

Town of Lauderdale-By-The-Sea

Regular Town Commission

Agenda

Tuesday, February 25, 2025

6:30 PM



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

LAUDERDALE-BY-THE-SEA TOWN COMMISSION

Mayor Edmund Malkoon
Vice Mayor Randy Strauss
Commissioner Richard DeNapoli
Commissioner John A. Graziano
Commissioner Theo Pouloupoulos

Linda Connors, Town Manager
Susan Trevarthen, Town Attorney
Katrina Adler, Town Clerk

Regular Town Commission

Tuesday, February 25, 2025, 6:30 PM
Jarvis Hall 4505 N. Ocean Drive

1. **CALL TO ORDER, MAYOR EDMUND MALKOON**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **INVOCATION by Pauline Brooks McGuinness representing the Bahai Faith**
4. **ADDITIONS, DELETIONS, DEFERRALS OF AGENDA ITEMS**
5. **PRESENTATIONS**
 - 5.a. Citizen Observer Patrol Annual Awards and Promotions
 - 5.b. El Prado Park Renovation
 - 5.c. Irish American Heritage Month Proclamation
6. **PUBLIC COMMENTS**
7. **PUBLIC SAFETY DISCUSSION**
 - 7.a. BSO January 2025 Public Safety Report
 - 7.b. PBFD January 2025 Public Safety Report
8. **TOWN MANAGER REPORT**
 - 8.a. Town Manager Report
 - 8.b. December 2024 Finance Report
9. **TOWN ATTORNEY REPORT**
10. **APPROVAL OF MINUTES**
 - 10.a. Approval of Minutes for February 11, 2025 Regular Commission Meeting
11. **CONSENT AGENDA**
 - 11.a. Special Event Application: Easter Sunrise Service April 20, 2025
12. **OLD BUSINESS**
13. **NEW BUSINESS**
 - 13.a. Renewal of Town Contracts
 - 13.b. Life Jacket Loaner Program
14. **COMMISSIONER PRESENTATIONS**
 - 14.a. Commissioner DeNapoli's Request To Reconsider Amending Resolution 2024-25

15. COMMISSIONER COMMENTS

16. ORDINANCES 1st Reading

- 16.a.** ORDINANCE NO. 2025-01 AN ORDINANCE OF THE TOWN OF LAUDERDALE-BY-THE-SEA, AMENDING CHAPTER 7, "ELECTIONS," Section 7-1 "Qualification fees" OF THE CODE OF ORDINANCES TO IMPLEMENT THE CHANGE IN DATE OF THE TOWN'S MUNICIPAL GENERAL ELECTION FROM MARCH TO NOVEMBER IN THE TOWN CHARTER; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

17. ORDINANCES 2nd Reading

18. RESOLUTIONS – PUBLIC COMMENTS

- 18.a.** RESOLUTION 2025-17 A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, URGING THE FLORIDA STATE LEGISLATURE TO ENACT LEGISLATION TO PROVIDE A PUBLIC RECORDS EXEMPTION FOR MUNICIPAL CLERKS AND EMPLOYEES WHO PERFORM MUNICIPAL ELECTION WORK OR HAVE ANY PART IN CODE ENFORCEMENT FUNCTIONS; PROVIDING FOR TRANSMITTAL AND PROVIDING FOR AN EFFECTIVE DATE.
- 18.b.** Resolution 2025-18: A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE A QUOTE FOR ELECTRIC SERVICE UPGRADES TO THE EL PRADO PARKING LOT PURSUANT TO THE PIGGYBACK AGREEMENT BETWEEN THE TOWN AND KILOWATT ELECTRIC COMPANY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

19. QUASI JUDICIAL PUBLIC HEARINGS

20. 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.all static



Agenda Item No: 5.a.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: William Wesolowski, Captain, Broward County Sheriff's Office

Submitting Department: Administration

Item Type: Presentation

Agenda Section: PRESENTATIONS

Subject Title: Citizen Observer Patrol Annual Awards and Promotions

Explanation: The Citizen Observer Patrol (COP) is a BSO program where Lauderdale by the Sea citizens volunteer their time to patrol the Town in specially marked vehicles, on bicycles, and on a four-wheel drive utility vehicle to provide increased visibility for public safety. Additionally, COP volunteers assist with traffic control, patrol and other duties that assist the Town and BSO during various events. The volunteers wear a uniform that distinguishes them as COP members and they are organized in a fashion similar to BSO, including rank.

In 2024, COP's volunteered a total of 924 hours. They drove their designated marked cars 1,981 miles around the Town of Lauderdale by the Sea, spent 21 hours conducting bicycle patrol, and 149 hours conducting UTV beach patrol.

We appreciate the opportunity to give these selfless volunteers recognition at the Commission meeting.

Promotion to the rank of Major:

Art Jackson

Promotion to the rank of Sergeant:

Joe Frascatore

Promotion to the rank of Sergeant:

Dennis Petretti

Top COP:

Tom Criqui

Volunteer Hours Award:

Tom Criqui 2,500-hour level

Volunteer Hours Award:

Lou Barbara 1,500-hour level

Volunteer Hours Award:

Art Jackson 500-hour level

Recommendation: N/A

Exhibits: None



Agenda Item No: 5.b.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Ken Rubach, Deputy Town Manager/Public Works Director

Submitting Department: Administration

Item Type: Presentation

Agenda Section: PRESENTATIONS

Subject Title: El Prado Park Renovation

Explanation: On January 14, 2025 the Commission approved a work authorization with Hitchcock Design Group for the El Prado Park Revitalization Project. As part of the project, Hitchcock held its first community input meeting today, February 25th, 2025 at 5pm. The purpose was to receive feedback from the public as to what they currently like about the park and what upgrades they would like to see as apart of the project. Alex Fenech, from Hitchcock, is here to provide a brief overview of the input received at the meeting and the next steps in the process.

Recommendation: N/A

Exhibits: None



Agenda Item No: 5.c.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By:

Submitting Department: Administration

Item Type: Presentation

Agenda Section: PRESENTATIONS

Subject Title: Irish American Heritage Month Proclamation

Explanation:

Recommendation:

Exhibits:

1. Irish American Heritage Month Proclamation

Proclamation

*Issued by the Governing Body of the
Town of Lauderdale-By-The-Sea,*

WHEREAS, by 1776 nearly 300,000 Irish nationals had emigrated to the American colonies and played a crucial role in America's War for Independence; and

WHEREAS, five signers of the Declaration of Independence were of Irish descent and three signers were Irish born; and

WHEREAS, Irish Americans helped to fashion a system of government for our young Nation; and

WHEREAS, the Irish first came to Spanish "La Florida" in the 1500s - first as missionaries and mercenary soldiers and then as planters, traders, businessmen, doctors and administrators; and

WHEREAS, three of the Spanish Governors of "La Florida" were actually Irish military officers; and

WHEREAS, Fr. Richard Arthur, and Irish-born priest from Limerick who was appointed parish priest for St. Augustine in 1597 and ecclesiastical judge of "La Florida," established the first public school in America and opened it to both boys and girls of all races; and

WHEREAS, Andrew Jackson, whose family came from County Antrim, served as Florida's military governor following its acquisition by the United States; and

WHEREAS, Irish Americans, since America's inception, have provided and continue to provide leadership and service to this nation's political, business and religious establishments; and

WHEREAS, it is fitting and proper to celebrate the rich cultural heritage and the many valuable contributions of Irish Americans;

NOW, THEREFORE, I, Edmund Malkoon, Mayor, on behalf of the Town Commission and residents of Lauderdale-By-The-Sea, hereby designate **March 2025** as

"Irish American Heritage Month"

*In witness whereof we have hereunto set our
hands and caused this seal to be affixed*



Edmund Malkoon, Mayor

Katrina Adler, Town Clerk



Agenda Item No: 7.a.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: William Wesolowski, Captain, Broward County Sheriff's Office

Submitting Department: Administration

Item Type: Public Safety Discussion

Agenda Section: PUBLIC SAFETY DISCUSSION

Subject Title: BSO January 2025 Public Safety Report

Explanation: BSO January 2025 report prepared by Captain William Wesolowski.

Recommendation: Accept/Approve

Exhibits:

1. BSO January 2025 Report



Sheriff Gregory Tony, Ph.D.

Date: February 5, 2025

To: Linda Connors
Town Manager

From: Captain William Wesolowski
Commander, Lauderdale by the Sea District

Subject: BSO Public Safety Report- January 2025

PERSONNEL CHANGES:

None

EMPLOYEE OF THE MONTH: Detective Benya Koos

On Friday, January 24th, 2025, at approximately 1:39 P.M., deputies were dispatched to Lauderdale Tobacco, located at 235 Commercial Blvd, Unit 106, in Lauderdale-by-the-Sea, regarding a male who had just stolen approximately \$40 in merchandise and ran from the store. A brief description of the suspect was given, along with a screenshot of the suspect from the store's surveillance video, in which he had his face partially covered with his jacket.

Detective Koos was sitting at his desk and ran to his vehicle to search for the suspect. Upon hearing the suspect's description, Detective Koos recalled seeing the person matching the description playing basketball in Friedt Park before the theft. Utilizing the town's surveillance cameras, deputies obtained a better description of the suspect, including a clear image of his face and that he was pushing a shopping cart. Detective Koos ultimately located the suspect a short time later at the 4100 block of Galt Ocean Drive, in Fort Lauderdale. The suspect still had the stolen items in his possession, and he was positively identified by the store clerk. Upon locating this suspect, deputies also learned that he had recently been arrested for shoplifting within Sea Ranch Lakes.

Detective Koos' attentiveness and dedication led to the arrest of this habitual shoplifter, who may have evaded capture due to his disguise. For this, Detective Koos is awarded the Lauderdale-by-the-Sea District Employee of the Month for January 2025.

COMMUNITY PROGRAMS AND SERVICES: These ancillary programs and services are available to residents on an ongoing basis.

- **Elder Links:** This program offers referral services to elderly residents and other senior citizens in need of medical and mental health care, meal delivery or other social services.
- **Business and Residential Security Surveys:** The Business and Residential Security Survey program teaches participants to secure their business, home, or condominium to reduce the likelihood of burglary and theft. Security surveys, conducted by a certified law enforcement security specialist, are provided upon request, at no charge to the business owner or resident.
- **Vacation House Watch Program:** Residents who are traveling out-of-town may register for this program. Deputies will conduct periodic checks of their residence until their return.
- **Neighborhood Crime Prevention Program:** The Neighborhood Crime Prevention program liaison organizes and conducts crime prevention and security seminars at the request of neighborhood civic and condominium associations. We will also help facilitate any Neighborhood Crime Watch programs in which the residents wish to participate.
- **Identity Theft and Scam Prevention Program:** The Identity Theft and Scam Prevention program is designed to inform residents about identity theft and how to lessen their chances of becoming a victim of a scam. Residents are informed on the importance of shredding documents, awareness of suspicious individuals, protection of passwords and use of caution in revealing information. Our Shred-A-Thon to reduce identity theft event is incorporated into this program.
- **Enhanced Marine Law Enforcement Patrol Program:** The BSO Marine Patrol Unit participates in the Enhanced Marine Law Enforcement Grant on behalf of Lauderdale-by-the-Sea. This grant allows for additional maritime patrols throughout the Town's waterways and adjacent ocean area.
- **Citizen Observer Patrol (COP) Program:** COP volunteers are local residents who receive public safety training. They are a tremendous asset to the Town of Lauderdale-by-the-Sea. COP members alternate assisting in administrative duties or patrolling local neighborhoods as an extra pair of eyes and ears to supplement deputy sheriff patrols. COP members also attend monthly patrol information and criminal intelligence briefings. A summary of COP statistical activity is included at the end of this report.
- **Sexual Offender Tracking Program:** There are **no** individuals legally classified as a sexual offender residing within Town limits. The sex offender database is routinely checked by BSO to ensure compliance with State of Florida legal mandates. Existing municipal ordinances prohibit persons classified as sexual offenders or sexual predators from residing within Town limits.
- **Bicycle Patrol:** Deputies utilize specialized patrol bicycles to enhance public safety and community outreach. This mode of patrol allows the deputies to interact one-on-one with our residents and visitors. Deputies conducted 0 hrs. of bike patrol.

- **All-Terrain Vehicle Patrol:** The ATV / Polaris are primarily utilized on the beach areas in order to conduct patrols to deter criminal activity and maintain the security of the beach-area properties. The ATV patrol is instrumental in marine fisheries regulation enforcement and protection. Deputies used the ATV / Polaris for 202 miles and 35 hours this month.
- **Crisis Intervention Team / Homeless Outreach Team Programs:** The C.I.T. / H.O.T. program is comprised of specially trained patrol deputies and supervisors who are able to intervene in situations involving persons with mental illness or are otherwise experiencing mental health crises or are homeless and in need of services. One (1) individual was experiencing a mental health crises and was Baker Acted. Two (2) individuals experiencing homelessness were contacted during this period. Both individuals refused services.
- **Automated License Plate Reader Camera System:** The ALPR system installation was completed in October 2014. The system is proving to be an effective tool to Public Safety. ***See Notable Incidents/Arrests below.***
- **e – Alerts:** This information initiative allows Town residents to stay informed, via email or text messages, of important topics such as criminal activity, traffic information, upcoming events, security issues and other important public safety information throughout Broward County and Lauderdale-by-the-Sea. Residents can register for this program through either the Lauderdale-by-the-Sea or the Broward Sheriff's Office internet website @ www.sheriff.org.
- **Electronic Message Board:** The BSO Lauderdale-by-the-Sea district continues to utilize the electronic traffic safety message board at various locations within the Town. This allows the district to alert residents about any traffic problems and other important public safety issues impacting them.
- **SaferWatch:** SaferWatch is an application (app) that gives citizens the power to record or report non-emergency incidents as they happen. It provides another option to the "If you see something, say something" message and allows individuals that "If you see something, SEND something" via a mobile application (app) from your smartphone.
- **TWITTER:** The Broward Sheriff's Office has provided an official Twitter account to Captain Wesolowski and Lieutenant Sutter to provide information to the public via social media. Follow us **@BSOLBTS**.

SPECIAL EVENTS: These events required the participation of the BSO LBTS district.

On January 6, 2025, St. Demetrios Greek Orthodox Church of Fort Lauderdale held their Feast of the Holy Epiphany church service, water blessing, and dove release at the Beach Pavilion and Connie Hoffman Plaza. The Broward Sheriff's Office Lauderdale by the Sea District developed and conducted Directed Patrol DP25-01-01 for this event. Deputies conducted periodic checks of the event location, focusing on the general safety of the attendees, while monitoring vehicular traffic in the horseshoe.

On January 18, 2025, Captain Wesolowski and Lt. Sutter attended the Terra Mar Island Homeowner's Association annual meeting. Crime trends, Code Enforcement, and Vacation House Rental enforcement were discussed.

On January 29, 2025, the Broward Sheriff's Office Lauderdale by the Sea District held its second Senior Seminar. Nine local, county, state, and federal agencies were invited to provide information to attendees regarding fraud, fraud prevention, and the services their agencies provide. Two additional vendors provided wellness information. Captain Wesolowski, Lt. Sutter, and Detective Koos provided attendees with additional fraud prevention information. Approx. 75 persons attended and thanked BSO for putting on the event and for the information provided.

NOTABLE INCIDENTS / ARRESTS:

CASE: 13-2501-000137 (Deputy Yates)
DATE/TIME: 01/05/25 1500Hrs
LOCATION: 4343 N. Ocean Dr
ARRESTEE: Ricardo Gabriel B/M 08/05/96
ARRESTEE: Donald Ross B/M 07/14/00
ARRESTEE: Dylan Ross B/M 11/22/06
ARRESTEE: Derrion Ross B/M 05/31/02
VICTIM: Burger FI 4343 N Ocean Dr
INCIDENT: Uttering Forged Bills (Arrest)
SUMMARY: Four Subjects entered the Burger FI Restaurant, ordered separate items, and paid with counterfeit twenty-dollar bills. After each order was completed, each ordered more food items and again paid with counterfeit twenty-dollar bills. The Manager was suspicious of the repeated ordering and relieved his new employee at the register. After an inspection of the drawer, it was suspected that 7 counterfeit bills were used. The subjects were located on El Mar Drive and detained. District 13 CI and Secret Service were notified. Both responded to the district office, and all four subjects were arrested for Uttering Forged Bills. LT Notified

CASE: 13-2501-000166 (Deputy Ogando)
DATE/TIME: 01/06/25 @ 19:15 Hrs.
LOCATION: W. Tradewinds Ave. / Commercial Blvd.
ARRESTEE: Sydney Campbell B/F 02/28/94
VEHICLE: Gray Audi OH Temp Tag # S839819
INCIDENT: Traffic/Warrant (Arrest)
SUMMARY: On 01/06/25, at 1915 hrs., Deputy Ogando conducted a traffic stop on a grey Audi with Ohio temporary tag # S839819 for disobeying the traffic sign at W Trade Winds Avenue / Commercial Blvd and made an illegal left turn onto W/B Commercial Blvd. The vehicle was occupied by the driver, later identified as B/F SYDNEY CAMPBELL, 02-28-1994. The driver had an active warrant for petit theft. The driver had 12 suspensions with 1 conviction on her driver's license. The female provided her name only and was identified via OSSI photo from her DL. The driver was arrested and transported to the Main Jail for booking. The vehicle was towed by Sal's towing. BWC was used.

CASE: 13-2501-000298 (Deputy Figueroa)
DATE/TIME: 01/11/25 @ 0046 Hrs.
LOCATION: 14 Commercial Blvd., LBS.
ARRESTEE: Corey R. Mercier W/M 07/01/2004
INCIDENT: Disorderly Intoxication (Arrest)

SUMMARY: The Deputy Responded to Pier 14 regarding a disturbance caused by WM Corey Mercier, who was heavily intoxicated. The bartenders refused to serve Mercier additional alcohol, prompting him to become hostile and verbally aggressive towards the restaurant staff, including the manager. Despite being asked to leave, the subject refused to comply. Deputy Figueroa informed Mercier that he was required to leave the premises. Mercier became uncooperative and was placed under arrest. While being placed under arrest, Mercier lost his balance and fell to the ground, sustaining a minor abrasion to his right knee. While searching Mercier, Deputies discovered two fictitious driver's licenses, one from Georgia and another from New Hampshire, in his possession. Mercier was charged with DOI, Resisting Arrest W/O Violence, and Possession of a Fictitious D/L. Arrestee was transported to BSO Main Jail after Fire Rescue examined him.

CASE: 13-2501-000355 (Deputy Hopkins)

DATE/TIME: 01/14/25 @ 0622 Hrs.

LOCATION: 4504 Bougainville Drive (PBFR Station 12)

ARRESTEE: Andrew E. Pikul, W/M, 3/22/1981, AT-LARGE

VICTIM: Pompano Beach Fire Rescue

VEHICLE: PBFR Ladder Truck

INCIDENT: Burglary Conveyance (Arrest)

SUMMARY: Deputies responded to PBFR Station 12 regarding a call of an Auto Theft in progress. The caller, Firefighter/Paramedic Jessica Rodriguez walked out of the station and observed Arrestee Andrew Pikul seated in the front driver's side of the firetruck while wearing a firefighter bunker jacket. Rodriguez confronted the subject and then called 911. Deputy Redl was first to arrive, and he immediately detained Pikul. Detectives Koos and Genovese were notified, and both responded to the scene. Detective Koos reviewed the video surveillance footage. The video shows Pikul in the area at 0431 hrs. Several minutes later, Pikul was seen removing a storage box owned by Captain Mark Piper from within the curtilage of the carport and placing it onto the driveway in front of the firetruck. Pikul then entered the firetruck and removed the bunker jacket and helmet. He then returned to the storage box, placed his clothing into the box, put on the bunker jacket, and left the area. Pikul returned at 0606 HRS., where he was seen putting on the helmet. Pikul then entered the front seat of the firetruck and disengaged the emergency brake, which enabled the truck to move approximately 20 feet forward, at which time he was confronted by Rodriguez. Pikul refused to answer questions. He was charged with Burglary Conveyance, Grand Theft >\$300-emergency vehicle, and Grand Theft Vehicle (Attempt). Pikul has one local prior arrest in July of 2024 for Burglary Conveyance, Resisting w/o violence, and Criminal Mischief. He was released in August of 2024 on a pretrial release program.

