connors.

Commissioner DeNapoli also asked what score an employee would have to receive in order to see no merit increase. Director of Budget and Finance Lang replied that the score would be 0. Commissioner DeNapoli commented that merit increases are based on a scoring system that lends itself to increases.

Town Manager Connors advised that because COLA increases are not provided on a regular basis, the Town periodically conducts Human Resources surveys to ensure that their salaries are in line with those across the region. Increases may be given to provide this consistency.

Town Attorney Trevarthen stated that Section 6.3 of the Town Manager's contract applies to the review process. It provides that the Commission may increase the Town Manager's salary, holidays, leave, or benefits. They also have the option of granting a high-performance reward to be paid in a lump sum which would not be added to the salary, but would be considered wages for purposes of retirement. The amount of pay involved shall take into account the Town's fiscal condition and ability to pay.

It was confirmed that COLA would not be part of tonight's discussion, but would apply to the Town Manager at a time when COLAs are discussed for the entire Staff.

Commissioner Pouloupoulos observed that for other Town Staff members, the scoring system provides an increase of 0% to 5% based on their score. Director of Budget and

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Finance Lang confirmed this as well, adding that because the Town Manager's average score is 3.86, the increase could be rounded up to 4. Commissioner Pouloupoulos concluded that he was in favor of applying the same merit-based system to the Town Manager that is applied to Town Staff.

Mayor Malkoon requested clarification of the most recent COLA increases. Director of Budget and Finance Lang replied that the Commission's COLA was 3.50%, which was consistent with the CPI for June 2024.

Commissioner DeNapoli asked when the COLA discussion will take place and how that timing is determined. Town Manager Connors explained that this depends upon the economy: when the Town's salary ranges had not changed in years, for example, the Town undertook a salary study. When there was no movement in inflation, however, there was no salary study. She estimated that a study is conducted every three years to inform the Town whether or not its salaries are lagging behind other municipalities' salaries. With regard to the Resolution governing the Commission's COLA increases, the COLA is tied directly to the CPI in June. The most recent COLA study occurred in 2023. The Town will review conditions in 2026 and determine whether or not a study should be included in the FY 2026 budget.

Commissioner Graziano commented that he was not in favor of rounding up increase related to the Town Manager's score from 3.86 to 4.

Commissioner Graziano made a motion, seconded by Commissioner Pouloupoulos, for a merit-based increase of 3.86%. Motion carried 5-0.

c. RESOLUTION 2025-09 – A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING A REVOCABLE LICENSE AGREEMENT WITH HAMILTON'S VALET SERVICES, INC. FOR THE USE OF THE TOWN PARKING FACILITIES LOCATED AT 4312 S. OCEAN DRIVE; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

At this time Mayor Malkoon opened public comment, which he closed upon receiving no input.

Public Works Supervisor Leroy Chasmer advised that Hamilton's Valet Services, Inc., which provides valet parking service for the Aruba Beach Café, has lost its lease and is

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seeking alternatives. At a May 2024 Commission meeting, Staff proposed leasing spaces in the South Ocean Lot from Monday through Thursday from 11 a.m. until 11 p.m. While the Commission approved that offer, Hamilton chose not to proceed, so Staff halted the request.

In December 2024, Hamilton met with Town Staff to discuss parking options, at which time Staff suggested the South Ocean Lot as well as the possible use of the Town Hall parking lot. Hamilton requested that Staff move forward with any available options. Staff drafted an agreement for Hamilton to use 20 parking spaces in the South Ocean Lot at a cost of \$21 per day per space. After further review, it was determined that the Town Hall spaces were too valuable for regular rental; however, nine spaces at the Visitor Center would be available after 5 p.m. on weekdays, Saturday afternoons, and all day on Sundays.

Staff also asks that the Commission make the spaces available to Hamilton at a reduced cost, with the ability to reduce the number of spaces if necessary.

Town Manager Connors clarified that the agreement before the Commission is for the South Ocean Lot only, as that was the lot discussed in May 2024. Staff also looked into other opportunities, and if the Commission and Hamilton are agreeable to the inclusion of Visitor Center spaces, Staff may include those administratively with Commission direction.

Town Manager Connors added that a scrivener's error required correction on this Item: the time frame referred to in the agreement should be from 11 a.m. until 11 p.m., as included in the license agreement.

Commissioner DeNapoli made a motion, seconded by Commissioner Graziano, to approve, with the changes to the hours as well as administrative approval of Visitor Center spaces. Motion carried 5-0.

d. Charter Review

Town Manager Connors stated that the Charter Review Board will hold its first meeting on Tuesday, February 4, 2025. She has included a copy of the Town's Charter for the Commissioners to review. She recalled that in September 2024, there had been discussion of whether or not the Commission recommended any amendments to the Charter; if so, the Charter Review Board will propose those amendments to the

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Commission, who will decide whether or not those changes will be placed on a ballot for consideration at a regular municipal election.