CASE: 13-2501-000376

DATE/TIME: 01/14/2025 2100 - 01/15/2025 0700

LOCATION: 4300 El Mar Dr (Winter Colony Co-op)

VICTIM: Winter Colony Co-Op/ Nelson Tetreault (Manager)

INCIDENT: Criminal Mischief

SUMMARY: During the listed times, an unknown subject entered the building's garage area and opened a water spigot, allowing the water to run throughout the evening. The subject also used bolt cutters or a similar tool to cut a chain securing a gate to the building's maintenance storage room. Nothing was missing or disturbed in the room. A possible suspect is James Pady, a former maintenance man who was fired a few months ago. They have had numerous issues with him in the past. No known witnesses or video surveillance.

CASE: 13-2501-0000456 (Deputy Suarez)
DATE/TIME: 01/19/25 @ 21:06 Hrs.
LOCATION: 106 Commercial Blvd (Vinnies)
ARRESTEE: Patrick M. Flint W/M 05/03/82
VICTIM: Suzan Trudeau W/F 04/06/61 (Vinnies Employee)
VEHICLE: Black Toyota SUV FL Tag # 46B6UX
INCIDENT: Battery (Arrest)

SUMMARY: Deputy responded to Vinnie's Restaurant in reference to a battery call. Contact was made with the victim/hostess, who stated an unknown W/M (extremely intoxicated) approached her and was verbally upset about not being served alcohol at the restaurant. The victim stated the W/M then called her vulgar names and pushed the hostess stand over towards the victim, causing her to fall, hitting her head and shoulder against chairs. W/M suspect then fled in the listed Uber vehicle northbound on N Ocean Drive. A BOLO was given out and the vehicle was stopped by BSO Pompano Units. Deputy Suarez conducted a Show-Up with the victim, who identified the suspect as the listed Arrestee. The Arrestee was charged with Battery and Disorderly Intoxication and transported to the Main Jail.

CASE: 13-2501-000554 (Deputy Swadkins)
DATE/TIME: 01/24/2025 @ 1339 HRS
LOCATION: 4204 N Ocean Drive
VICTIM: Cathy Kleiven WF DOB: 06/23/65
INCIDENT: Petit Theft – Delayed – Fuji Bicycle (\$600.00)

SUMMARY: Deputy Klier met with the victim, who reported that someone stole her bicycle from the side of the building earlier this morning. She advised that she had an Air tag on the bicycle, and when she began to track the airbag, it was hitting in D5 jurisdiction. Det Koos contacted D5, and they checked the area for the bicycle, which was not recovered at this time.

CASE: 13-2501-000555 (Deputy Ramcharan)
DATE/TIME: 01/24/2025 @ 1344 HRS.
LOCATION: 235 Commercial Blvd – Lauderdale Tobacco
VICTIM: Lauderdale Tobacco business
ARRESTEE: Peter Henyan, WM DOB: 04/25/1982
INCIDENT: Retail Theft (Petit) (Arrest)

SUMMARY: Deputy responded to the listed location regarding a theft of store merchandise. The deputy learned that an older WM in his 40s stole \$40.00 of merchandise from the store and fled without paying. A BOLO was issued, and Det. Koos located a subject who matched the description at the 4100 BLK of Galt Ocean Drive. A show was conducted, and the victim positively identified the suspect. The Subject was then placed under arrest, the stolen property was recovered, and the Subject TOT'ed to the Main Jail.

CASE: 13-2501-0000577 (Deputy Figueroa)
DATE/TIME: 01/026/25 @ 19:42 Hrs.
LOCATION: 4300 N Ocean Dr.
ARRESTEE: Sacoya Kierica Frazier B/F 01/09/91
VEHICLE: Red 2020 Tesla – FL. Tag RYF-M67
INCIDENT: Traffic (Arrest)

SUMMARY: On 1/26/25, at approximately 1942 hours, an LPR hit alerted Deputy Figueroa about a driver with a suspended driver's license. The vehicle was occupied by the driver, later identified as B/F Sacoya Kierica Frazier, 1/9/91. The driver had 5 previous convictions for DWLS. The female driver was identified via her passport and DAVID. The driver was arrested and transported to the Main Jail for booking. The vehicle was released to her sister at the scene.

CASE: 13-2501-000587 (Deputy Alvarez-Jacinto)
DATE/TIME: 01/26/25 @ 01:23 Hrs.
LOCATION: 14 Commercial Blvd.
VICTIM: Richard Lor Thao O/M 10/09/83
VICTIM: Victor Hugo Benlice W/M 01/26/1966
ARRESTEE: Tina Kelly Velez W/F 01/28/1971
INCIDENT: Battery/Assault (Arrest)
SUMMARY: Deputy Alvarez-Jacinto responded to a disturbance at 14 Commercial Blvd., where a fight broke out between patrons and staff. Tina Velez accused Victim # 1 Richard Thao, the bartender, of instigating the fight and threw a glass bottle at him, missing him but breaking near the cash register. A witness, Guy Jean Batiste, reported that the Arrestee threw two bottles at the bartender. The Arrestee also struck Victim #2, Victor H. Benlice, with a closed fist. TOT Main Jail.

CASE: 13-2501-000594 (Deputy Cathcart)
DATE/TIME: 1/25/25 1400 HRS – 1530 HRS
LOCATION: 1 Commercial Blvd
VICTIM: Sarah Altergott, W/F, 2/7/91
INCIDENT: Theft (Petit)
SUMMARY: Victim reported that on 1/25/25, at approximately 1400 HRS, she and her husband were walking along the beach near Aruba's and placed her purse on the sand. Victim stated she covered the purse with a towel and went on a walk along the beach. At approximately 1530 HRS, she returned and noticed the purse had been stolen. Victim reported the following items were in the purse: a black unknown-type wallet (\$50), an Illinois DL, \$40 in USC, an Amazon gift card (\$70), and her grandmother's ashes, which were inside a capsule. Victim is flying back to Chicago on 1/27/25.

CASE: 13-2501-000596 (Dep. Cathcart)
DATE/TIME: 1/26/25 @ 0230 HRS
LOCATION: 4660 El Mar Drive (The Plunge)
VICTIM: Steven Dwyer
INCIDENT: Theft (Grand)
SUMMARY: Deputy responded to The Plunge Hotel in reference to a possible theft. Victim Steven Dwyer stated that a staff member from the hotel found his wallet inside the men's bathroom earlier this morning. The Victim noticed it was missing \$800 in \$100 bills. The victim resides in Connecticut and will be staying at The Plunge until approximately 1500 HRS. The Victim stated that he went out drinking the previous night and became highly inebriated. He advised that he passed out on a bench in front of The Plunge after returning. Steven stated that at approximately 0230 hrs., a BF awoke him, asking if he was alright. Steven said that he then got up from the bench and walked to his room. Steven stated that his wallet was inside the front pouch of his hoodie and possibly fell out as he walked to his room or when he removed his key card. Deputy Cathcart was unable to gain access to the hotel's video surveillance system. Deputy Yates will meet with the manager tomorrow morning.

CASE: 13-2501-000722 (Deputy Bickel/Det. Koos)
DATE/TIME: 01/30/2025 @ 1057 HRS
LOCATION: 1973 Windward Drive
VICTIM: Roman Minevech, WM DOB: 07/24/1956
INCIDENT: Burglary Residence – Delayed Friday 01/24/25-01/30/25
SUMMARY: The victim was out of town since Friday, 01/24/25, and the contracted pool cleaner discovered several of the victim's electronics in the pool and contacted BSO. Investigation revealed unknown person(s) gained forced entry via a window, entered the residence, and

damaged the victim's property. Unknown suspect(s) also threw several of the victim's electronics into the pool, spray painted graffiti on the walls, and damaged the couches with a knife. The victim was not cooperative when asked if he had any ongoing disputes. BSO Gang Unit and SID were also contacted about the graffiti.

CASE: 13-2501-000741 (Dep. Klier/Dep. Ramcharan)

DATE/TIME: 01/31/2025 @ 0936 HRS

LOCATION: 243 Neptune Av

ARRESTEE: Jeffrey Yocom, WM DOB: 01/31/1970

INCIDENT: Warrant (Arrest)

SUMMARY: Detective Wright from the Denton County Sheriff's Office, located in the State of Texas, contacted Broward County Communications requesting assistance with locating a subject who had a full extradition felony warrant. Deputy Klier conducted a records check, which revealed that the listed Arrestee had a Felony warrant for the Enticement of a minor for indecent purposes. The Arrestee was taken into custody and arrested at the listed residence. TOT BSO Main Jail. Det Koos, BSO SID ICAC Liaison, was provided the information.

CASE: 13-2501-000753 (Deputy Barnett)

DATE/TIME: Between 1/27/25 and 1/31/25

LOCATION: 1461 S Ocean Blvd

VICTIM: Michael Tunzi (W/M 6/15/91)

INCIDENT: Theft Petit

SUMMARY: Deputy Barnett responded to 1461 S Ocean Blvd in reference to a theft. The victim reported that five checks, with a total value of \$500, were stolen. The checks were mailed to him, but he never received them. The victim had delivery confirmation from USPS for one of the checks, but it was not in his mailbox. There was no sign of forced entry to his mailbox. There is a surveillance camera pointed at the mailbox, but the footage was not accessible at the time of the report.

MONTHLY ARREST LOGS:

Misd/Fel	Charge	Street
Fel	Utter Forged Instrument	4343 N Ocean Dr
Fel	Utter Forged Instrument	4343 N Ocean Dr
Fel	Utter Forged Instrument	4343 N Ocean Dr
Fel	Utter Forged Instrument	4343 N Ocean Dr
Fel	Possess 10 or more Counterfeit Bills	4343 I Ocean Dr
Misd	DWLS w/ Knowledge, Warrant	Commercial Blvd & W Tradewinds
Misd	Poss Fake DL	14 Commercial Blvd
Fel	Burglary Conveyance, Grand Theft, Auto Theft	4504 Bougainvilla Dr
Misd	Battery	106 Commercial Blvd
Misd	Retail Theft	235 Commercial Blvd
Fel	DWLS 3rd Subsequent Offense	200 Commercial Blvd
Misd	Simple Assault	14 Commercial Blvd
Fel	Warrant	243 Neptune Ave

CRIME STATISTICS:

CRIME	CURRENT MONTH	PRIOR MONTH	2024 YTD	2025 YTD
AUTO THEFT	1	0	2	1
BURGLARY-BUSINESS	0	0	0	0
BURGLARY-CONVEYANCE	1	0	2	1
BURGLARY-RESIDENCE	1	0	0	1
BURGLARY-STRUCTURE	0	0	0	0
FORCIBLE SEX	0	1	0	0
ARSON	0	0	0	0
ASSAULT-AGGRAVATED	0	0	0	0
HOMICIDE	0	0	0	0
ROBBERY	0	0	0	0
THEFT-GRAND	1	3	2	1
THEFT-PETIT	4	5	3	4
TOTALS	8	9	9	8

CITIZEN OBSERVER PATROL STATISTICAL SUMMARY:

COP Activity	Total
Number of Volunteers	28
COP Hours Worked - Month	117
COP Patrol Miles - Month	290
COP Hours Worked - YTD	117
COP Patrol Miles - YTD	290

COP Bike Patrol Hours - Month	0
COP Bike Patrol Hours - YTD	0

COP Beach Patrol Hours – Month	11.75
COP Beach Patrol Hours - YTD	11.75

RESERVE DEPUTY ASSISTANCE: Reserve Deputies are part-time, fully sworn deputies who provide supplemental staffing to LBTS, when available, at NO cost to the Town.

	Month	2025 YTD
Reserve Deputy - Days Worked	10	10
Reserve Deputy - Hours Worked	73.5	73.5

MONTHLY STAFFING AND STATISTICAL REPORT:

The January 2025 Monthly Staffing and Statistical Report is attached.



**MONTHLY STAFFING AND STATISTICAL REPORT
LAUDERDALE-BY-THE-SEA DISTRICT**

October 31, 2024

CURRENT STAFFING ALLOCATIONS

Position	Budgeted Positions	Actual Positions	Vacant Positions
District Chief	1	1	
Executive Lieutenant	1	1	
Sergeant	4	4	
Deputy Sheriff	19	19	
Community Service Aide	1	1	
Administrative Specialist	1	1	
Clerical Specialist (P/T)	1	1	
TOTAL	28	28	

PERSONNEL ON LIGHT DUTY, PROMOTED, TRANSFERRED, ETC.

Name	CCN	Status	Circumstances
Deputy Robert Barnett	8186	Assigned to D13	Transferred in from D7
Deputy Jeffrey Bickel	15551	Light Duty	Medical

DETACHED PERSONNEL / LOCATION

Name	CCN	Detached to	Reason	Hours
			TOTAL	0



Lauderdale by the Sea

Monthly Activity

OCTOBER 2024

Reports/Calls		Traffic	
Miscellaneous Service		Types of Citation	
Event Reports	26	Non-Moving / Moving Citation	119
Accidents	1	Parking	0
Calls for Service	707	Warnings	112
		Total Citations	231
Arrests		Time Worked	
Type of Arrest		Hours Worked	
Felony	1	Bike Patrol	3
Misdemeanor	0	Court Overtime	9
Warrant (Felony)	0	Training Hours	65
Warrant (Misd.)	0	Detached	0
DUI (Felony)	0	Other Overtime	101
DUI (Misdemeanor)	0	Days Worked	31
NIC (Felony)	0		
NIC (Misdemeanor)	0		
DV (Felony)	0		
DV (Misd.)	0		
Total Arrests	1		
General		Narrative	
FI	6	ATV/UTV: 80 Miles / 10 Hours Reserve Deputies worked 7 shifts (52 hrs)	
Truant	0		
Truant Debriefed	0		
Elder Link	0		



Agenda Item No: 7.b.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Ashley Zalewski, Fire Inspector Ashley Zalewski

Submitting Department: Administration

Item Type: Public Safety Discussion

Agenda Section: PUBLIC SAFETY DISCUSSION

Subject Title: PBFD January 2025 Public Safety Report

Explanation: PBFD January 2025 report prepared by Fire Inspector Ashley Zalewski.

Recommendation: Accept/Approve

Exhibits:

1. PBFR January 2025 Report



POMPANO BEACH
FIRE RESCUE
Bureau of Fire Prevention

100 West Atlantic
Boulevard Room 220
Pompano Beach, FL
33060 Office
954•786•4695
Fax 954•786•4328

TO: LINDA CONNORS, TOWN MANAGER

FROM: ASHLEY ZALEWSKI

SUBJECT: PBFR PUBLIC SAFETY REPORT – JANUARY 2025

CC: PETE MCGINNIS

Below are the resident complaints for the month of January: 0

Below are the public education events that were held during the month of January:

- Community Event- 1- **Friday Night Music**

Plan Reviews and Fees:

Plans Examiner Zalewski reports the below statistical data for the month of January:

Type	Amount/Number
Plans Reviewed	8
Square Footage	23,730
Plan Review Revision Fee	\$75.00
Fire/Rescue Fee	\$0.00
Total Project Cost	\$90,678.20
PBFR Plan Review Fee	\$554.45
PBFR Tech Fee	\$11.09
New Constructions	9
Annual Inspections	2
Meetings	9

Plan Type	Plans Reviewed
30- Apartments	5
28- Hotel/ Dormitories	1
90- Site Plan	2
Grand Total	8

Complaints & Notice of Violation:

Plans Examiner Zalewski reports that Complaints for the month of January:

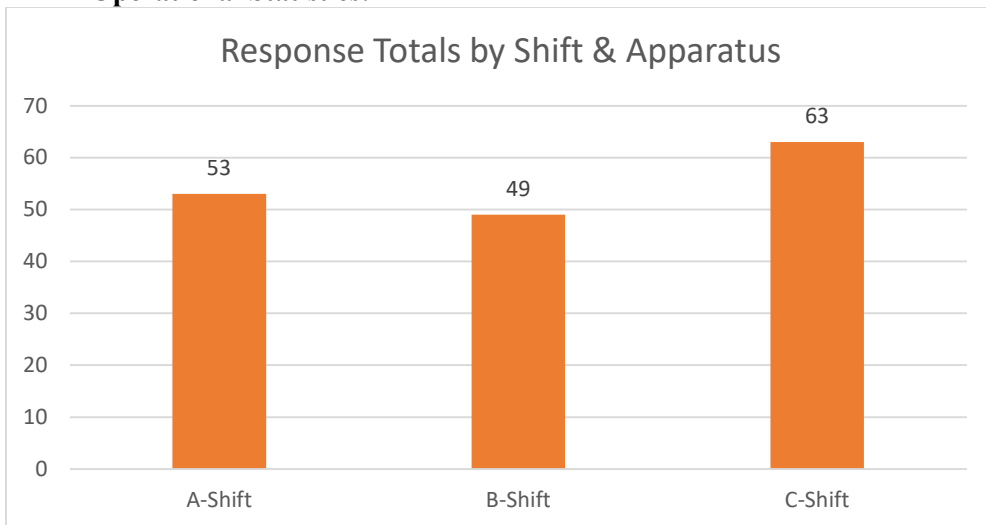
	Assigned	On Going	Completed
01/01/2025 through 01/31/25	0	0	0

Below are the Fire Incidents for the Month of January 2025.

Part III- Breakdown of Fires (Incident Type 110-129)

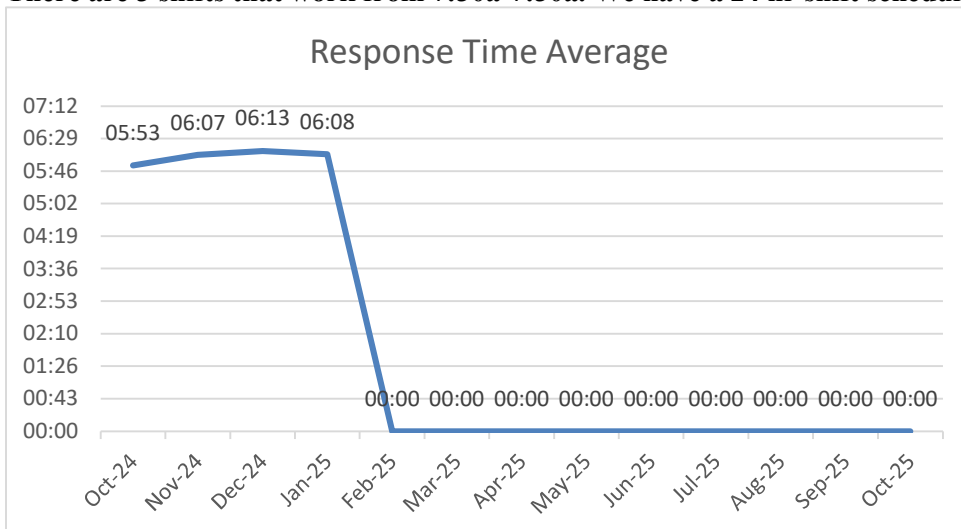
Structure Fires	Estimated Property Loss	Civilian Casualty	Civilian Deaths	Total
Structure Fires	Estimated Property Loss	Civilian Casualty	Civilian Deaths	Total
02 - Residential - Apartments	\$0.00	0	0	0
04 - Other Residential	\$0.00	0	0	0
06 - Public Assembly	\$0.00	0	0	0
09 - Stores and Offices	\$0.00	0	0	0
	Total Loss \$0.00			0

PBFR Operational Statistics:



Total Calls- 165

There are 3 shifts that work from 7:30a-7:30a. We have a 24 hr shift schedule.



Monthly Response Time Chart is an average of response times from time of dispatch to arrival on scene.

Incident Number	Station	Shift	Apparatus Name	Dispatched Date	Arrival Date	Incident Type	Response Time
PB25000006	Station 12	A-Shift	R12	1/1/25 3:04 AM	1/1/25 3:12 AM	EMS call, excluding vehicle accident with injury	07:23.0
PB250000053	Station 12	B-Shift	R12	1/1/25 6:17 PM	1/1/25 6:22 PM	EMS call, excluding vehicle accident with injury	05:11.0
PB250000063	Station 12	B-Shift	R12	1/1/25 8:29 PM	1/1/25 8:34 PM	EMS call, excluding vehicle accident with injury	05:04.0
PB250000082	Station 12	B-Shift	Q12	1/2/25 2:19 AM	1/2/25 2:27 AM	Medical assist, assist EMS crew	07:52.0
PB250000085	Station 12	B-Shift	Q12	1/2/25 3:53 AM	1/2/25 4:01 AM	Medical assist, assist EMS crew	07:31.0
PB250000095	Station 12	C-Shift	R12	1/2/25 9:55 AM	1/2/25 10:01 AM	EMS call, excluding vehicle accident with injury	06:18.0
PB250000100	Station 12	C-Shift	R12	1/2/25 11:47 AM	1/2/25 11:52 AM	EMS call, excluding vehicle accident with injury	05:31.0
PB250000107	Station 12	C-Shift	Q12	1/2/25 1:37 PM	1/2/25 1:44 PM	Removal of victim(s) from stalled elevator	07:44.0
PB250000110	Station 12	C-Shift	Q12	1/2/25 3:16 PM	1/2/25 3:22 PM	Smoke scare, odor of smoke	05:32.0
PB250000121	Station 12	C-Shift	R12	1/2/25 5:49 PM	1/2/25 5:53 PM	EMS call, excluding vehicle accident with injury	03:35.0
PB250000122	Station 12	C-Shift	Q12	1/2/25 5:57 PM	1/2/25 6:00 PM	Removal of victim(s) from stalled elevator	03:28.0
PB250000130	Station 12	C-Shift	R12	1/2/25 6:39 PM	1/2/25 6:45 PM	EMS call, excluding vehicle accident with injury	05:56.0
PB250000147	Station 12	C-Shift	R12	1/2/25 10:02 PM	1/2/25 10:10 PM	EMS call, excluding vehicle accident with injury	08:12.0
PB250000167	Station 12	A-Shift	R12	1/3/25 7:58 AM	1/3/25 8:02 AM	EMS call, excluding vehicle accident with injury	03:54.0
PB250000189	Station 12	B-Shift	R12	1/3/25 11:00 AM	1/3/25 11:03 AM	EMS call, excluding vehicle accident with injury	02:58.0
PB250000193	Station 12	A-Shift	Q12	1/3/25 11:51 AM	1/3/25 11:59 AM	Assist invalid	07:53.0
PB250000253	Station 12	B-Shift	R12	1/4/25 8:29 AM	1/4/25 8:33 AM	EMS call, excluding vehicle accident with injury	04:23.0
PB250000271	Station 12	B-Shift	Q12	1/4/25 1:23 PM	1/4/25 1:30 PM	Detector activation, no fire - unintentional	07:00.0
PB250000334	Station 12	C-Shift	R12	1/5/25 9:06 AM	1/5/25 9:11 AM	EMS call, excluding vehicle accident with injury	05:14.0
PB250000338	Station 12	C-Shift	Q12	1/5/25 10:00 AM	1/5/25 10:05 AM	Alarm system sounded due to malfunction	05:10.0
PB250000341	Station 12	C-Shift	Q12	1/5/25 10:32 AM	1/5/25 10:38 AM	Water problem, other	05:58.0
PB250000423	Station 12	A-Shift	R12	1/6/25 9:17 AM	1/6/25 9:21 AM	EMS call, excluding vehicle accident with injury	04:55.0

PB25000044 1	Station 12	A- Shift	R12	1/6/25 11:19 AM	1/6/25 11:25 AM	EMS call, excluding vehicle accident with injury	06:13.0
PB25000044 2	Station 12	A- Shift	Q12	1/6/25 11:38 AM	1/6/25 11:46 AM	Cooking fire, confined to container	08:08.0
PB25000044 2	Station 12	A- Shift	BC11	1/6/25 11:38 AM	1/6/25 11:49 AM	Cooking fire, confined to container	10:12.0
PB25000046 1	Station 12	A- Shift	R12	1/6/25 4:14 PM	1/6/25 4:17 PM	EMS call, excluding vehicle accident with injury	03:40.0
PB25000046 3	Station 12	A- Shift	Q12	1/6/25 4:34 PM	1/6/25 4:40 PM	Smoke detector activation, no fire - unintentional	06:16.0
PB25000046 7	Station 12	A- Shift	Q12	1/6/25 5:14 PM	1/6/25 5:20 PM	Alarm system sounded due to malfunction	05:17.0
PB25000047 2	Station 12	A- Shift	R12	1/6/25 5:56 PM	1/6/25 5:59 PM	EMS call, excluding vehicle accident with injury	03:21.0
PB25000048 4	Station 12	A- Shift	Q12	1/6/25 8:29 PM	1/6/25 8:36 PM	Outside equipment fire	06:53.0
PB25000051 9	Station 12	B- Shift	R12	1/7/25 9:31 AM	1/7/25 9:35 AM	EMS call, excluding vehicle accident with injury	04:26.0
PB25000052 4	Station 12	B- Shift	Q12	1/7/25 9:48 AM	1/7/25 9:52 AM	Smoke detector activation, no fire - unintentional	04:01.0
PB25000055 7	Station 12	B- Shift	R12	1/7/25 3:09 PM	1/7/25 3:14 PM	EMS call, excluding vehicle accident with injury	05:17.0
PB25000060 3	Station 12	B- Shift	R12	1/8/25 12:07 AM	1/8/25 12:16 AM	EMS call, excluding vehicle accident with injury	08:05.0
PB25000060 6	Station 12	B- Shift	Q12	1/8/25 1:46 AM	1/8/25 1:55 AM	Medical assist, assist EMS crew	08:45.0
PB25000062 0	Station 12	B- Shift	R12	1/8/25 6:06 AM	1/8/25 6:13 AM	EMS call, excluding vehicle accident with injury	06:53.0
PB25000062 9	Station 12	C- Shift	Q12	1/8/25 8:42 AM	1/8/25 8:45 AM	Assist invalid	03:14.0
PB25000063 7	Station 12	C- Shift	R12	1/8/25 9:46 AM	1/8/25 9:54 AM	EMS call, excluding vehicle accident with injury	08:05.0
PB25000067 4	Station 12	C- Shift	R12	1/8/25 3:16 PM	1/8/25 3:20 PM	EMS call, excluding vehicle accident with injury	04:06.0
PB25000070 8	Station 12	C- Shift	R12	1/8/25 11:12 PM	1/8/25 11:17 PM	Police matter	05:47.0
PB25000071 7	Station 12	C- Shift	R12	1/9/25 4:14 AM	1/9/25 4:20 AM	EMS call, excluding vehicle accident with injury	06:47.0
PB25000074 9	Station 12	A- Shift	R12	1/9/25 5:11 PM	1/9/25 5:17 PM	EMS call, excluding vehicle accident with injury	05:55.0
PB25000075 8	Station 12	A- Shift	R12	1/9/25 7:03 PM	1/9/25 7:06 PM	EMS call, excluding vehicle accident with injury	02:54.0
PB25000075 9	Station 12	A- Shift	R11	1/9/25 7:36 PM	1/9/25 7:41 PM	EMS call, excluding vehicle accident with injury	05:37.0

PB250000768	Station 12	A-Shift	R12	1/9/25 10:40 PM	1/9/25 10:45 PM	Assist invalid	04:35.0
PB250000784	Station 12	B-Shift	R12	1/10/25 7:15 AM	1/10/25 7:22 AM	EMS call, excluding vehicle accident with injury	07:11.0
PB250000786	Station 12	B-Shift	Q12	1/10/25 7:29 AM	1/10/25 7:36 AM	EMS call, excluding vehicle accident with injury	07:27.0
PB250000786	Station 12	B-Shift	R11	1/10/25 7:46 AM	1/10/25 7:54 AM	EMS call, excluding vehicle accident with injury	08:15.0
PB250000793	Station 12	B-Shift	R12	1/10/25 9:52 AM	1/10/25 9:58 AM	EMS call, excluding vehicle accident with injury	05:31.0
PB250000827	Station 12	B-Shift	Q12	1/10/25 4:22 PM	1/10/25 4:31 PM	Removal of victim(s) from stalled elevator	09:19.0
PB250000840	Station 12	B-Shift	Q12	1/10/25 6:57 PM	1/10/25 7:04 PM	Removal of victim(s) from stalled elevator	07:01.0
PB250000857	Station 12	C-Shift	R12	1/10/25 11:38 PM	1/10/25 11:47 PM	EMS call, excluding vehicle accident with injury	09:03.0
PB250000878	Station 12	C-Shift	R12	1/11/25 7:01 AM	1/11/25 7:03 AM	EMS call, excluding vehicle accident with injury	02:36.0
PB250000888	Station 12	C-Shift	R11	1/11/25 8:41 AM	1/11/25 8:44 AM	EMS call, excluding vehicle accident with injury	03:03.0
PB250000889	Station 12	C-Shift	R12	1/11/25 9:01 AM	1/11/25 9:05 AM	EMS call, excluding vehicle accident with injury	04:17.0
PB250000948	Station 12	C-Shift	Q12	1/11/25 10:26 PM	1/11/25 10:31 PM	Assist invalid	04:28.0
PB250000959	Station 12	C-Shift	R12	1/12/25 1:44 AM	1/12/25 1:47 AM	EMS call, excluding vehicle accident with injury	02:22.0
PB250000995	Station 12	A-Shift	R12	1/12/25 1:04 PM	1/12/25 1:09 PM	EMS call, excluding vehicle accident with injury	05:02.0
PB250001003	Station 12	A-Shift	R12	1/12/25 3:41 PM	1/12/25 3:45 PM	EMS call, excluding vehicle accident with injury	03:28.0
PB250001016	Station 12	A-Shift	R12	1/12/25 6:33 PM	1/12/25 6:38 PM	EMS call, excluding vehicle accident with injury	05:19.0
PB250001055	Station 12	B-Shift	Q12	1/13/25 8:07 AM	1/13/25 8:09 AM	EMS call, excluding vehicle accident with injury	02:10.0
PB250001060	Station 12	B-Shift	R12	1/13/25 8:53 AM	1/13/25 8:59 AM	EMS call, excluding vehicle accident with injury	05:18.0
PB250001081	Station 12	B-Shift	R12	1/13/25 12:26 PM	1/13/25 12:30 PM	EMS call, excluding vehicle accident with injury	04:16.0
PB250001085	Station 12	B-Shift	R12	1/13/25 1:47 PM	1/13/25 1:49 PM	No incident found on arrival at dispatch address	02:17.0
PB250001098	Station 12	B-Shift	R12	1/13/25 4:33 PM	1/13/25 4:42 PM	EMS call, excluding vehicle accident with injury	08:41.0
PB250001113	Station 12	B-Shift	E11	1/13/25 7:09 PM	1/13/25 7:19 PM	Public service assistance, other	10:24.0

PB250001155	Station 12	C-Shift	R12	1/14/25 10:52 AM	1/14/25 10:57 AM	EMS call, excluding vehicle accident with injury	05:20.0
PB250001158	Station 12	C-Shift	Q12	1/14/25 11:12 AM	1/14/25 11:15 AM	Removal of victim(s) from stalled elevator	03:39.0
PB250001165	Station 12	C-Shift	R12	1/14/25 11:48 AM	1/14/25 11:54 AM	EMS call, excluding vehicle accident with injury	05:51.0
PB250001187	Station 12	C-Shift	R12	1/14/25 6:26 PM	1/14/25 6:32 PM	EMS call, excluding vehicle accident with injury	06:45.0
PB250001187	Station 12	C-Shift	Q12	1/14/25 6:07 PM	1/14/25 6:17 PM	EMS call, excluding vehicle accident with injury	09:51.0
PB250001216	Station 12	C-Shift	Q12	1/15/25 4:02 AM	1/15/25 4:07 AM	Smoke detector activation due to malfunction	05:00.0
PB250001240	Station 12	A-Shift	R12	1/15/25 11:28 AM	1/15/25 11:35 AM	Police matter	07:31.0
PB250001246	Station 12	A-Shift	Q12	1/15/25 12:46 PM	1/15/25 12:51 PM	Lock-in (if lock out , use 511)	04:39.0
PB250001256	Station 12	A-Shift	R12	1/15/25 2:07 PM	1/15/25 2:07 PM	EMS call, excluding vehicle accident with injury	00:11.0
PB250001259	Station 12	A-Shift	R12	1/15/25 2:12 PM	1/15/25 2:12 PM	EMS call, excluding vehicle accident with injury	00:10.0
PB250001290	Station 12	A-Shift	R12	1/15/25 9:23 PM	1/15/25 9:27 PM	EMS call, excluding vehicle accident with injury	03:59.0
PB250001306	Station 12	B-Shift	R12	1/16/25 7:23 AM	1/16/25 7:27 AM	EMS call, excluding vehicle accident with injury	04:14.0
PB250001324	Station 12	B-Shift	R12	1/16/25 10:24 AM	1/16/25 10:28 AM	EMS call, excluding vehicle accident with injury	03:55.0
PB250001369	Station 12	B-Shift	Q12	1/16/25 5:39 PM	1/16/25 5:40 PM	Police matter	00:12.0
PB250001398	Station 12	B-Shift	R12	1/17/25 7:43 AM	1/17/25 7:49 AM	EMS call, excluding vehicle accident with injury	06:04.0
PB250001410	Station 12	C-Shift	Q12	1/17/25 10:20 AM	1/17/25 10:26 AM	Alarm system sounded due to malfunction	05:35.0
PB250001422	Station 12	C-Shift	R12	1/17/25 12:40 PM	1/17/25 12:45 PM	EMS call, excluding vehicle accident with injury	05:04.0
PB250001428	Station 12	C-Shift	Q12	1/17/25 2:19 PM	1/17/25 2:24 PM	EMS call, excluding vehicle accident with injury	05:19.0
PB250001428	Station 12	C-Shift	R11	1/17/25 2:19 PM	1/17/25 2:28 PM	EMS call, excluding vehicle accident with injury	09:00.0
PB250001439	Station 12	C-Shift	Q12	1/17/25 5:08 PM	1/17/25 5:13 PM	Detector activation, no fire - unintentional	04:20.0
PB250001444	Station 12	C-Shift	R12	1/17/25 6:01 PM	1/17/25 6:11 PM	EMS call, excluding vehicle accident with injury	10:01.0
PB250001445	Station 12	C-Shift	Q12	1/17/25 6:14 PM	1/17/25 6:18 PM	Motor vehicle accident with no injuries.	03:32.0

PB25000147 2	Station 12	C- Shift	R12	1/18/25 2:26 AM	1/18/25 2:34 AM	EMS call, excluding vehicle accident with injury	07:39.0
PB25000150 8	Station 12	A- Shift	R12	1/18/25 1:26 PM	1/18/25 1:35 PM	EMS call, excluding vehicle accident with injury	09:09.0
PB25000151 1	Station 12	A- Shift	R12	1/18/25 3:51 PM	1/18/25 3:55 PM	EMS call, excluding vehicle accident with injury	04:16.0
PB25000153 1	Station 12	A- Shift	R11	1/18/25 6:56 PM	1/18/25 7:03 PM	EMS call, excluding vehicle accident with injury	06:52.0
PB25000153 1	Station 12	A- Shift	Q12	1/18/25 6:48 PM	1/18/25 6:54 PM	EMS call, excluding vehicle accident with injury	05:43.0
PB25000153 3	Station 12	A- Shift	P11	1/18/25 6:52 PM	1/18/25 7:04 PM	Removal of victim(s) from stalled elevator	11:52.0
PB25000153 9	Station 12	A- Shift	R12	1/18/25 8:48 PM	1/18/25 8:51 PM	EMS call, excluding vehicle accident with injury	03:21.0
PB25000156 0	Station 12	A- Shift	Q12	1/19/25 3:36 AM	1/19/25 3:44 AM	Police matter	07:57.0
PB25000156 3	Station 12	A- Shift	R12	1/19/25 5:57 AM	1/19/25 6:04 AM	EMS call, excluding vehicle accident with injury	07:23.0
PB25000159 2	Station 12	B- Shift	R12	1/19/25 11:55 AM	1/19/25 12:00 PM	EMS call, excluding vehicle accident with injury	05:25.0
PB25000159 3	Station 12	B- Shift	Q12	1/19/25 12:06 PM	1/19/25 12:08 PM	EMS call, excluding vehicle accident with injury	01:44.0
PB25000159 3	Station 12	B- Shift	R11	1/19/25 12:06 PM	1/19/25 12:15 PM	EMS call, excluding vehicle accident with injury	08:48.0
PB25000161 1	Station 12	B- Shift	R12	1/19/25 4:02 PM	1/19/25 4:09 PM	EMS call, excluding vehicle accident with injury	07:26.0
PB25000162 5	Station 12	A- Shift	Q12	1/19/25 6:46 PM	1/19/25 6:51 PM	Smoke or odor removal	05:22.0
PB25000165 1	Station 12	A- Shift	Q12	1/19/25 11:19 PM	1/19/25 11:26 PM	Assist invalid	07:34.0
PB25000165 5	Station 12	B- Shift	R12	1/19/25 11:54 PM	1/20/25 12:00 AM	EMS call, excluding vehicle accident with injury	06:10.0
PB25000167 7	Station 12	C- Shift	R12	1/20/25 8:16 AM	1/20/25 8:22 AM	EMS call, excluding vehicle accident with injury	06:27.0
PB25000169 1	Station 12	C- Shift	P11	1/20/25 10:37 AM	1/20/25 10:46 AM	Alarm system activation, no fire - unintentional	09:33.0
PB25000169 9	Station 12	C- Shift	R12	1/20/25 12:10 PM	1/20/25 12:16 PM	EMS call, excluding vehicle accident with injury	06:11.0
PB25000171 3	Station 12	C- Shift	R12	1/20/25 5:41 PM	1/20/25 5:47 PM	EMS call, excluding vehicle accident with injury	06:04.0
PB25000171 5	Station 12	C- Shift	Q12	1/20/25 5:58 PM	1/20/25 6:06 PM	EMS call, excluding vehicle accident with injury	07:40.0

PB25000171 5	Station 12	C- Shift	R11	1/20/25 5:58 PM	1/20/25 6:06 PM	EMS call, excluding vehicle accident with injury	07:12.0
PB25000174 4	Station 12	C- Shift	Q12	1/21/25 12:52 AM	1/21/25 12:58 AM	Alarm system sounded due to malfunction	06:07.0
PB25000175 5	Station 12	C- Shift	R12	1/21/25 6:28 AM	1/21/25 6:36 AM	EMS call, excluding vehicle accident with injury	08:06.0
PB25000175 7	Station 12	A- Shift	Q12	1/21/25 8:07 AM	1/21/25 8:15 AM	Assist invalid	07:39.0
PB25000176 1	Station 12	A- Shift	R12	1/21/25 8:49 AM	1/21/25 8:54 AM	EMS call, excluding vehicle accident with injury	04:43.0
PB25000177 1	Station 12	B- Shift	R12	1/21/25 11:32 AM	1/21/25 11:37 AM	EMS call, excluding vehicle accident with injury	04:21.0
PB25000177 1	Station 12	B- Shift	Q12	1/21/25 11:19 AM	1/21/25 11:27 AM	EMS call, excluding vehicle accident with injury	08:32.0
PB25000177 8	Station 12	A- Shift	Q12	1/21/25 1:22 PM	1/21/25 1:32 PM	Defective elevator, no occupants	09:34.0
PB25000179 1	Station 12	A- Shift	R11	1/21/25 3:19 PM	1/21/25 3:24 PM	EMS call, excluding vehicle accident with injury	04:50.0
PB25000185 7	Station 12	B- Shift	Q12	1/22/25 10:26 AM	1/22/25 10:34 AM	Detector activation, no fire - unintentional	07:56.0
PB25000186 3	Station 12	B- Shift	R12	1/22/25 11:46 AM	1/22/25 11:53 AM	EMS call, excluding vehicle accident with injury	06:49.0
PB25000187 4	Station 12	B- Shift	R12	1/22/25 2:06 PM	1/22/25 2:14 PM	EMS call, excluding vehicle accident with injury	08:41.0
PB25000191 0	Station 12	A- Shift	R12	1/22/25 10:25 PM	1/22/25 10:30 PM	EMS call, excluding vehicle accident with injury	05:06.0
PB25000192 1	Station 12	B- Shift	R12	1/23/25 2:05 AM	1/23/25 2:15 AM	EMS call, excluding vehicle accident with injury	09:50.0
PB25000192 5	Station 12	A- Shift	R12	1/23/25 4:24 AM	1/23/25 4:29 AM	EMS call, excluding vehicle accident with injury	05:43.0
PB25000192 7	Station 12	A- Shift	R12	1/23/25 5:06 AM	1/23/25 5:12 AM	EMS call, excluding vehicle accident with injury	06:05.0
PB25000193 7	Station 12	C- Shift	R12	1/23/25 8:48 AM	1/23/25 8:53 AM	EMS call, excluding vehicle accident with injury	04:01.0
PB25000196 5	Station 12	C- Shift	R12	1/23/25 1:31 PM	1/23/25 1:39 PM	EMS call, excluding vehicle accident with injury	07:50.0
PB25000198 6	Station 12	C- Shift	Q12	1/23/25 5:49 PM	1/23/25 5:53 PM	Removal of victim(s) from stalled elevator	04:13.0
PB25000200 3	Station 12	C- Shift	R12	1/23/25 10:50 PM	1/23/25 10:56 PM	EMS call, excluding vehicle accident with injury	05:16.0
PB25000200 6	Station 12	C- Shift	R12	1/24/25 12:24 AM	1/24/25 12:30 AM	EMS call, excluding vehicle accident with injury	06:12.0