Town Staff requests that the Commission consider recommending that the Charter Review Board consider two potential amendments:

- Article 5, Section 5.5: the audit deadline of March; State Statutes require municipal audits to be completed by the end of June, and most other local municipalities do not adhere to the same early deadline as Lauderdale-By-The-Sea
- Article 7, Planning and Zoning: in 2012, significant time was spent reviewing this Article, and the Town Attorney drafted a more easily understandable version; while the Charter Review Board recommended moving forward with this change, it was not ultimately approved for placement on the ballot; Staff requests that the Charter Review Board revisit this Section to determine if changes should be made

Town Manager Connors concluded that if the Commission wishes to make any requests of the Charter Review Board, Staff will present those requests for consideration.

Mayor Malkoon advised that he was in favor of both proposed revisions, and recommended any other “cleanup” issues related to the Town’s new timeline for November municipal elections.

Town Attorney Trevarthen stated that an Ordinance will be brought forward in the near future which implements the date change of the election, which was approved by the voters in November 2024.

Commissioner Graziano stated that he was in favor of moving the audit deadline to June.

14. COMMISSIONER PRESENTATIONS

None.

15. COMMISSIONER COMMENTS

Commissioner DeNapoli reported that he attended the recent dedication of a mural at the Plunge Hotel, and congratulated the owners on this event. He also attended the recent Friday Night Music event as well as longtime resident Ron Piersante’s 90th birthday party.

Commissioner DeNapoli continued that the printed edition of *Town Topics* is currently available to residents and includes information on upcoming events such as the Senior

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Seminar, the Farmers Market, Dancing By the Sea, and Yoga By the Sea. Ads may be placed in the next edition by the deadline of March 1, 2025. He also welcomed several new businesses to the Town.

Commissioner Graziano stated that there may be budget items which are not within the Town's control in FY 2026 due to impacts of the recent expanded homestead exemption and other changes, and emphasized that the budget process will be in the best interests of the Town.

Mayor Malkoon noted that the Plunge Hotel has introduced a series called "Plunge Into the Arts" for which residents can sign up for alerts. He also welcomed seasonal residents to the Town, and noted that the next edition of *Town Topics* will be mailed to each household, which provides an enhanced advertisement opportunity for businesses.

16. ORDINANCES 1ST READING

None.

17. ORDINANCES 2ND READING

None.

18. RESOLUTIONS – PUBLIC COMMENTS

- a. **RESOLUTION 2025-06 – A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING A PURCHASING CARD POLICY; PROVIDING FOR INCORPORATION INTO THE TOWN'S PURCHASING MANUAL, IMPLEMENTATION AND AN EFFECTIVE DATE.**

Assistant to the Town Manager Easley stated that the Town's Purchasing Manual currently allows the Town Manager and Department Directors to use a Town credit card; however, the policy does not contemplate employees who may need to make immediate purchases or regularly spend Town funds, such as Public Works Supervisors or special event employees. At the Town's most recent audit, the auditor suggested that Town policy be amended to add purchasing cards as an additional spending mechanism.

The proposed new policy would establish procedures that must be followed by Town employees to purchase goods and services for the Town. It would ensure that anyone

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using a purchasing card would follow Town policies and procedures while improving efficiency.

Commissioner DeNapoli asked if this policy would add a card with a purchasing limit of up to \$2500 for certain employees. Assistant to the Town Manager Easley clarified that the card would be available to any employee approved by their Department Director or Manager.

Commissioner Graziano commented that the proposed policy would add an extra layer of work for Staff. Assistant to the Town Manager Easley explained that employees would be issued cards for which they are responsible and accountable for their purchases, including the retention of receipts. If there is any fraudulent activity, they would also be responsible for initiating follow-up with the Director of Budget and Finance as well as with the appropriate financial institution. All employees would need to sign a document confirming that they have read the policy.

Assistant to the Town Manager Easley further clarified that purchasing cards, or P-cards, are credit cards, with limits based on the position of the employees who hold them. Town Manager Connors noted that at present, only Department Directors may have these cards; if they provide their cards to other employees to make purchases, this would violate current policy. The proposed policy would ensure that proper procedure is followed and would not result in extra work.

Commissioner DeNapoli made a motion, seconded by Commissioner Poulopoulos, to approve. Motion carried 5-0.

19. QUASI JUDICIAL PUBLIC HEARINGS

None.

20. ADJOURNMENT

With no other business to come before the Commission at this time, the meeting was adjourned at 7:57 p.m.



Mayor Edmund Malkoon

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ATTEST:



Katrina Adler, Town Clerk

2/18/2025 | 10:51 AM EST

Date