PB25000203 2	Station 12	A- Shift	R12	1/24/25 10:21 AM	1/24/25 10:26 AM	EMS call, excluding vehicle accident with injury	05:17.0
PB25000204 5	Station 12	A- Shift	R12	1/24/25 1:17 PM	1/24/25 1:21 PM	EMS call, excluding vehicle accident with injury	03:40.0
PB25000206 7	Station 12	A- Shift	Q12	1/24/25 4:57 PM	1/24/25 5:01 PM	Smoke or odor removal	04:40.0
PB25000211 7	Station 12	B- Shift	R12	1/25/25 10:17 AM	1/25/25 10:21 AM	EMS call, excluding vehicle accident with injury	04:04.0
PB25000213 7	Station 12	B- Shift	R12	1/25/25 1:10 PM	1/25/25 1:17 PM	EMS call, excluding vehicle accident with injury	06:40.0
PB25000217 9	Station 12	B- Shift	R12	1/26/25 1:43 AM	1/26/25 1:49 AM	EMS call, excluding vehicle accident with injury	05:51.0
PB25000218 8	Station 12	B- Shift	R12	1/26/25 6:07 AM	1/26/25 6:12 AM	EMS call, excluding vehicle accident with injury	05:00.0
PB25000221 2	Station 12	C- Shift	Q12	1/26/25 12:40 PM	1/26/25 12:47 PM	Electrical wiring/equipment problem, other	07:11.0
PB25000222 2	Station 12	C- Shift	R12	1/26/25 2:40 PM	1/26/25 2:47 PM	EMS call, excluding vehicle accident with injury	06:54.0
PB25000224 8	Station 12	C- Shift	R12	1/26/25 7:56 PM	1/26/25 8:00 PM	EMS call, excluding vehicle accident with injury	04:30.0
PB25000226 3	Station 12	C- Shift	Q12	1/27/25 12:02 AM	1/27/25 12:10 AM	EMS call, excluding vehicle accident with injury	08:15.0
PB25000226 8	Station 12	C- Shift	R12	1/27/25 2:53 AM	1/27/25 3:03 AM	EMS call, excluding vehicle accident with injury	10:03.0
PB25000229 7	Station 12	A- Shift	R12	1/27/25 11:30 AM	1/27/25 11:39 AM	EMS call, excluding vehicle accident with injury	08:14.0
PB25000229 7	Station 12	A- Shift	E63	1/27/25 11:27 AM	1/27/25 11:33 AM	EMS call, excluding vehicle accident with injury	05:40.0
PB25000230 2	Station 12	A- Shift	R12	1/27/25 12:48 PM	1/27/25 12:53 PM	EMS call, excluding vehicle accident with injury	05:01.0
PB25000231 9	Station 12	A- Shift	R12	1/27/25 4:37 PM	1/27/25 4:44 PM	EMS call, excluding vehicle accident with injury	06:33.0
PB25000235 9	Station 12	A- Shift	R12	1/28/25 3:41 AM	1/28/25 3:48 AM	No incident found on arrival at dispatch address	06:57.0
PB25000236 0	Station 12	A- Shift	R12	1/28/25 4:29 AM	1/28/25 4:36 AM	EMS call, excluding vehicle accident with injury	06:51.0
PB25000237 5	Station 12	B- Shift	Q12	1/28/25 8:57 AM	1/28/25 9:07 AM	No incident found on arrival at dispatch address	10:47.0
PB25000239 3	Station 12	B- Shift	Q12	1/28/25 1:12 PM	1/28/25 1:21 PM	EMS call, excluding vehicle accident with injury	08:51.0

PB25000239 3	Station 12	B- Shift	R24	1/28/25 1:12 PM	1/28/25 1:25 PM	EMS call, excluding vehicle accident with injury	13:06.0
PB25000241 8	Station 12	B- Shift	R12	1/28/25 6:24 PM	1/28/25 6:31 PM	EMS call, excluding vehicle accident with injury	07:37.0
PB25000243 7	Station 12	B- Shift	R12	1/28/25 10:44 PM	1/28/25 10:54 PM	EMS call, excluding vehicle accident with injury	09:08.0
PB25000244 4	Station 12	C- Shift	R12	1/29/25 6:55 AM	1/29/25 7:01 AM	EMS call, excluding vehicle accident with injury	06:38.0
PB25000245 2	Station 12	C- Shift	Q12	1/29/25 9:16 AM	1/29/25 9:25 AM	No incident found on arrival at dispatch address	08:43.0
PB25000245 4	Station 12	C- Shift	Q12	1/29/25 9:29 AM	1/29/25 9:35 AM	EMS call, excluding vehicle accident with injury	06:22.0
PB25000245 4	Station 12	C- Shift	R12	1/29/25 9:39 AM	1/29/25 9:44 AM	EMS call, excluding vehicle accident with injury	04:49.0
PB25000246 6	Station 12	C- Shift	R12	1/29/25 11:10 AM	1/29/25 11:19 AM	EMS call, excluding vehicle accident with injury	08:54.0
PB25000248 4	Station 12	C- Shift	R12	1/29/25 2:16 PM	1/29/25 2:25 PM	EMS call, excluding vehicle accident with injury	09:39.0
PB25000250 3	Station 12	C- Shift	Q12	1/29/25 7:27 PM	1/29/25 7:33 PM	Alarm system sounded due to malfunction	06:28.0
PB25000250 9	Station 12	C- Shift	Q12	1/29/25 9:02 PM	1/29/25 9:09 PM	Alarm system sounded due to malfunction	07:03.0
PB25000254 5	Station 12	A- Shift	R12	1/30/25 10:39 AM	1/30/25 10:45 AM	EMS call, excluding vehicle accident with injury	06:00.0
PB25000258 9	Station 12	A- Shift	R12	1/30/25 10:07 PM	1/30/25 10:14 PM	EMS call, excluding vehicle accident with injury	07:20.0
PB25000259 3	Station 12	A- Shift	R12	1/30/25 11:49 PM	1/30/25 11:54 PM	EMS call, excluding vehicle accident with injury	05:32.0

***Closest unit response- R12 was called for a rescue call outside of Lauderdale by the Sea or another station had to come into Lauderdale by the Sea.**





Agenda Item No: 8.a.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Linda Connors, Town Manager

Submitting Department: Administration

Item Type: Town Manager Report

Agenda Section: TOWN MANAGER REPORT

Subject Title: Town Manager Report

Explanation: Following is the Town Manager's report for February 25th.



1. Gordon Retires

You may have noticed an absence downtown. Our always-smiling and ever-helpful Gordon

Wilson has retired. Gordon worked for the town in the Public Works Department for 21 years, the last several years, as the Downtown Ambassador, interacting with business owners and employees, residents, and guests to ensure the Downtown was well maintained and inviting. Gordon was one of the good ones and he will be missed. We wish him a wonderful and relaxing retirement - he deserves it!

2. BOT Meeting

Businesses that attended the Business Outreach meeting earlier this month requested that the parking be reduced during the week so that the Town is more competitive with neighboring areas. While Pompano Beach's beach parking rate on the weekend is equivalent, the parking garage and area parking charges \$1.80/2.50 during the week and 2.50/3.25 on the weekend. It is our understanding that Pompano's parking staff is preparing an agenda to increase rates later this summer. Fort Lauderdale charges a \$4.00 flat rate for parking - the same as the Town and they charge more than the town for holidays and events.

Staff request: Provide staff direction regarding parking rate changes and if you would like to have an agenda item to further discuss.

3. State of the Region Annual Awards

The Broward Metropolitan Planning Organization is holding the fourth State of the Region Annual Awards on Thursday, May 22, 2025, at the Westin Fort Lauderdale Beach Resort (321 N Fort Lauderdale Beach Blvd., Fort Lauderdale, FL 33304). This year's honorees are: Kareen Boutros, Dodie Keith-Lazowick, Bill Walker and Glenn Wiltshire. They have invited the Town to participate in the event through [sponsorship opportunities](#) and are suggesting sponsoring a table at a cost of \$2500. Alternatively, individual tickets are \$95 apiece.

Staff request: Provide direction regarding sponsorship request.

4. Reimbursement for Protective Gear

Thanks to Courtney, Tiana, and Sue, we are taking advantage of a program available through our Workman's Comp Insurance that refunds the town up to 50% of our expenses for personal protection equipment up to \$5,000. While it is a relatively small amount, it indicates the Town's efforts to take advantage of every money-saving opportunity that comes our way.

5. North Silver Shores Update

The Town's traffic consultant presented their findings regarding traffic issues in the North Silver Shores neighborhood. He identified cut-through traffic as the major problem in the neighborhood and found that this exacerbated the residents' other issues of too much and speeding traffic. He suggested a temporary diverter be placed to eliminate the ability to use North Silver Shores streets to avoid the Commercial Boulevard/Ocean Drive intersection. We are surveying the neighborhood to gather their opinions and will present the information to the Commission once the survey is closed and the data is compiled.

6. Business for the Arts Broward

Business for the Arts Broward is partnering with Florida Purchasing Agency to paint a mural for the building located at 262 Commercial Boulevard. The program will include Lead Artist Lori Pratico who will work with the community on ideas to include in the mural to reflect Lauderdale-By-The-Sea's unique character and spirit. Representatives from Business for the

Arts will be attending upcoming Farmer's Markets to meet the public and gather information to incorporate into the mural. We anticipate the mural's completion in late 2025.

7. Upcoming Meetings

Meeting Date	Board	Meeting Time
February 27	Code Compliance	5:00 PM
March 4	Charter Review	6:00 PM
March 5	Planning and Zoning	6:00 PM
March 11	Town Commission	6:30 PM

Recommendation: N/A

Exhibits:

1. State of the Region Annual Awards_Sponsorship Opportunities_12-10-24

2025 STATE OF THE REGION ANNUAL AWARDS

MILES OF SUCCESS

The Broward Metropolitan Planning Organization is thrilled to invite you to the fourth State of the Region Annual Awards. This awards presentation will offer insight into the progress that positively impacts our local economy, families, and businesses. At the same time, we will recognize those who are helping to pave the way to create better communities with transportation options and improved infrastructure in Broward.

WE LOOK FORWARD TO SEEING YOU!

Gregory Stuart

Executive Director, Broward MPO

THURSDAY, MAY 22, 2025 | THE WESTIN FORT LAUDERDALE BEACH RESORT | 11:30 AM

CELEBRATE OUR 2025 HONOREES



Glenn Wiltshire
Lifetime Achievement
Award



Kareen Boutros
Community Impact Award



Bill Walker
Visionary Award



Dodie Keith-Lazowick
Champion Award

2025 STATE OF THE REGION ANNUAL AWARDS

MILES OF SUCCESS

SPONSORSHIP OPPORTUNITIES

	Title Sponsor	Presenting Sponsor	Host Sponsor	Site Sponsor
	\$15,000	\$10,000	\$5,000	\$2,500
Photo opportunity with Honorees	●			
Company brochure or promotional item to be placed on tables	●			
Opportunity for a company representative to address the luncheon audience on stage*	●			
Opportunity to provide company video during presentation	●			
Prominent name recognition in the event title. (*Broward MPO Title Sponsor Company State of the Region Awards, presented by Presenting Sponsor Company*)	●	●		
Posts on social media	●	●		
Display table	Premium Location	Premium Location		
Inclusion in press release	●	●	●	
Brand recognition as a prominent sponsor with logo inclusion in all marketing/promotion materials	●	●	●	
Opportunity to present award*	●	●	●	
Program Guide	Back Cover - Full Page	Full Page	Half Page	
Company identification signage at each assigned guest table	●	●	●	●
Gift Bag Contributor	●	●	●	●
Verbal recognition of sponsorship at event	●	●	●	●
Listing on website with link	●	●	●	●
Complimentary table seating (prominently positioned at the event)*	20 guests*	10 guests*	10 guests	10 guests

Additional tickets available for \$95.00 per person. Complimentary valet parking. *Limited Availability

TO BECOME A SPONSOR, VISIT: [BROWARDMPO.ORG/SPONSORSHIP-OPPORTUNITIES](https://browardmpo.org/sponsorship-opportunities)

If you require any further information, please contact Carol Henderson, Deputy Executive Director of Intergovernmental & Outreach, Broward MPO at hendersonc@browardmpo.org, or (786) 985-6049.



Agenda Item No: 8.b.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Lucila Lang, Finance Director

Submitting Department: Finance

Item Type: Town Manager Report

Agenda Section: TOWN MANAGER REPORT

Subject Title: December 2024 Finance Report

Explanation: Presented is the December 2024 financial report which consists of the attached Revenue/Expenditure Report (Exhibit 2) and the Cash & Investment Report (Exhibit 3). At the end of December, the Town was 25% through the fiscal year.

Recommendation: N/A

Exhibits:

1. December 2024 Finance Report
2. December 2024 Revenue-Expenditure Report
3. December 2024-Cash Investment Report

The following is a summary of the operating results through 12/31/24:

Fund	Annual Budget	Budgeted Appropriations	Budgeted Revenues Excluding Appropriations	YTD Revenues		YTD Expenditures		Net Amount
				Amount	% of Budget	Amount	% of Budget	
General Fund	\$ 17,731,012.00	\$ -	\$ 17,731,012.00	\$ 12,173,737.64	68.66%	\$ 3,703,279.03	20.89%	\$ 8,470,458.61
Building Fund	\$ 1,728,121.00	\$ 275,102.00	\$ 1,453,019.00	\$ 215,885.60	14.86%	\$ 61,954.29	4.26%	\$ 153,931.31
Sewer Fund	\$ 1,710,480.00	\$ 8,480.00	\$ 1,702,000.00	\$ 184,112.58	10.82%	\$ 304,735.91	17.90%	\$ (120,623.33)
Fire Fund	\$ 2,024,159.00	\$ 600,000.00	\$ 1,424,159.00	\$ 1,193,338.31	83.79%	\$ 327,072.00	22.97%	\$ 866,266.31
Capital Fund	\$ 4,052,000.00	\$ 615,000.00	\$ 3,437,000.00	\$ -	0.00%	\$ 288,755.61	7.13%	\$ (288,755.61)
Parking Fund	\$ 3,319,784.00	\$ -	\$ 3,319,784.00	\$ 953,222.38	28.71%	\$ 251,390.34	7.57%	\$ 701,832.04
Grand Total	\$ 30,565,556.00	\$ 1,498,582.00	\$ 29,066,974.00	\$ 14,720,296.51		\$ 4,937,187.18		\$ 9,783,109.33

Notable items this month are as follows:

General Fund:

- During the month of December 2024, the Town collected \$8,378,964.46 in ad valorem revenues. This is consistent with the Town's expectations. This is the month in which the Town expects the largest bulk of this revenue.
- All other revenues and expenses are within expectations for the 3rd month of the fiscal year.

Building Fund:

- Building income and expenses are within expectations.

Sewer Fund:

- Sewer revenues are a bit below expectations; expenditures are within expectations.

Fire Fund:

- During the month of December 2024, the Town received \$840,827.56 in Fire Assessment Fee revenues which is 81.77% of the amount that was budgeted.
- Expenditures are within budget.

Capital Fund:

- Activity for the month of December for capital projects is displayed in the chart below:

DECEMBER, 2024 REPORT INFORMATION					
CIP Projects	Budget	YTD Expenditures	December Expenditures	% Completion	Comments
Town Hall/Public Safety	\$ 500,000.00	\$ -	\$ -	0.00%	No activity for the month.
El Prado Park	\$ 775,000.00	\$ -	\$ -	0.00%	No activity for the month.
Storm Water Rate Study	\$ 125,000.00	\$ -	\$ -	0.00%	No activity for the month.
Beach Portal	\$ 50,000.00	\$ -	\$ -	0.00%	No activity for the month.
FDOT A1A Pine Avenue to Palm Aire	\$ 255,000.00	\$ -	\$ -	0.00%	No activity for the month.
Tennis Court Lighting	\$ 45,000.00	\$ 31,677.90	\$ 31,677.90	70.40%	Payment made to Kilowatt Electric.
Beach Renourishment	\$ 116,667.00	\$ 116,666.67	\$ -	100.00%	Project has been completed.
Traffic Improvements & Calming	\$ 150,000.00	\$ 24,678.83	\$ 24,678.83	16.45%	Payment made to Evolvtec.
Pedestrian Amenities	\$ 75,000.00	\$ 33,590.25	\$ -	44.79%	No activity for the month.
Street Project-Bougainvilla/Poinciana	\$ 225,000.00	\$ -	\$ -	0.00%	No activity for the month.
Roadway Paving & Refurbishment	\$ 483,691.00	\$ -	\$ -	0.00%	No activity for the month.
Resilient Florida Program	\$ 200,000.00	\$ -	\$ -	0.00%	No activity for the month.
Friedt Park	\$ 725,000.00	\$ 17,994.60	\$ -	2.48%	No activity for the month.
75th Anniversary Garden	\$ 100,000.00	\$ 9,174.00	\$ 3,071.60	9.17%	Payment made to Architectural Alliance.
Totals:	\$ 3,825,358.00	\$ 233,782.25	\$ 59,428.33		

Parking Fund:

- Parking revenues are above expectations compared to last year at the same time; expenditures are within expectations.

Below is a breakdown of revenue for lots:

	August, 2024		September, 2024		October, 2024		November, 2024		December, 2024	
South Ocean	\$ 18,510.64	\$ (4,852.68)	\$ 17,552.24	\$ 96.90	\$ 14,834.35	\$ (6,163.70)	\$ 20,592.02	\$ 2,546.38	\$ 6,723.66	\$ (10,041.44)
Ocean Front Meters	\$ 43,724.05	\$ 2,293.33	\$ 46,531.01	\$ 15,117.27	\$ 42,715.34	\$ 9,274.46	\$ 42,553.18	\$ 12,063.41	\$ 56,215.53	\$ 25,981.17
Commercial Blvd. Meters	\$ 9,771.40	\$ 509.85	\$ 12,251.39	\$ 4,837.10	\$ 12,159.26	\$ 3,215.44	\$ 11,979.95	\$ 4,274.75	\$ 14,053.81	\$ 5,644.43
Parking Meters-Beach	\$ 17,902.33	\$ (3,793.09)	\$ 18,048.88	\$ 2,497.36	\$ 13,172.74	\$ (2,901.11)	\$ 14,673.57	\$ 1,770.97	\$ 14,772.46	\$ 3,883.14
Palm Portal-FDG	\$ 11,800.50	\$ (2,866.93)	\$ 13,138.09	\$ 3,056.22	\$ 8,253.61	\$ (1,878.14)	\$ 8,803.59	\$ 549.98	\$ 8,021.12	\$ 2,403.04
El Prado Parking Lot	\$ 42,209.18	\$ (16,265.03)	\$ 45,081.50	\$ 3,255.88	\$ 31,577.33	\$ (14,426.08)	\$ 37,935.59	\$ (235.82)	\$ 37,705.18	\$ 7,343.15
Town Hall Parking Lot	\$ 1,301.17	\$ (349.91)	\$ 2,011.03	\$ 873.06	\$ 648.08	\$ (508.25)	\$ 749.80	\$ 32.07	\$ 657.34	\$ (203.71)
El Mar Parking Lot	\$ 24,601.42	\$ (190.49)	\$ 23,515.65	\$ 5,226.90	\$ 25,295.38	\$ 3,590.74	\$ 26,358.14	\$ 6,925.05	\$ 25,895.35	\$ 7,625.31
A1A Parking Lot	\$ 47,597.98	\$ (11,522.48)	\$ 40,296.14	\$ 675.24	\$ 43,193.58	\$ (5,862.11)	\$ 48,687.94	\$ 4,947.47	\$ 44,591.53	\$ 3,672.53
Bougainvilla/Poinciana	\$ 17,506.18	\$ (3,369.83)	\$ 18,862.19	\$ 2,604.73	\$ 16,219.54	\$ (1,545.26)	\$ 19,336.88	\$ 3,410.69	\$ 22,170.82	\$ 6,923.48
Monthly Total:	\$ 234,924.85		\$ 237,288.12		\$ 208,069.21		\$ 231,670.66		\$ 230,806.80	
<i>Difference from last year \$:</i>	\$ (40,407.26)		\$ 38,240.66		\$ (17,204.01)		\$ 36,284.95		\$ 53,231.10	
<i>Difference from last year %:</i>	-14.68%		19.21%		-7.64%		18.57%		29.98%	
Additional Parking Income:										
Parking Permits									\$ 8,771.29	
Parking Fines									\$ 94,024.00	
GRAND TOTAL:									\$ 333,602.09	

The top producing lots for the month of December were:

- Ocean Front Meters
- A1A Parking Lot
- El Prado Parking Lot
- El Mar Parking Lot



Lauderdale-By-The-Sea, FL

Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 12/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 001 - General Fund						
Department: 301000 - Ad Valorem Property Taxes						
001-301000-311100 Ad Valorem Property Taxes	13,548,619.00	13,548,619.00	8,378,964.46	11,160,981.38	-2,387,637.62	82.38 %
Department: 301000 - Ad Valorem Property Taxes Total:	13,548,619.00	13,548,619.00	8,378,964.46	11,160,981.38	-2,387,637.62	82.38%
Department: 301100 - Utility Taxes						
001-301100-311101 Fpl Utility Tax	986,700.00	986,700.00	89,729.07	188,753.56	-797,946.44	19.13 %
001-301100-311440 Gas Utility Tax	23,000.00	23,000.00	17.66	1,036.56	-21,963.44	4.51 %
001-301100-314300 Water Utility Tax	189,000.00	189,000.00	15,809.38	32,061.72	-156,938.28	16.96 %
Department: 301100 - Utility Taxes Total:	1,198,700.00	1,198,700.00	105,556.11	221,851.84	-976,848.16	18.51%
Department: 301600 - Francise Taxes						
001-301600-313100 Fl Power & Light Franchise	670,000.00	670,000.00	65,946.49	142,091.27	-527,908.73	21.21 %
001-301600-313300 Waste Franchise Collection	161,999.00	161,999.00	23,106.25	23,106.25	-138,892.75	14.26 %
001-301600-313301 Waste Franchise Adm-fee	9,000.00	9,000.00	0.00	0.00	-9,000.00	0.00 %
001-301600-313400 Gas Franchise	23,000.00	23,000.00	2,755.24	2,759.02	-20,240.98	12.00 %
001-301600-313600 Towing Franchise Fees	800.00	800.00	0.00	0.00	-800.00	0.00 %
Department: 301600 - Francise Taxes Total:	864,799.00	864,799.00	91,807.98	167,956.54	-696,842.46	19.42%
Department: 302000 - Licenses & Permits						
001-302000-321100 Business License Taxes	100,000.00	100,000.00	5,425.39	77,366.18	-22,633.82	77.37 %
001-302000-321110 Sidewalk Cafe Row	85,000.00	85,000.00	0.00	106,345.00	21,345.00	125.11 %
001-302000-322150 Miscellaneous Permits	700.00	700.00	0.00	50.00	-650.00	7.14 %
001-302000-322250 Zoning Permit & Fees	1,000.00	1,000.00	0.00	30.00	-970.00	3.00 %
001-302000-322400 Sign Permits	500.00	500.00	220.00	550.00	50.00	110.00 %
Department: 302000 - Licenses & Permits Total:	187,200.00	187,200.00	5,645.39	184,341.18	-2,858.82	98.47%
Department: 303000 - Intergovernmental Revenues						
001-303000-311120 Municipal Revenue Sharing	185,000.00	185,000.00	15,680.33	50,261.18	-134,738.82	27.17 %
001-303000-311150 Alcoholic Beverage License	17,000.00	17,000.00	0.00	0.00	-17,000.00	0.00 %
001-303000-311180 Sales Tax	525,000.00	525,000.00	37,482.67	73,154.49	-451,845.51	13.93 %
001-303000-312410 Local Op Gas Tax 1 - 6 Cent	67,500.00	67,500.00	22,981.04	47,564.49	-19,935.51	70.47 %
001-303000-312420 Local Op Gas Tax 2 - 5 Cent	48,000.00	48,000.00	5,274.27	13,720.43	-34,279.57	28.58 %
001-303000-315100 Communication Service Tax	327,000.00	327,000.00	28,809.07	52,232.14	-274,767.86	15.97 %
001-303000-334915 Fdot-reimbursable Grant	34,384.00	34,384.00	0.00	0.00	-34,384.00	0.00 %
Department: 303000 - Intergovernmental Revenues Total:	1,203,884.00	1,203,884.00	110,227.38	236,932.73	-966,951.27	19.68%
Department: 304000 - Charges for Services						
001-304000-343902 Site Plan Application Fees	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
001-304000-347500 Tennis - Shuffle Key	5,250.00	5,250.00	100.00	440.00	-4,810.00	8.38 %
Department: 304000 - Charges for Services Total:	7,250.00	7,250.00	100.00	440.00	-6,810.00	6.07%
Department: 305000 - Fines & Forfeitures						
001-305000-354150 Fines,trafficviolation,citatio	30,000.00	30,000.00	2,898.30	5,235.27	-24,764.73	17.45 %
001-305000-354160 Code Enforcement Fines	55,000.00	55,000.00	1,650.00	1,650.00	-53,350.00	3.00 %
001-305000-359100 Other Fines & Alarms	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
Department: 305000 - Fines & Forfeitures Total:	87,000.00	87,000.00	4,548.30	6,885.27	-80,114.73	7.91%
Department: 306000 - Miscellaneous Revenues						
001-306000-361100 Interest Earnings	112,335.00	112,335.00	45,822.98	107,699.71	-4,635.29	95.87 %
001-306000-362000 Rent/lease Royalties	129,675.00	129,675.00	10,500.00	34,100.00	-95,575.00	26.30 %
001-306000-365400 Recycling Revenue	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.00 %
001-306000-366100 Donations	13,500.00	13,500.00	2,000.00	2,000.00	-11,500.00	14.81 %
001-306000-369100 Miscellaneous Revenues	75,050.00	75,050.00	5,011.42	29,757.07	-45,292.93	39.65 %
001-306000-369200 Miscellaneous Applications	5,000.00	5,000.00	435.00	4,745.00	-255.00	94.90 %
001-306000-369201 Miscellaneous Merchandisesales	5,000.00	5,000.00	1,316.72	1,865.93	-3,134.07	37.32 %
001-306000-369250 Recreational Activities Fee	17,500.00	17,500.00	1,590.00	11,965.00	-5,535.00	68.37 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-306000-369500	miscellaneous Lobbyist	500.00	500.00	0.00	0.00	-500.00	0.00 %
001-306000-369901	Insurance Reimbursement	20,000.00	20,000.00	0.00	2,215.99	-17,784.01	11.08 %
Department: 306000 - Miscellaneous Revenues Total:		383,560.00	383,560.00	66,676.12	194,348.70	-189,211.30	50.67%
Department: 511000 - Commission							
001-511000-500110	Commission Salaries	135,000.00	135,000.00	9,923.65	27,662.73	107,337.27	20.49 %
001-511000-500210	Employer Fica Taxes	10,450.00	10,450.00	529.01	1,434.99	9,015.01	13.73 %
001-511000-500220	Retirement	60,750.00	60,750.00	6,379.68	11,130.08	49,619.92	18.32 %
001-511000-500230	Group Insurance	92,000.00	92,000.00	2,262.09	18,081.51	73,918.49	19.65 %
001-511000-500345	Contractual Services	16,000.00	16,000.00	187.50	975.00	15,025.00	6.09 %
001-511000-500510	Office Supplies	1,500.00	1,500.00	0.00	75.19	1,424.81	5.01 %
001-511000-500512	Elections	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
001-511000-500525	Uniform Expense	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
001-511000-500540	Dues & Subscriptions	3,250.00	3,250.00	0.00	1,380.00	1,870.00	42.46 %
001-511000-500545	Training	12,500.00	12,500.00	1,755.60	2,500.40	9,999.60	20.00 %
001-511000-500550	Operating Expenses	15,200.00	15,200.00	111.19	650.39	14,549.61	4.28 %
Department: 511000 - Commission Total:		352,150.00	352,150.00	21,148.72	63,890.29	288,259.71	18.14%
Department: 511100 - Donation-Non Profits							
001-511100-500820	Donations-aids To Private Org	68,500.00	68,500.00	0.00	42,500.00	26,000.00	62.04 %
Department: 511100 - Donation-Non Profits Total:		68,500.00	68,500.00	0.00	42,500.00	26,000.00	62.04%
Department: 511200 - Visitor Center							
001-511200-500120	Regular Salaries	80,815.00	80,815.00	3,525.35	10,144.55	70,670.45	12.55 %
001-511200-500210	Employer Fica Taxes	6,265.00	6,265.00	269.68	776.03	5,488.97	12.39 %
001-511200-500220	Retirement	13,786.00	13,786.00	902.96	1,834.84	11,951.16	13.31 %
001-511200-500230	Group Insurance	3,450.00	3,450.00	167.17	625.52	2,824.48	18.13 %
001-511200-500311	Advertisements	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
001-511200-500340	Sewer/wastewater	4,410.00	4,410.00	286.97	1,138.78	3,271.22	25.82 %
001-511200-500345	Contractual Services	6,000.00	6,000.00	0.00	736.67	5,263.33	12.28 %
001-511200-500430	Electric Service	2,100.00	2,100.00	105.55	348.98	1,751.02	16.62 %
001-511200-500431	Water Service	5,300.00	5,300.00	503.93	1,589.24	3,710.76	29.99 %
001-511200-500463	Service Maintenance Contracts	3,150.00	3,150.00	84.08	263.42	2,886.58	8.36 %
001-511200-500495	Special Events	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
001-511200-500506	Printing & Binding	3,065.00	3,065.00	35.00	1,498.50	1,566.50	48.89 %
001-511200-500520	Bldg. Maintenance	5,000.00	5,000.00	150.00	302.25	4,697.75	6.05 %
001-511200-500550	Operating Expenses	5,000.00	5,000.00	122.77	164.11	4,835.89	3.28 %
Department: 511200 - Visitor Center Total:		142,341.00	142,341.00	6,153.46	19,422.89	122,918.11	13.65%
Department: 513000 - Administration							
001-513000-500120	Regular Salaries	665,203.00	665,203.00	53,481.38	141,344.71	523,858.29	21.25 %
001-513000-500140	Overtime Salaries	5,500.00	5,500.00	291.14	378.40	5,121.60	6.88 %
001-513000-500210	Employer Fica Taxes	51,425.00	51,425.00	3,163.39	8,223.68	43,201.32	15.99 %
001-513000-500220	Retirement	154,950.00	154,950.00	22,222.08	34,387.79	120,562.21	22.19 %
001-513000-500230	Group Insurance	155,250.00	155,250.00	8,419.73	41,134.13	114,115.87	26.50 %
001-513000-500315	Professional Services	36,000.00	36,000.00	0.00	0.00	36,000.00	0.00 %
001-513000-500320	Audit Expense	47,000.00	47,000.00	0.00	4,000.00	43,000.00	8.51 %
001-513000-500344	Hr Expenses	5,000.00	5,000.00	268.75	787.05	4,212.95	15.74 %
001-513000-500345	Contractual Services	98,100.00	98,100.00	7,319.30	17,367.07	80,732.93	17.70 %
001-513000-500463	Service Maintenance Contracts	54,800.00	54,800.00	1,223.28	2,822.41	51,977.59	5.15 %
001-513000-500506	Printing & Binding	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
001-513000-500508	Postage	5,000.00	5,000.00	651.44	1,019.14	3,980.86	20.38 %
001-513000-500510	Office Supplies	6,700.00	6,700.00	385.44	2,057.38	4,642.62	30.71 %
001-513000-500525	Uniform Expense	1,087.00	1,087.00	0.00	0.00	1,087.00	0.00 %
001-513000-500540	Dues & Subscriptions	9,900.00	9,900.00	0.00	700.00	9,200.00	7.07 %
001-513000-500545	Training	27,000.00	27,000.00	75.00	125.96	26,874.04	0.47 %
001-513000-500550	Operating Expenses	26,000.00	26,000.00	1,548.25	2,665.45	23,334.55	10.25 %
001-513000-500640	Capital Outlay - Equip't & Mach	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
Department: 513000 - Administration Total:		1,381,915.00	1,381,915.00	99,049.18	257,013.17	1,124,901.83	18.60%
Department: 514000 - Town Attorney							
001-514000-500310	Legal Expense	360,000.00	360,000.00	44,741.20	80,411.80	279,588.20	22.34 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-514000-500314	Litigation	48,000.00	48,000.00	0.00	0.00	48,000.00	0.00 %
Department: 514000 - Town Attorney Total:		408,000.00	408,000.00	44,741.20	80,411.80	327,588.20	19.71%
Department: 519000 - General							
001-519000-500311	Advertisements	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
001-519000-500315	Professional Services	139,500.00	139,500.00	8,499.34	31,312.43	108,187.57	22.45 %
001-519000-500345	Contractual Services	83,200.00	83,200.00	0.00	15,023.71	68,176.29	18.06 %
001-519000-500349	Community Mobility Services	250,000.00	250,000.00	19,734.24	59,202.72	190,797.28	23.68 %
001-519000-500451	Auto, Property & Liability Ins	308,300.00	308,300.00	0.00	210,561.50	97,738.50	68.30 %
001-519000-500452	Workers Compensation Insur	90,200.00	90,200.00	12,964.75	26,089.50	64,110.50	28.92 %
001-519000-500463	Service Maintenance Contracts	23,100.00	23,100.00	0.00	6,000.00	17,100.00	25.97 %
001-519000-500497	Contingency	190,000.00	190,000.00	0.00	24,320.49	165,679.51	12.80 %
001-519000-500506	Printing & Binding	0.00	0.00	1,420.00	1,420.00	-1,420.00	0.00 %
001-519000-500550	Operating Expenses	96,600.00	96,600.00	90.24	79,061.71	17,538.29	81.84 %
001-519000-500552	Recycling And Solid Waste Exp	70,000.00	70,000.00	4,133.63	11,080.73	58,919.27	15.83 %
001-519000-500640	Capital Outlay - Equipt & Mach	40,000.00	40,000.00	0.00	25,636.02	14,363.98	64.09 %
Department: 519000 - General Total:		1,295,900.00	1,295,900.00	46,842.20	489,708.81	806,191.19	37.79%
Department: 519100 - Tourism and Community Outreach							
001-519100-500120	Regular Salaries	90,000.00	90,000.00	5,694.78	15,375.91	74,624.09	17.08 %
001-519100-500210	Employer Fica Taxes	7,000.00	7,000.00	435.92	1,176.98	5,823.02	16.81 %
001-519100-500220	Retirement	12,500.00	12,500.00	1,164.30	1,922.90	10,577.10	15.38 %
001-519100-500230	Group Insurance	20,000.00	20,000.00	1,093.66	5,780.98	14,219.02	28.90 %
001-519100-500311	Advertisements	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00 %
001-519100-500315	Professional Services	166,000.00	166,000.00	0.00	17,215.53	148,784.47	10.37 %
001-519100-500345	Contractual Services	6,750.00	6,750.00	399.98	399.98	6,350.02	5.93 %
001-519100-500347	Programs	12,300.00	12,300.00	1,126.00	1,761.06	10,538.94	14.32 %
001-519100-500495	Special Events	277,100.00	277,100.00	4,889.22	39,182.90	237,917.10	14.14 %
001-519100-500506	Printing & Binding	44,000.00	44,000.00	0.00	670.00	43,330.00	1.52 %
001-519100-500540	Dues & Subscriptions	1,900.00	1,900.00	445.00	456.67	1,443.33	24.04 %
001-519100-500545	Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
001-519100-500550	Operating Expenses	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
Department: 519100 - Tourism and Community Outreach Total:		653,550.00	653,550.00	15,248.86	83,942.91	569,607.09	12.84%
Department: 521000 - Police Department							
001-521000-500141	Bso Overtime	100,000.00	100,000.00	4,136.71	4,136.71	95,863.29	4.14 %
001-521000-500345	Contractual Services	6,321,135.00	6,321,135.00	527,029.92	1,554,189.21	4,766,945.79	24.59 %
001-521000-500352	Contract Services	5,500.00	5,500.00	0.00	4,996.19	503.81	90.84 %
001-521000-500640	Capital Outlay - Equipt & Mach	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00 %
Department: 521000 - Police Department Total:		6,439,135.00	6,439,135.00	531,166.63	1,563,322.11	4,875,812.89	24.28%
Department: 523000 - Emergency Medical Services							
001-523000-500345	Contractual Services	519,680.00	519,680.00	40,250.00	120,750.00	398,930.00	23.24 %
Department: 523000 - Emergency Medical Services Total:		519,680.00	519,680.00	40,250.00	120,750.00	398,930.00	23.24%
Department: 524000 - Development Services							
001-524000-500120	Regular Salaries	295,900.00	295,900.00	29,492.21	63,509.41	232,390.59	21.46 %
001-524000-500121	Temporary Salaries/ Interns	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
001-524000-500140	Overtime Salaries	6,000.00	6,000.00	73.47	421.87	5,578.13	7.03 %
001-524000-500210	Employer Fica Taxes	22,925.00	22,925.00	2,317.13	5,202.78	17,722.22	22.69 %
001-524000-500220	Retirement	59,275.00	59,275.00	6,913.31	9,694.49	49,580.51	16.36 %
001-524000-500230	Group Insurance	87,000.00	87,000.00	5,201.46	23,742.35	63,257.65	27.29 %
001-524000-500315	Professional Services	60,000.00	60,000.00	900.00	3,067.58	56,932.42	5.11 %
001-524000-500345	Contractual Services	539,952.00	539,952.00	2,133.00	52,131.26	487,820.74	9.65 %
001-524000-500462	Fuel	0.00	0.00	0.00	154.57	-154.57	0.00 %
001-524000-500463	Service Maintenance Contracts	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
001-524000-500506	Printing & Binding	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
001-524000-500508	Postage	3,000.00	3,000.00	0.00	132.30	2,867.70	4.41 %
001-524000-500510	Office Supplies	2,500.00	2,500.00	431.50	431.50	2,068.50	17.26 %
001-524000-500525	Uniform Expense	600.00	600.00	0.00	0.00	600.00	0.00 %
001-524000-500540	Dues & Subscriptions	5,000.00	5,000.00	0.00	264.00	4,736.00	5.28 %
001-524000-500545	Training	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
001-524000-500550	Operating Expenses	11,000.00	11,000.00	779.12	986.12	10,013.88	8.96 %
Department: 524000 - Development Services Total:		1,115,152.00	1,115,152.00	48,241.20	159,738.23	955,413.77	14.32%
Department: 541100 - Mun Srvsc - Public Works Div							
001-541100-500120	Regular Salaries	1,124,881.00	1,124,881.00	75,392.90	194,580.92	930,300.08	17.30 %
001-541100-500140	Overtime Salaries	71,500.00	71,500.00	11,152.18	24,076.20	47,423.80	33.67 %
001-541100-500210	Employer Fica Taxes	87,300.00	87,300.00	6,763.43	17,168.90	70,131.10	19.67 %
001-541100-500220	Retirement	171,250.00	171,250.00	20,665.24	31,061.79	140,188.21	18.14 %
001-541100-500230	Group Insurance	327,750.00	327,750.00	18,374.41	99,676.64	228,073.36	30.41 %
001-541100-500315	Professional Services	65,000.00	65,000.00	0.00	550.00	64,450.00	0.85 %
001-541100-500340	Sewer/wastewater	18,000.00	18,000.00	1,304.95	5,355.50	12,644.50	29.75 %
001-541100-500345	Contractual Services	625,500.00	625,500.00	41,150.50	134,758.50	490,741.50	21.54 %
001-541100-500410	Communications	65,000.00	65,000.00	8,022.94	18,853.28	46,146.72	29.01 %
001-541100-500430	Electric Service	58,000.00	58,000.00	4,623.76	14,842.41	43,157.59	25.59 %
001-541100-500431	Water Service	225,000.00	225,000.00	22,767.74	78,529.22	146,470.78	34.90 %
001-541100-500433	Electric Service-streets	70,000.00	70,000.00	5,260.15	15,333.37	54,666.63	21.90 %
001-541100-500445	Equip Rent/lease	30,000.00	30,000.00	1,179.85	14,230.55	15,769.45	47.44 %
001-541100-500460	Equipment Maintenance	45,000.00	45,000.00	1,987.97	4,503.09	40,496.91	10.01 %
001-541100-500461	Vehicle Maintenance	25,000.00	25,000.00	3,444.88	6,109.72	18,890.28	24.44 %
001-541100-500462	Fuel	60,000.00	60,000.00	868.84	6,366.93	53,633.07	10.61 %
001-541100-500463	Service Maintenance Contracts	21,000.00	21,000.00	1,469.59	7,905.08	13,094.92	37.64 %
001-541100-500469	Buoy Maintenance	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00 %
001-541100-500470	Radio Maintenance	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
001-541100-500498	Storm Drain Rehab/maint	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
001-541100-500508	Postage	300.00	300.00	223.21	223.21	76.79	74.40 %
001-541100-500510	Office Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
001-541100-500520	Bldg. Maintenance	153,500.00	153,500.00	3,548.18	23,828.67	129,671.33	15.52 %
001-541100-500525	Uniform Expense	30,000.00	30,000.00	3,669.07	7,565.21	22,434.79	25.22 %
001-541100-500529	Street Light Maintenance	70,000.00	70,000.00	7,867.48	9,111.25	60,888.75	13.02 %
001-541100-500530	Street Maint Repair Supply	85,000.00	85,000.00	2,836.48	5,292.72	79,707.28	6.23 %
001-541100-500531	Grounds Maint/landscaping	55,000.00	55,000.00	2,760.16	5,626.44	49,373.56	10.23 %
001-541100-500532	Signs	12,500.00	12,500.00	1,920.16	7,562.16	4,937.84	60.50 %
001-541100-500534	Sidewalk Maint Repair	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
001-541100-500535	Flags	3,250.00	3,250.00	0.00	950.66	2,299.34	29.25 %
001-541100-500536	Sea Oats	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
001-541100-500540	Dues & Subscriptions	4,000.00	4,000.00	2,188.00	5,106.00	-1,106.00	127.65 %
001-541100-500545	Training	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
001-541100-500547	Hurricane Expenditure	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
001-541100-500550	Operating Expenses	150,000.00	150,000.00	15,571.69	44,390.07	105,609.93	29.59 %
001-541100-500624	Capital Outlay-bldg. Improvem	70,000.00	70,000.00	0.00	0.00	70,000.00	0.00 %
001-541100-500640	Capital Outlay - Equip & Mach	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00 %
001-541100-500644	Capital Outlay-vehicles	57,459.00	57,459.00	4,077.11	10,331.89	47,127.11	17.98 %
Department: 541100 - Mun Srvsc - Public Works Div Total:		3,982,690.00	3,982,690.00	269,090.87	793,890.38	3,188,799.62	19.93%
Department: 572000 - Recreation							
001-572000-500342	Senior Rec. Ctr. Contract	113,999.00	113,999.00	9,067.32	28,159.36	85,839.64	24.70 %
001-572000-500463	Service Maintenance Contracts	2,500.00	2,500.00	159.19	529.08	1,970.92	21.16 %
001-572000-500510	Office Supplies	500.00	500.00	0.00	0.00	500.00	0.00 %
Department: 572000 - Recreation Total:		116,999.00	116,999.00	9,226.51	28,688.44	88,310.56	24.52%
Department: 581100 - Interfund Transfers							
001-581100-380102	Transfer From Bldg-oh Costs	200,000.00	200,000.00	0.00	0.00	-200,000.00	0.00 %
001-581100-380115	Transfer From Fire - Oh Costs	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
001-581100-500910	Transfer To Cip Fund	1,255,000.00	1,255,000.00	0.00	0.00	1,255,000.00	0.00 %
Department: 581100 - Interfund Transfers Surplus (Deficit):		-1,005,000.00	-1,005,000.00	0.00	0.00	1,005,000.00	0.00%
Fund: 001 - General Fund Surplus (Deficit):		0.00	0.00	7,632,366.91	8,470,458.61	8,470,458.61	0.00%

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 101 - Special Revenue-Police Conf						
Department: 306000 - Miscellaneous Revenues						
101-306000-369100 Miscellaneous Revenues	0.00	0.00	0.00	391.11	391.11	0.00 %
Department: 306000 - Miscellaneous Revenues Total:	0.00	0.00	0.00	391.11	391.11	0.00%
Fund: 101 - Special Revenue-Police Conf Total:	0.00	0.00	0.00	391.11	391.11	0.00%
Fund: 102 - Building Fund						
Department: 000000 - Assigned						
102-000000-380200 Appropriated Fund Balance	275,102.00	275,102.00	0.00	0.00	-275,102.00	0.00 %
Department: 000000 - Assigned Total:	275,102.00	275,102.00	0.00	0.00	-275,102.00	0.00%
Department: 302100 - Building Permit and Inpection						
102-302100-322100 Building Permits	1,393,019.00	1,393,019.00	45,840.39	213,823.14	-1,179,195.86	15.35 %
102-302100-322105 Fire Plan Review Fees	60,000.00	60,000.00	-1,206.60	2,050.21	-57,949.79	3.42 %
102-302100-322106 Building Recording Fee	0.00	0.00	0.00	12.25	12.25	0.00 %
Department: 302100 - Building Permit and Inpection Total:	1,453,019.00	1,453,019.00	44,633.79	215,885.60	-1,237,133.40	14.86%
Department: 524100 - Building						
102-524100-500120 Regular Salaries	215,721.00	215,721.00	9,042.29	26,588.14	189,132.86	12.33 %
102-524100-500121 Temporary Salaries/ Interns	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
102-524100-500210 Employer Fica Taxes	17,400.00	17,400.00	692.68	1,954.62	15,445.38	11.23 %
102-524100-500220 Retirement	48,000.00	48,000.00	2,242.97	6,400.14	41,599.86	13.33 %
102-524100-500230 Group Insurance	80,000.00	80,000.00	2,145.29	9,640.74	70,359.26	12.05 %
102-524100-500315 Professional Services	175,000.00	175,000.00	0.00	6,699.63	168,300.37	3.83 %
102-524100-500345 Contractual Services	79,000.00	79,000.00	3,780.00	8,270.00	70,730.00	10.47 %
102-524100-500402 Building Permit Services	900,000.00	900,000.00	0.00	0.00	900,000.00	0.00 %
102-524100-500463 Service Maintenance Contracts	3,000.00	3,000.00	267.94	2,401.02	598.98	80.03 %
102-524100-500550 Operating Expenses	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
102-524100-581001 Transfer To GF-OH Costs	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
Department: 524100 - Building Total:	1,728,121.00	1,728,121.00	18,171.17	61,954.29	1,666,166.71	3.59%
Fund: 102 - Building Fund Surplus (Deficit):	0.00	0.00	26,462.62	153,931.31	153,931.31	0.00%
Fund: 103 - Sewer Fund						
Department: 000000 - Assigned						
103-000000-380200 Appropriated Fund Balance	8,480.00	8,480.00	0.00	0.00	-8,480.00	0.00 %
Department: 000000 - Assigned Total:	8,480.00	8,480.00	0.00	0.00	-8,480.00	0.00%
Department: 304000 - Charges for Services						
103-304000-343500 Sewer Fees	1,700,000.00	1,700,000.00	94,131.02	184,112.58	-1,515,887.42	10.83 %
Department: 304000 - Charges for Services Total:	1,700,000.00	1,700,000.00	94,131.02	184,112.58	-1,515,887.42	10.83%
Department: 306000 - Miscellaneous Revenues						
103-306000-361100 Interest Earnings	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
Department: 306000 - Miscellaneous Revenues Total:	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00%
Department: 535000 - Sanitary Sewers						
103-535000-500120 Regular Salaries	112,900.00	112,900.00	8,200.24	23,729.98	89,170.02	21.02 %
103-535000-500140 Overtime Salaries	6,600.00	6,600.00	252.91	1,555.01	5,044.99	23.56 %
103-535000-500210 Employer Fica Taxes	8,637.00	8,637.00	664.85	2,034.70	6,602.30	23.56 %
103-535000-500220 Retirement	23,325.00	23,325.00	2,051.23	5,008.73	18,316.27	21.47 %
103-535000-500230 Group Insurance	42,100.00	42,100.00	1,923.54	8,480.42	33,619.58	20.14 %
103-535000-500340 Sewer/wastewater	1,010,000.00	1,010,000.00	75,436.85	169,156.19	840,843.81	16.75 %
103-535000-500345 Contractual Services	65,000.00	65,000.00	811.90	1,646.31	63,353.69	2.53 %
103-535000-500430 Electric Service	30,000.00	30,000.00	1,187.05	5,616.02	24,383.98	18.72 %
103-535000-500431 Water Service	500.00	500.00	44.91	133.81	366.19	26.76 %
103-535000-500459 Sewer Line Maintenance	200,000.00	200,000.00	9,248.86	87,374.74	112,625.26	43.69 %
103-535000-500465 Pump Station Maintenance	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
103-535000-500497 Contingency	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
103-535000-500506 Printing & Binding	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00 %
103-535000-500550 Operating Expenses	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
103-535000-500630 Cap Outlay Imp Other Than Bldg	105,168.00	105,168.00	0.00	0.00	105,168.00	0.00 %
Department: 535000 - Sanitary Sewers Total:	1,710,480.00	1,710,480.00	99,822.34	304,735.91	1,405,744.09	17.82 %
Fund: 103 - Sewer Fund Surplus (Deficit):	0.00	0.00	-5,691.32	-120,623.33	-120,623.33	0.00 %
Fund: 115 - Fire Fund						
Department: 000000 - Assigned						
115-000000-380203 Appropriation From Fire Fund	600,000.00	600,000.00	0.00	0.00	-600,000.00	0.00 %
Department: 000000 - Assigned Total:	600,000.00	600,000.00	0.00	0.00	-600,000.00	0.00 %
Department: 301050 - Fire Assessment						
115-301050-311200 Property Tax-fire Assessment	1,347,159.00	1,347,159.00	840,827.56	1,101,607.20	-245,551.80	81.77 %
Department: 301050 - Fire Assessment Total:	1,347,159.00	1,347,159.00	840,827.56	1,101,607.20	-245,551.80	81.77 %
Department: 304000 - Charges for Services						
115-304000-342210 Fire Inspection Fees	77,000.00	77,000.00	1,220.00	73,552.73	-3,447.27	95.52 %
Department: 304000 - Charges for Services Total:	77,000.00	77,000.00	1,220.00	73,552.73	-3,447.27	95.52 %
Department: 306000 - Miscellaneous Revenues						
115-306000-369100 Miscellaneous Revenues	0.00	0.00	18,178.38	18,178.38	18,178.38	0.00 %
Department: 306000 - Miscellaneous Revenues Total:	0.00	0.00	18,178.38	18,178.38	18,178.38	0.00 %
Department: 522000 - Fire Department						
115-522000-500315 Professional Services	83,000.00	83,000.00	77,245.00	80,322.00	2,678.00	96.77 %
115-522000-500345 Contractual Services	987,100.00	987,100.00	82,250.00	246,750.00	740,350.00	25.00 %
115-522000-500520 Bldg. Maintenance	4,059.00	4,059.00	0.00	0.00	4,059.00	0.00 %
115-522000-500624 Capital Outlay-bldg. Improvemnt	900,000.00	900,000.00	0.00	0.00	900,000.00	0.00 %
115-522000-500912 Transfer To General Fund	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
Department: 522000 - Fire Department Total:	2,024,159.00	2,024,159.00	159,495.00	327,072.00	1,697,087.00	16.16 %
Fund: 115 - Fire Fund Surplus (Deficit):	0.00	0.00	700,730.94	866,266.31	866,266.31	0.00 %
Fund: 300 - Capital Project Fund						
Department: 000000 - Assigned						
300-000000-380200 Appropriated Fund Balance	615,000.00	615,000.00	0.00	0.00	-615,000.00	0.00 %
Department: 000000 - Assigned Total:	615,000.00	615,000.00	0.00	0.00	-615,000.00	0.00 %
Department: 303000 - Intergovernmental Revenues						
300-303000-334920 Beach Portal-Funding	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
300-303000-334929 Friedt Park Funding	200,000.00	200,000.00	0.00	0.00	-200,000.00	0.00 %
300-303000-334933 Resilient Florida Program (DEP) Gra...	200,000.00	200,000.00	0.00	0.00	-200,000.00	0.00 %
Department: 303000 - Intergovernmental Revenues Total:	450,000.00	450,000.00	0.00	0.00	-450,000.00	0.00 %
Department: 519000 - General						
300-519000-500120 Regular Salaries	86,657.00	86,657.00	6,265.39	18,914.24	67,742.76	21.83 %
300-519000-500210 Employer Fica Taxes	6,630.00	6,630.00	479.30	1,446.93	5,183.07	21.82 %
300-519000-500220 Retirement	24,380.00	24,380.00	1,751.38	5,244.16	19,135.84	21.51 %
300-519000-500230 Group Insurance	18,975.00	18,975.00	1,977.71	4,692.22	14,282.78	24.73 %
300-519000-500640 Capital Outlay - Equipt & Mach	90,000.00	90,000.00	24,721.24	24,721.24	65,278.76	27.47 %
Department: 519000 - General Total:	226,642.00	226,642.00	35,195.02	55,018.79	171,623.21	24.28 %
Department: 519161 - Town Hall / Public Safety						
300-519161-500629 Capital Outlay - Design/permit	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00 %
Department: 519161 - Town Hall / Public Safety Total:	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00 %
Department: 545170 - El Prado Park						
300-545170-500630 Cap Outlay Imp Other Than Bldg	775,000.00	775,000.00	0.00	0.00	775,000.00	0.00 %
Department: 545170 - El Prado Park Total:	775,000.00	775,000.00	0.00	0.00	775,000.00	0.00 %
Department: 559025 - Bel Air - Sewall Repair - East						
300-559025-500630 Cap Outlay Imp Other Than Bldg	0.00	0.00	-45.43	-45.43	45.43	0.00 %
Department: 559025 - Bel Air - Sewall Repair - East Total:	0.00	0.00	-45.43	-45.43	45.43	0.00 %
Department: 559027 - Storm Water Rate Study						
300-559027-500630 Cap Outlay Imp Other Than Bldg	125,000.00	125,000.00	0.00	0.00	125,000.00	0.00 %
Department: 559027 - Storm Water Rate Study Total:	125,000.00	125,000.00	0.00	0.00	125,000.00	0.00 %

Budget Report

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	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Department: 572102 - Beach Portal						
300-572102-500629 Capital Outlay - Design/permit	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
Department: 572102 - Beach Portal Total:	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00%
Department: 572108 - FDOT A1A Pine Ave to Palm Ave						
300-572108-500630 Cap Outlay Imp other than bldg	255,000.00	255,000.00	0.00	0.00	255,000.00	0.00 %
Department: 572108 - FDOT A1A Pine Ave to Palm Ave Total:	255,000.00	255,000.00	0.00	0.00	255,000.00	0.00%
Department: 572110 - Tennis Court Lighting						
300-572110-500630 Cap Outlay Imp other than bldg	45,000.00	45,000.00	31,677.90	31,677.90	13,322.10	70.40 %
Department: 572110 - Tennis Court Lighting Total:	45,000.00	45,000.00	31,677.90	31,677.90	13,322.10	70.40%
Department: 572200 - Beach Renourishment						
300-572200-500630 Cap Outlay Imp Other Than Bldg	116,667.00	116,667.00	0.00	116,666.67	0.33	100.00 %
Department: 572200 - Beach Renourishment Total:	116,667.00	116,667.00	0.00	116,666.67	0.33	100.00%
Department: 575200 - Traffic Improvements & Calming						
300-575200-500630 Cap Outlay Imp Other Than Bldg	150,000.00	150,000.00	24,678.83	24,678.83	125,321.17	16.45 %
Department: 575200 - Traffic Improvements & Calming Total:	150,000.00	150,000.00	24,678.83	24,678.83	125,321.17	16.45%
Department: 575201 - Pedestrian Amenities						
300-575201-500630 Cap Outlay Imp Other Than Bldg	75,000.00	75,000.00	0.00	33,590.25	41,409.75	44.79 %
Department: 575201 - Pedestrian Amenities Total:	75,000.00	75,000.00	0.00	33,590.25	41,409.75	44.79%
Department: 576136 - Street Proj.Bougain.Poinciana						
300-576136-500629 Capital Outlay - Design/permit	225,000.00	225,000.00	0.00	0.00	225,000.00	0.00 %
Department: 576136 - Street Proj.Bougain.Poinciana Total:	225,000.00	225,000.00	0.00	0.00	225,000.00	0.00%
Department: 576138 - Rodway Paving & Refurbishment						
300-576138-500630 Cap Outlay Imp Other Than Bldg	483,691.00	483,691.00	0.00	0.00	483,691.00	0.00 %
Department: 576138 - Rodway Paving & Refurbishment Total:	483,691.00	483,691.00	0.00	0.00	483,691.00	0.00%
Department: 576305 - Resilient Florida Program -Project						
300-576305-500630 Cap Outlay Imp other than bldg	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
Department: 576305 - Resilient Florida Program -Project Total:	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00%
Department: 577100 - Friedt Park						
300-577100-500630 Cap Outlay Imp Other Than Bldg	725,000.00	725,000.00	0.00	17,994.60	707,005.40	2.48 %
Department: 577100 - Friedt Park Total:	725,000.00	725,000.00	0.00	17,994.60	707,005.40	2.48%
Department: 577102 - 75th Anniversary Garden						
300-577102-500630 Cap Outlay Imp other than bldg	100,000.00	100,000.00	3,071.60	9,174.00	90,826.00	9.17 %
Department: 577102 - 75th Anniversary Garden Total:	100,000.00	100,000.00	3,071.60	9,174.00	90,826.00	9.17%
Department: 581100 - Interfund Transfers						
300-581100-381105 Transfer From General Fund	1,255,000.00	1,255,000.00	0.00	0.00	-1,255,000.00	0.00 %
300-581100-381106 Transfer From Parking Fund	1,732,000.00	1,732,000.00	0.00	0.00	-1,732,000.00	0.00 %
Department: 581100 - Interfund Transfers Total:	2,987,000.00	2,987,000.00	0.00	0.00	-2,987,000.00	0.00%
Fund: 300 - Capital Project Fund Surplus (Deficit):	0.00	0.00	-94,577.92	-288,755.61	-288,755.61	0.00%
Fund: 310 - Parking Fund						
Department: 302000 - Licenses & Permits						
310-302000-313101 Pilop Fee	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00 %
Department: 302000 - Licenses & Permits Total:	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00%
Department: 304000 - Charges for Services						
310-304000-344500 Parking Permits	148,000.00	148,000.00	8,771.29	65,376.47	-82,623.53	44.17 %
310-304000-344520 Parking Agreements	94,024.00	94,024.00	94,024.00	94,024.00	0.00	100.00 %
310-304000-344551 South Ocean	210,000.00	210,000.00	6,723.66	42,150.03	-167,849.97	20.07 %
310-304000-344552 Ocean Front Meters	350,000.00	350,000.00	56,215.53	141,484.05	-208,515.95	40.42 %
310-304000-344553 Commermercial Blvd. Meters	90,000.00	90,000.00	14,053.81	38,193.02	-51,806.98	42.44 %
310-304000-344554 Parking Meters - Beach	200,000.00	200,000.00	14,772.46	42,618.77	-157,381.23	21.31 %
310-304000-344555 Palm Portal- Fdg	99,000.00	99,000.00	8,021.12	25,078.32	-73,921.68	25.33 %
310-304000-344556 El Prado Parking Lot	650,000.00	650,000.00	37,705.18	107,218.10	-542,781.90	16.50 %
310-304000-344558 Town Hall Parking Lot	35,000.00	35,000.00	657.34	2,055.22	-32,944.78	5.87 %
310-304000-344559 El Mar Parking Lot	295,000.00	295,000.00	25,895.35	77,548.87	-217,451.13	26.29 %
310-304000-344560 A1A Parking Lot	650,000.00	650,000.00	44,591.53	136,473.05	-513,526.95	21.00 %

Budget Report

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
310-304000-344563	Bougainvilla/ Poinciana	199,000.00	199,000.00	22,170.82	57,727.24	-141,272.76	29.01 %
Department: 304000 - Charges for Services Total:		3,020,024.00	3,020,024.00	333,602.09	829,947.14	-2,190,076.86	27.48%
Department: 305000 - Fines & Forfeitures							
310-305000-354100	Parking Fines	110,000.00	110,000.00	23,051.80	87,364.81	-22,635.19	79.42 %
Department: 305000 - Fines & Forfeitures Total:		110,000.00	110,000.00	23,051.80	87,364.81	-22,635.19	79.42%
Department: 306000 - Miscellaneous Revenues							
310-306000-362001	Bougainvilla Rent	149,760.00	149,760.00	10,625.00	35,910.43	-113,849.57	23.98 %
Department: 306000 - Miscellaneous Revenues Total:		149,760.00	149,760.00	10,625.00	35,910.43	-113,849.57	23.98%
Department: 545000 - Parking Operations							
310-545000-500120	Regular Salaries	236,000.00	236,000.00	17,760.78	51,485.81	184,514.19	21.82 %
310-545000-500140	Overtime Salaries	4,200.00	4,200.00	743.70	2,023.20	2,176.80	48.17 %
310-545000-500210	Employer Fica Taxes	18,400.00	18,400.00	1,095.85	3,121.21	15,278.79	16.96 %
310-545000-500220	Retirement	45,000.00	45,000.00	4,256.24	9,623.39	35,376.61	21.39 %
310-545000-500230	Group Insurance	76,000.00	76,000.00	4,090.15	19,408.78	56,591.22	25.54 %
310-545000-500345	Contractual Services	523,000.00	523,000.00	35,995.82	109,887.38	413,112.62	21.01 %
310-545000-500353	Parking Alternatives	85,000.00	85,000.00	3,241.20	10,904.71	74,095.29	12.83 %
310-545000-500410	Communications	3,000.00	3,000.00	132.37	415.95	2,584.05	13.87 %
310-545000-500430	Electric Service	9,600.00	9,600.00	636.96	1,782.99	7,817.01	18.57 %
310-545000-500431	Water Service	27,500.00	27,500.00	1,744.47	5,374.55	22,125.45	19.54 %
310-545000-500445	Equip Rent/lease	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00 %
310-545000-500461	Vehicle Maintenance	8,000.00	8,000.00	0.00	285.85	7,714.15	3.57 %
310-545000-500462	Fuel	15,000.00	15,000.00	0.00	1,226.93	13,773.07	8.18 %
310-545000-500463	Service Maintenance Contracts	48,588.00	48,588.00	17,100.00	26,220.00	22,368.00	53.96 %
310-545000-500497	Contingency	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
310-545000-500506	Printing & Binding	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
310-545000-500508	Postage	1,000.00	1,000.00	0.00	249.31	750.69	24.93 %
310-545000-500510	Office Supplies	1,000.00	1,000.00	169.95	199.90	800.10	19.99 %
310-545000-500525	Uniform Expense	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
310-545000-500532	Signs	13,000.00	13,000.00	20.00	2,991.11	10,008.89	23.01 %
310-545000-500533	Parking Meter Parts-supplies	38,000.00	38,000.00	0.00	0.00	38,000.00	0.00 %
310-545000-500545	Training	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
310-545000-500550	Operating Expenses	37,000.00	37,000.00	412.81	1,173.55	35,826.45	3.17 %
310-545000-500630	Cap Outlay Imp Other Than Bldg	32,310.00	32,310.00	0.00	0.00	32,310.00	0.00 %
310-545000-500640	Capital Outlay - Equipt & Mach	104,000.00	104,000.00	0.00	0.00	104,000.00	0.00 %
310-545000-500644	Capital Outlay-vehicles	31,686.00	31,686.00	1,038.76	5,015.72	26,670.28	15.83 %
310-545000-500646	Capital Outlay-Reserves	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00 %
Department: 545000 - Parking Operations Total:		1,587,784.00	1,587,784.00	88,439.06	251,390.34	1,336,393.66	15.83%
Department: 581100 - Interfund Transfers							
310-581100-500910	Transfer To CIP Fund	1,732,000.00	1,732,000.00	0.00	0.00	1,732,000.00	0.00 %
Department: 581100 - Interfund Transfers Total:		1,732,000.00	1,732,000.00	0.00	0.00	1,732,000.00	0.00%
Fund: 310 - Parking Fund Surplus (Deficit):		0.00	0.00	278,839.83	701,832.04	701,832.04	0.00%
Report Surplus (Deficit):		0.00	0.00	8,538,131.06	9,783,500.44	9,783,500.44	0.00%

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 001 - General Fund						
301000 - Ad Valorem Property Taxes	13,548,619.00	13,548,619.00	8,378,964.46	11,160,981.38	-2,387,637.62	82.38%
301100 - Utility Taxes	1,198,700.00	1,198,700.00	105,556.11	221,851.84	-976,848.16	18.51%
301600 - Franchise Taxes	864,799.00	864,799.00	91,807.98	167,956.54	-696,842.46	19.42%
302000 - Licenses & Permits	187,200.00	187,200.00	5,645.39	184,341.18	-2,858.82	98.47%
303000 - Intergovernmental Revenues	1,203,884.00	1,203,884.00	110,227.38	236,932.73	-966,951.27	19.68%
304000 - Charges for Services	7,250.00	7,250.00	100.00	440.00	-6,810.00	6.07%
305000 - Fines & Forfeitures	87,000.00	87,000.00	4,548.30	6,885.27	-80,114.73	7.91%
306000 - Miscellaneous Revenues	383,560.00	383,560.00	66,676.12	194,348.70	-189,211.30	50.67%
511000 - Commission	352,150.00	352,150.00	21,148.72	63,890.29	288,259.71	18.14%
511100 - Donation-Non Profits	68,500.00	68,500.00	0.00	42,500.00	26,000.00	62.04%
511200 - Visitor Center	142,341.00	142,341.00	6,153.46	19,422.89	122,918.11	13.65%
513000 - Administration	1,381,915.00	1,381,915.00	99,049.18	257,013.17	1,124,901.83	18.60%
514000 - Town Attorney	408,000.00	408,000.00	44,741.20	80,411.80	327,588.20	19.71%
519000 - General	1,295,900.00	1,295,900.00	46,842.20	489,708.81	806,191.19	37.79%
519100 - Tourism and Community Outreach	653,550.00	653,550.00	15,248.86	83,942.91	569,607.09	12.84%
521000 - Police Department	6,439,135.00	6,439,135.00	531,166.63	1,563,322.11	4,875,812.89	24.28%
523000 - Emergency Medical Services	519,680.00	519,680.00	40,250.00	120,750.00	398,930.00	23.24%
524000 - Development Services	1,115,152.00	1,115,152.00	48,241.20	159,738.23	955,413.77	14.32%
541100 - Mun Srvsc - Public Works Div	3,982,690.00	3,982,690.00	269,090.87	793,890.38	3,188,799.62	19.93%
572000 - Recreation	116,999.00	116,999.00	9,226.51	28,688.44	88,310.56	24.52%
581100 - Interfund Transfers	-1,005,000.00	-1,005,000.00	0.00	0.00	1,005,000.00	0.00%
Fund: 001 - General Fund Surplus (Deficit):	0.00	0.00	7,632,366.91	8,470,458.61	8,470,458.61	0.00%
Fund: 101 - Special Revenue-Police Conf						
306000 - Miscellaneous Revenues	0.00	0.00	0.00	391.11	391.11	0.00%
Fund: 101 - Special Revenue-Police Conf Total:	0.00	0.00	0.00	391.11	391.11	0.00%
Fund: 102 - Building Fund						
000000 - Assigned	275,102.00	275,102.00	0.00	0.00	-275,102.00	0.00%
302100 - Building Permit and Inpection	1,453,019.00	1,453,019.00	44,633.79	215,885.60	-1,237,133.40	14.86%
524100 - Building	1,728,121.00	1,728,121.00	18,171.17	61,954.29	1,666,166.71	3.59%
Fund: 102 - Building Fund Surplus (Deficit):	0.00	0.00	26,462.62	153,931.31	153,931.31	0.00%
Fund: 103 - Sewer Fund						
000000 - Assigned	8,480.00	8,480.00	0.00	0.00	-8,480.00	0.00%
304000 - Charges for Services	1,700,000.00	1,700,000.00	94,131.02	184,112.58	-1,515,887.42	10.83%
306000 - Miscellaneous Revenues	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00%
535000 - Sanitary Sewers	1,710,480.00	1,710,480.00	99,822.34	304,735.91	1,405,744.09	17.82%
Fund: 103 - Sewer Fund Surplus (Deficit):	0.00	0.00	-5,691.32	-120,623.33	-120,623.33	0.00%
Fund: 115 - Fire Fund						
000000 - Assigned	600,000.00	600,000.00	0.00	0.00	-600,000.00	0.00%
301050 - Fire Assessment	1,347,159.00	1,347,159.00	840,827.56	1,101,607.20	-245,551.80	81.77%
304000 - Charges for Services	77,000.00	77,000.00	1,220.00	73,552.73	-3,447.27	95.52%
306000 - Miscellaneous Revenues	0.00	0.00	18,178.38	18,178.38	18,178.38	0.00%
522000 - Fire Department	2,024,159.00	2,024,159.00	159,495.00	327,072.00	1,697,087.00	16.16%
Fund: 115 - Fire Fund Surplus (Deficit):	0.00	0.00	700,730.94	866,266.31	866,266.31	0.00%
Fund: 300 - Capital Project Fund						
000000 - Assigned	615,000.00	615,000.00	0.00	0.00	-615,000.00	0.00%
303000 - Intergovernmental Revenues	450,000.00	450,000.00	0.00	0.00	-450,000.00	0.00%
519000 - General	226,642.00	226,642.00	35,195.02	55,018.79	171,623.21	24.28%
519161 - Town Hall / Public Safety	500,000.00	500,000.00	0.00	0.00	500,000.00	0.00%
545170 - El Prado Park	775,000.00	775,000.00	0.00	0.00	775,000.00	0.00%
559025 - Bel Air - Sewall Repair - East	0.00	0.00	-45.43	-45.43	45.43	0.00%
559027 - Storm Water Rate Study	125,000.00	125,000.00	0.00	0.00	125,000.00	0.00%
572102 - Beach Portal	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00%
572108 - FDOT A1A Pine Ave to Palm Ave	255,000.00	255,000.00	0.00	0.00	255,000.00	0.00%
572110 - Tennis Court Lighting	45,000.00	45,000.00	31,677.90	31,677.90	13,322.10	70.40%

Budget Report

For Fiscal: 2024-2025 Period Ending: 12/31/2024

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
572200 - Beach Renourishment	116,667.00	116,667.00	0.00	116,666.67	0.33	100.00%
575200 - Traffic Improvements & Calming	150,000.00	150,000.00	24,678.83	24,678.83	125,321.17	16.45%
575201 - Pedestrian Amenities	75,000.00	75,000.00	0.00	33,590.25	41,409.75	44.79%
576136 - Street Proj.Bougain.Poinciana	225,000.00	225,000.00	0.00	0.00	225,000.00	0.00%
576138 - Rodway Paving & Refurbishment	483,691.00	483,691.00	0.00	0.00	483,691.00	0.00%
576305 - Resilient Florida Program -Project	200,000.00	200,000.00	0.00	0.00	200,000.00	0.00%
577100 - Friedt Park	725,000.00	725,000.00	0.00	17,994.60	707,005.40	2.48%
577102 - 75th Anniversary Garden	100,000.00	100,000.00	3,071.60	9,174.00	90,826.00	9.17%
581100 - Interfund Transfers	2,987,000.00	2,987,000.00	0.00	0.00	-2,987,000.00	0.00%
Fund: 300 - Capital Project Fund Surplus (Deficit):	0.00	0.00	-94,577.92	-288,755.61	-288,755.61	0.00%
Fund: 310 - Parking Fund						
302000 - Licenses & Permits	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00%
304000 - Charges for Services	3,020,024.00	3,020,024.00	333,602.09	829,947.14	-2,190,076.86	27.48%
305000 - Fines & Forfeitures	110,000.00	110,000.00	23,051.80	87,364.81	-22,635.19	79.42%
306000 - Miscellaneous Revenues	149,760.00	149,760.00	10,625.00	35,910.43	-113,849.57	23.98%
545000 - Parking Operations	1,587,784.00	1,587,784.00	88,439.06	251,390.34	1,336,393.66	15.83%
581100 - Interfund Transfers	1,732,000.00	1,732,000.00	0.00	0.00	1,732,000.00	0.00%
Fund: 310 - Parking Fund Surplus (Deficit):	0.00	0.00	278,839.83	701,832.04	701,832.04	0.00%
Report Surplus (Deficit):	0.00	0.00	8,538,131.06	9,783,500.44	9,783,500.44	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
001 - General Fund	0.00	0.00	7,632,366.91	8,470,458.61	8,470,458.61
101 - Special Revenue-Police Conf	0.00	0.00	0.00	391.11	391.11
102 - Building Fund	0.00	0.00	26,462.62	153,931.31	153,931.31
103 - Sewer Fund	0.00	0.00	-5,691.32	-120,623.33	-120,623.33
115 - Fire Fund	0.00	0.00	700,730.94	866,266.31	866,266.31
300 - Capital Project Fund	0.00	0.00	-94,577.92	-288,755.61	-288,755.61
310 - Parking Fund	0.00	0.00	278,839.83	701,832.04	701,832.04
Report Surplus (Deficit):	0.00	0.00	8,538,131.06	9,783,500.44	9,783,500.44

Town of Lauderdale-by-the-Sea
Cash and Investment Report
as of December 31,2024

Bank / Other	GL No.	Bank No.	Account Name	Account Type	Bank/ Pool	Balance 12/31/2024	Interest/ Avg % Yield	Interest/Chg Mkt Value	Interest/ Year to Date
001 General Fund:									
Truist	101.000	8015	Master Account	Analyzed Interest Checking	Truist	15,432,856.34	2.80%	28,814.17	40,406.17
Truist	101.009	6876	Emergency Reserve	Public Special Money Rate Checking	Truist	2,573,348.62	2.92%	6,782.79	14,187.35
GENERAL FUND						BANK SUBTOTAL		35,596.96	54,593.52
SBA	101.300	1471-A	General Fund Invest Acct A	SBA Invest Pool	SBA	196,981.86	4.70%	783.34	2,397.99
SBA	101.400	1472-A	Emergency Reserves Acct A	SBA Invest Pool	SBA	95,568.29	4.70%	380.04	1,163.41
SouthState Inv.	101.110	9371	Investment	Investment	SSTI	1,978,863.55			
GENERAL FUND						SBA / INV. SUBTOTAL		1,163.38	3,561.40
GENERAL FUND						GRAND TOTAL		36,760.34	58,154.92
101 Police Forfeiture & Training									
Truist	101.100	9613	Police Forfeiture Fund	Analyzed Interest Checking	Truist	589.59	2.80%	Included Above	Included Above
POLICE FUND						TOTAL		0.00	0.00
103 Sewer Enterprise Fund									
Truist	101.105	9999	Sewer Enterprise Fund	Analyzed Interest Checking	Truist	1,334,559.18	2.80%	3,109.79	6,081.61
SEWER FUND						TOTAL		3,109.79	6,081.61
115 Fire Fund:									
Truist	101.109	5379	Fire Fund Account	Analyzed Interest Checking	Truist	875,425.66	2.80%	1,994.42	4,602.59
Truist	101.110	6701	Public Safety Facility Account	Analyzed Interest Checking	Truist	18,178.38		33.35	33.35
FIRE FUND						GRAND TOTAL		1,994.42	4,602.59
300 Capital Improvement Fund:									
Truist	101.115	0010	Capital Improvement Fund	Analyzed Interest Checking	Truist	1,985,990.01	2.80%	4,544.13	9,068.82
CAPITAL IMPROVEMENT FUND						TOTAL		4,544.13	9,068.82
310 Parking Improvement Fund									
Truist	101.125	0120	Parking Improvement Account	Analyzed Interest Checking	Truist	6,425,438.92	2.80%	14,606.35	28,125.57
Truist	101.128	8554	PILOP Account	Analyzed Interest Checking	Truist	200.00	2.80%	Included Above	Included Above
PARKING FUND						TOTAL		14,606.35	28,125.57
102 Building Fund									
Truist	101.104	8686	Building Account	Analyzed Interest Checking	Truist	1,314,683.08	2.80%	2,982.08	5,466.99
BUILDING FUND						TOTAL		2,982.08	5,466.99
ALL FUNDS						GRAND TOTAL		63,997.11	111,500.50

Town of Lauderdale-by-the-Sea
Cash and Investment Report
as of December 31,2024

Summary by Investment Type		Amount	Percent
Interest Bearing Checking		29,943,091.40	93%
Non-interest Bearing Checking		0.00	0%
SBA Trust Fund/Pools		292,550.15	1%
Investment		1,978,863.55	6%
Repurchase Agreements		0.00	0%
Money Market Funds		0.00	0%
U.S. Securities/Treasuries		0.00	0%
U.S. Federal Agencies		0.00	0%
Federal Instrumentalities		0.00	0%
GRAND TOTAL		32,214,505.10	100%

Summary by Fund		Amount	Percent
101.000/101-400	General Fund	20,277,618.66	63%
	Police Fund	589.59	0%
	Sewer Fund	1,334,559.18	4%
	Fire Fund	875,425.66	3%
	Building Fund	1,314,683.08	4%
	Capital Improvement Fund	1,985,990.01	6%
	Parking Fund	6,425,638.92	20%
GRAND TOTAL		32,214,505.10	100%

Summary by Bank/Pool/Inv		Amount	Percent
Truist		29,943,091.40	93%
Investment		1,978,863.55	6%
Florida Prime/State Board of Admin.		292,550.15	1%
GRAND TOTAL		32,214,505.10	100%



Agenda Item No: 10.a.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Katrina Adler, Town Clerk

Submitting Department: Administration

Item Type: Approval of Minutes

Agenda Section: APPROVAL OF MINUTES

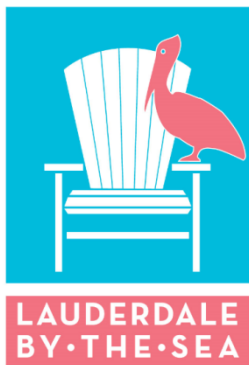
Subject Title: Approval of Minutes for February 11, 2025 Regular Commission Meeting

Explanation: Draft minutes for review for February 11, 2025.

Recommendation: Accept/Approve

Exhibits:

1. 2-11-25 Regular Town Commission Draft Minutes



DRAFT
TOWN OF LAUDERDALE-BY-THE-SEA
TOWN COMMISSION
MEETING MINUTES
Jarvis Hall
4505 Ocean Drive
Tuesday, February 11, 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, Town Attorney Susan L. Trevarthen, Assistant to the Town Manager Courtney Easley, Development Services Director Jhanelle Campbell, 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

Rabbi Benzion Singer gave the Invocation.

4. ADDITIONS, DELETIONS, DEFERRALS OF AGENDA ITEMS

Mayor Malkoon requested that Item 18.e be heard immediately following Public Comments.

5. PRESENTATIONS

a. Sea Watch Proclamation

Mayor Malkoon read a Proclamation honoring Sea Watch on the Ocean for 50 years of business in Lauderdale-By-The-Sea.

6. PUBLIC COMMENTS

At this time Mayor Malkoon opened public comment.

Howard Goldberg, president of the Lauderdale-By-The-Sea Chamber of Commerce, addressed Agenda Item 18.d, which would allow residents of Sea Ranch Lakes to purchase parking passes, pointing out that parking is limited in Lauderdale-By-The-Sea and that the proposed program may not have a significant positive impact on Town businesses. He added that Town businesses have generally indicated they are not in favor of the benefit, as their employees have difficulty finding parking spaces.

Mr. Goldberg also addressed Item 11.a, which requests a permit for the Zen Pike Mindful Market on March 22, 2025. He requested that the Chamber of Commerce be able to participate in this event as a vendor at a reduced fee of \$100 to \$200.

Mr. Goldberg concluded that the Chamber of Commerce will have a booth at the upcoming A1A marathon on Sunday, February 16, 2025. He encouraged volunteers to participate in this event.

Marc Pearson, resident, agreed with Mr. Goldberg's comments regarding parking passes. He also recommended that Staff develop a protocol for responding to emails from residents and others.

Mr. Pearson continued that he has filed two appeals with the Town, which he felt should be the subject of discussion and should go through. He plans to submit two additional appeals the following month.

With no other individuals wishing to speak at this time, Mayor Malkoon closed public comment.

The following Item was taken out of order on the Agenda.

18. RESOLUTIONS – PUBLIC COMMENTS

- a. Resolution 2025-13 – A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING A WORK AUTHORIZATION WITH WALTERS ZACKRIA ASSOCIATES, PLLC FOR SCHEMATIC DESIGN SERVICES FOR THE PUBLIC SAFETY BUILDING PROJECT; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE WORK AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

Deputy Town Manager/Public Works Director Ken Rubach advised that this proposed contract followed Florida's Competitive Consultants' Negotiation Act (CCNA) process, which prohibits discussion of pricing. Walters Zackria Associates, PLLC was selected for inclusion on the list of potential contractors.

Deputy Town Manager/Public Works Director Rubach continued that this contract would serve as the first step in the public safety building process, as it will provide a conceptual rendering, floor plan, and cost estimate for the structure. Walters Zackria has experience with other Broward County communities and has designed several public buildings.

Commissioner Graziano asked why the CCNA process does not take cost into consideration. Deputy Town Manager/Public Works Director Rubach explained that this is prohibited by Florida Statutes. Town Attorney Susan Trevarthen added that this Statute has been in place for some time in Florida as well as in many other states. By law, a municipality may only address a company first regarding its qualifications; once a selection is made based on those qualifications, the municipality may negotiate with the highest-ranked respondent for a price.

Town Attorney Trevarthen recalled that at a previous meeting, the Town pre-qualified several firms for inclusion in a library of services. Walters Zackria Associates was part of that solicitation under the CCNA process. Once the process is complete, the Town may give one of the providers a specific piece of work, such as the Item before the Commission at tonight's meeting.

Commissioner Graziano stated that he objected to the process, which he felt placed the Town in the position of having to consider a firm just because they have credentials.

Commissioner DeNapoli asked if the required process meant the Town may only bid out the conceptual design of the public safety building to a single company. Town Attorney Trevarthen explained that the Town would be subject to the same Florida Statute which prohibits the inclusion of price quotes under the CCNA process. Qualified firms would be ranked and the Town would pursue the statutory process, which first required qualifications and only later provided for negotiation of price. This form of procurement is governed by State Statute.

Commissioner DeNapoli asked what process the Town would follow if they wished to receive multiple bids. Town Attorney Trevarthen replied that the Town would send out a request for qualifications (RFQ) to which more contractors may respond.

Commissioner DeNapoli asked why the Town would not seek more than one bidder for a major project such as the public safety building. He pointed out that the list of pre-qualified contractors is not ranked. Deputy Town Manager/Public Works Director Rubach explained that the firm was pre-qualified as architect on the list of pre-qualified contractors. Regardless of the number of qualified firms, the Town would still evaluate and rank them, and no price for the work could be discussed until a selection has been made. The price proposed for this Item is the price that the Town negotiated with the firm.

Commissioner DeNapoli also noted that this was the first time the Commission has seen the proposed price. He continued that the process does not mean the Town must be “locked into” the use of a single firm, and asked why the RFQ only involved one company, recalling that the Resolution addressed by the Commission at their September 18, 2024 meeting approved rankings for different professional firms. He felt the Town should avail themselves of different opportunities rather than only one.

Deputy Town Manager/Public Works Director Rubach stated that even if the RFQ were sent to more firms, the Town would not see a price from any of those firms under the required process. The Town would select one firm and bring it before the Commission as the top-ranked firm. In this case, Walters Zackria Associates was the one firm selected from an original list of 20 pre-qualified firms.

Commissioner DeNapoli continued that having only one architectural firm on the list resulted in a biased system in favor of that firm, as it gave them a favorable negotiating position. Deputy Town Manager/Public Works Director Rubach explained that if the Town is unhappy with the pricing offered by the firm, they may go out for bid. He felt the price offered by Walters Zackria Associates was fair.

Abbas Zackria, principal architect for Walters Zackria Associates, recalled that after meeting with Town Staff, the firm developed a schematic design for the proposed public safety building. This meant they reviewed the existing building, conditions, and facilities. From that point, the firm focused on programming, which determined the size of the building the Town would need.

Once programming is complete, the firm began schematic design, which included the floor plan, elevations, sections, Site Plan, and phasing plan. The proposed building will

need to meet all the Town's needs on the site. The scope of the entire project includes renderings, elevations, a budget estimate, presentations to Town Staff, and presentations to the Commission.

Mr. Zackria estimated this process would take six to eight months to complete. The firm has broken the project down into phases and outlined the number of hours they expect those phases to take. The Commission will know what is planned and will be able to decide how to fund the project.

Mayor Malkoon requested clarification of how the project would move forward. Mr. Zackria replied that because the project is likely to exceed the limit for CCNA projects, the Town could either issue an RFQ to which more firms may respond or allow Walters Zackria Associates to prepare a design criteria package. A designer and builder would prepare the construction documents, permitting, and construction.

Deputy Town Manager/Public Works Director Rubach further clarified that the CCNA process does not guarantee Walters Zackria Associates any additional work beyond the conceptual phase. The contract proposed at today's meeting is the first incremental step in the process of designing the building.

Commissioner DeNapoli asked if the contract is for roughly \$200,000 for a conceptual drawing. Mr. Zackria replied that the contract includes a needs assessment, programming, conceptual floor plan, elevations, renderings, Site Plan, paving plan, budget, and consensus-building presentations. The next step would be turning these preparations into construction documents. He estimated that these documents are typically 10% to 12% of a construction budget, characterizing the \$200,000 cost as a down payment.

Commissioner DeNapoli asked if Walters Zackria Associates would also provide the architectural plans. Mr. Zackria replied that because the public safety building project exceeds the threshold for CCNA, the firm would not be allowed to proceed with that project until the Town has issued an RFQ. The firm would then compete for the RFQ. If the firm is not selected by the RFQ process, the Town would own the conceptual plans they prepared under contract.

Commissioner DeNapoli asked if Walters Zackria Associates also builds projects. Mr. Zackria replied that while the firm may team up with a contractor for design build services, they are an architectural firm rather than a builder. They would provide conceptual and architectural planning.

Commissioner DeNapoli requested more information on the presentations the firm would make to Town Staff and the Commission. Mr. Zackria explained that the firm's proposal includes the preparation of a presentation to Staff and the Commission after every task is completed, beginning with the needs assessment. He estimated that this would mean they would make a presentation roughly every two months. This provides an opportunity for the Commission and the community to have input on the process.

Commissioner DeNapoli noted that the line item cost for these presentations does not include the cost of creating the concept, as the firm is compensated elsewhere in the contract for that work. Mr. Zackria reiterated that after each process, the firm prepares a PowerPoint presentation for the Commission, as well as for community meetings throughout the process.

Commissioner DeNapoli recalled that Walters Zackria Associates had consulted on a Broward Sheriff's Office (BSO) project, which has current cost estimates of over \$73 million. He requested clarification of the type of services the firm would provide the Town. Deputy Town Manager/Public Works Director Rubach explained that the stage covered by this proposed contract precedes the design bid build stage. When it is complete, the Town may choose to undertake the design build process or issue an RFQ.

Commissioner DeNapoli commented that most of the problems with the BSO project seemed to be related to rushing that project, which meant a faster method was used but more risks were part of that method. Deputy Town Manager/Public Works Director Rubach agreed that this can be a symptom of "project creep," noting that the Town has had success in preventing this from happening.

Commissioner DeNapoli continued that he had heard the project's building phase estimated at roughly \$10 million. Mr. Zackria advised that this was not a realistic estimate for the public safety building project, and that the cost would be higher.

Commissioner DeNapoli stated that he was not in favor of spending \$200,000 on the project before the Town knows how they will pay for it. He pointed out that the Town does not yet know what entity will be providing fire services in two years. He also expressed concern with the cost of the project, pointing out that the Town's entire budget was \$26 million for fiscal year (FY) 2025.

Deputy Town Manager/Public Works Director Rubach recalled that during individual budget discussions with the Commissioners, Staff had spoken about costs.

Commissioner DeNapoli did not agree, characterizing these discussions as Staff providing ideas without a plan in place to pay for the project.

Town Manager Linda Connors emphasized that when the Town makes plans for a project such as the public safety building and the Commission requests cost estimates, it costs money to hire firms with sufficient expertise to prepare a plan with the necessary data to develop an educated estimate on how to pay for that project. She explained that if the Town wants to know how much the building will cost without guessing at that cost, it will be necessary to look at what is actually needed for that project.

Town Manager Connors continued that she had spoken with all the individual Commissioners outside of regular meetings to discuss ideas on how the Town might pay for the project. Because the Town has a relatively small budget, they would not be able to pay for a \$10 million or more building without action such as taking out a loan. She was not certain, however, of the specifics of what that loan might be.

Commissioner DeNapoli stated that Town Staff would be able to determine the impact of a \$10 million project on the Town's budget, either through millage rate increases or through borrowing the money. This would allow the Commission to decide whether or not they would like to proceed with the project. He did not feel it was necessary to spend roughly \$200,000 on the contract in order to determine how to proceed.

Deputy Town Manager/Public Works Director Rubach recalled that when Staff first began looking at the process, they were anticipating a \$1.2 to \$1.4 million payment per year. Commissioner DeNapoli asserted that he was willing to make a motion that would require this information in writing before proceeding further with the public safety building project, as well as requiring a draft budget for different mechanisms that could be used to pay for at least \$10 million in costs. He added that he would also like to consider a motion requiring multiple RFQs on the project.

Town Manager Connors advised that she had provided information that the Town's investments are bringing in at least \$500,000/year. The Fire fee is \$300,000. The Building Department would also be included in the public safety building, which would mean \$200,000 from the Building Fund could be used toward the project as well. This would bring the estimated funds at this point to \$1 million.

Town Manager Connors continued that the Parking Fund generates approximately \$2 million/year. This could provide additional funds of up to \$1 million. She pointed out,

however, that she was not comfortable putting these terms into writing when the Town does not yet know the amount of the loan that would be necessary.

Commissioner DeNapoli stated again that he would like to see a model of what \$10 million in costs would include. Deputy Town Manager/Public Works Director Rubach recalled that as of January 13, 2025, he had requested the costs associated with a \$15 million loan over both a 15- and a 20-year period. The costs over 20 years would be between \$1.18 and \$1.22 million, while the costs over 15 years would be between \$1.42 and 1.46 million. He noted that these figures were presented in writing from a bank, based on interest rates estimated between 4.75% and 5.15%. Commissioner DeNapoli requested written clarification of the impact these estimates would have on the Town's millage rate.

Vice Mayor Strauss commented that the Town's current public safety building is antiquated and needs to be upgraded. He added that he understood the proposed contract to be a necessary step before seeking RFQs for design and plans for the project. For \$200,000, Walters Zackria Associates would tell the Town what is needed for the new building, as well as what is needed in order to issue an RFQ for its design.

Vice Mayor Strauss noted that regardless of the budget needed for the new building, the Town needed to take this step, which will ultimately include an estimated cost of the project. The next step would be issuance of an RFQ for the design phase, followed by bids on construction.

Vice Mayor Strauss concluded that he was committed to the public safety building project, and noted that the Town Manager cannot provide an estimate for the project's costs without knowing what the project must include. He added that whether these concerns are discussed by the Commission from the dais or in writing, either discussion would be a matter of public record. He emphasized the necessity of this step of the project once more.

Vice Mayor Strauss requested clarification of the time it had taken for the Town to proceed from the initiation of this phase of the project to the inclusion of the proposed contract on tonight's Agenda. Deputy Town Manager/Public Works Director Rubach estimated the time frame as several months. He also noted that if the Commission wished to undertake this process again, it would likely take at least two to three months to prepare documents, issue an RFQ, rank the respondents, and bring the results back to the Commission.

Deputy Town Manager/Public Works Director Rubach asked for clarification of how the process could proceed without running afoul of the State Statute. Town Attorney

Trevarthen advised that the Town could issue a single RFQ for only the architectural services associated with the public safety building rather than the earlier RFQ which addressed a broader range of architectural services. Respondents would then provide their qualifications without a price. Staff would rank these responses and bring them back to the Commission for approval. She noted that this was the process undertaken in November 2024 when Walters Zackria Associates was selected.

Town Attorney Trevarthen concluded that once a respondent has been approved by the Commission, there would then be negotiation of price.

Vice Mayor Strauss characterized the firm as acting as a consultant to provide the Commission with an idea of what they will need for the public safety building in order to issue an RFQ. Deputy Town Manager/Public Works Director Rubach added that due to the anticipated expense of the project, Staff recommended taking this step rather than moving directly to the design phase. This phase would be a small piece of a substantially larger project, intended to help the Commission's understanding of what they will need for the RFQ.

Deputy Town Manager/Public Works Director Rubach added that Staff had not brought forward an RFQ for the design phase, but was bringing forward this phase instead, in order to prevent "sticker shock" when the Commission saw the proposed cost of the structure. He felt this incremental approach would make it easier for the Commission to make decisions on larger numbers.

Vice Mayor Strauss also pointed out that including this phase of the project would help reduce or minimize the need for change orders in the future by providing a clear idea of what the Town would need for the public safety building and what the Commission could expect in the cost. Deputy Town Manager/Public Works Director Rubach also recalled that during his tenure with the Town, the Town has not gone over budget on a project.

Vice Mayor Strauss concluded that he was in favor of proceeding with this phase of the project, as he did not want to continue to postpone the process and wanted to have some idea of its anticipated costs. He again described this phase as a necessary step in the project in order to determine expenses moving forward.

Mayor Malkoon requested confirmation that tonight's Item was included in the current budget. Deputy Town Manager/Public Works Director Rubach confirmed this, also noting that the Town has sold the engine of one of its fire trucks for \$100,000 and the engines of older pieces of equipment for several thousand dollars apiece.

Commissioner Pouloupoulos agreed that the public safety building is likely to be the largest project this Commission will address, and emphasized its importance. He added that prior to tonight's meeting, he had believed that the project would cost roughly \$10 to \$12 million. He agreed with both Commissioner DeNapoli and the Vice Mayor, as he felt the Town should determine, in writing, how they would pay for the project before proceeding.

Commissioner Pouloupoulos continued that the project has been discussed in public settings, and asked if this, as well as the possibility of changing fire services providers in the future, affected the initial step of the project. He pointed out that the engines of different fire vehicles have different sizes, which may need to be taken into consideration. He also asked if, should the Town use a different architectural firm for the design process, that firm might decline to use Walters Zackria Associates' initial work and request that the Town instead proceed with the new firm's renderings.

Mr. Zackria described the process as preparing for the Town's next consultant, who would be selected through the RFQ process. That firm would use the work completed by Walters Zackria Associates to move into the next step. The Town would inform that firm that they do not want the work done before them to be disregarded.

Deputy Town Manager/Public Works Director Rubach addressed the specifications of the building for the Town's next fire services provider, stating that this service was likely to operate in a similar manner to the current provider, using one rescue and one engine apparatus. The existing building is not appropriately sized for modern equipment standards.

Commissioner Pouloupoulos explained that he wished to ensure the format for the public safety building will accommodate various sizes and types of these vehicles. Mr. Zackria advised that the firm can use the current vehicles used by Pompano Beach Fire Rescue (PBFR) as the basis for the building's design, or they can design for larger pieces of equipment in order to ensure they would fit into the building. Either step would be part of the firm's due diligence.

Mayor Malkoon asked what specifications the firm would consider when preparing the proposed design. Mr. Zackria replied that these would include the existing facility and its staffing, as well as the current apparatus, when preparing a needs assessment and programming. The programming would determine the size of the building.

Commissioner Graziano asked if Walters Zackria Associates would act as the Town's consultant or as their architect under the proposed contract. Mr. Zackria advised that these are essentially the same. Commissioner Graziano explained that the contract states documents prepared by the architect would remain the property of the architect. Mr. Zackria noted that this was standard contractual language.

Commissioner Graziano emphasized the magnitude of the project for the Town, asserting that while he is in favor of upgrading the Town's current building, he was not certain that it should be torn down due to recent developments related to the fire services contract. He pointed out that the Town may select a provider that may not want to use a Town building if they can guarantee the same response time without it. He was also concerned with the suggestion that the project may cost more than \$10 million.

Commissioner Graziano concluded that the Town may not be prepared to move forward on the public safety building project, and Town residents may want the opportunity to respond. He suggested that there should be more discussions of this issue before making a decision on how to proceed.

Deputy Town Manager/Public Works Director Rubach noted that the public will have multiple opportunities to provide input over the course of the project, emphasizing the role of resident input in Town business. While there may ultimately be a decision to shrink the project, the Town needs a starting figure so they can determine how to pay for it. He echoed the Town Manager's earlier mention of using the Parking Fund, investment money, and fire fees to cover the costs of this proposed phase.

Deputy Town Manager/Public Works Director Rubach added that the process is likely to take several months, which will provide Staff with time to provide the Commission with estimated costs and how to pay for them. The construction phase was unlikely to begin prior to at least two years.

Commissioner Graziano again noted that the architect will own the designs provided during the phase. Mr. Zackria explained that the continuing services contract states the Town would own the designs. Town Attorney Trevarthen advised that the contract approved by the Town in November 2024, when the firm was selected as one of the professional services under the CCNA process, includes several additional provisions which are not reflected in the work authorization before the Commission tonight. She emphasized that Staff would not recommend the execution of a contract which resulted in the Town not owning the documents provided by that work.

Mayor Malkoon asked what would happen if the Town's next fire services provider indicates they would not need a public safety building in Lauderdale-By-The-Sea in order to service the Town. Deputy Town Manager/Public Works Director Rubach replied that if conceptual plans are provided, it is much easier to remove aspects of those plans than aspects of a complete building design.

Commissioner Pouloupoulos asked what number Mr. Zackria had in mind when he had indicated that \$10 million would be insufficient to fund the project. Mr. Zackria cited the example of a combination town hall and Police station constructed in 2003 as costing roughly \$10 million in today's dollars. The Town's proposed project would also include a fire services component, which would raise the costs further. He concluded that the schematic design process would help estimate the project's cost.

Commissioner Pouloupoulos also asked if fire service considerations were more or less than 50% of the project's build. Mr. Zackria replied that these components would constitute 50%, and confirmed that they would be more expensive than non-specialized aspects.

Commissioner Pouloupoulos also recalled that the initial conceptual design process would take roughly six to eight months, followed by architectural and permitting phases that may take up to two years. He concluded that he would like to see different concepts for financing the project as well.

Commissioner DeNapoli asked why the Town had limited itself to a single architect when voting on the preferred list of providers in fall 2024. Town Attorney Trevarthen replied that the Town administration sought procurement of several different services, ultimately bringing the selected providers forward.

Commissioner DeNapoli asked if it would be legally possible for the Town to issue a separate single RFQ for architectural services only. Town Attorney Trevarthen confirmed that she was not aware of anything that would preclude the Town from deciding not to enter into a continuing services contract with an existing provider and instead seeking additional options through the RFQ process.

Commissioner DeNapoli noted that the Town will need to know the requirements of its future fire services provider, and asked how this would be addressed in the schematic phase. Mr. Zackria replied that there are certain standards for different apparatus. Town Manager Connors clarified that the vehicle which cannot fit into the existing building is owned by the Town rather than by PBFR, and was used by the Town's Volunteer Fire

Department (VFD) before the change in services to PBFR. This apparatus is new and is not expected to change.

Mr. Zackria continued that the firm would take the appropriate standard for the Town into consideration, as well as the likelihood that apparatus will continue to grow in size in the future. The schematic may estimate this future growth when preparing the plans in order to ensure the building does not quickly become obsolete.

Commissioner DeNapoli stated that he did not think the proposed schematic design was the first step of the process: he felt the first step should be to see models of the impact of the project's costs on the Town's budget. He recalled that the public safety building was discussed at the July 9, 2024 Commission meeting, with estimated costs at that time listed at roughly \$10 million. He reiterated that he wished to see potential ways to pay for the project brought before the Commission in writing.

Commissioner DeNapoli continued that before voting to commit any funds to the public safety building project, he wished to see a "total package" on the item, including options for its financing. He requested a memo from the Town Manager which would lay out potential methods of financing the project before dedicating any money to it.

Commissioner DeNapoli made a motion that, before proceeding any further on the topic of a new public safety building, the Commission see a written draft budget from the Town Manager, within a month or so, for different mechanisms that pay for \$10 million, \$15 million, or \$20 million in costs.

Commissioner DeNapoli added that he had not realized, in September 2024, that the Town was selecting a single architectural firm for its future purposes, and felt this should not be done if there is a legal mechanism to do otherwise.

Deputy Town Manager/Public Works Director Rubach clarified that had Walters Zackria Associates not been a highly qualified firm, the Town would have issued an RFQ for the services needed. He emphasized that the firm has a substantial background in public safety buildings which more than qualified them for the job.

Vice Mayor Strauss felt asking to see how much the Town may spend on the project before having a firm begin the process was premature, pointing out that the intent of retaining Walters Zackria Associates was to determine these costs. This early step of the process would allow the Town Manager to provide a figure based on substance, as well as a plan on how to pay for the project. This plan would then be presented to the

Commission so they can choose the best way to proceed. They may also agree that the costs are too high and they do not wish to move forward.

Vice Mayor Strauss continued that even if future fire services may come from outside the Town, there is still a need for a facility to house BSO's presence in the Town. He concluded that he did not understand why the Commission would not move forward on this particular phase of the process.

Mayor Malkoon asked if the projected new public safety building would also require the use of the space behind it, which is currently occupied by an apartment building. Mr. Zackria replied that he did not know at this time, explaining that one aspect of the scope of work would be consideration of a phasing plan that allows operations to continue during the construction phase.

Commissioner Poulopoulos stated that Mr. Zackria had indicated that the full project would be significantly more expensive than the \$10 million estimate previously discussed. His issue was with spending \$200,000 on one early phase of a project the Town may not be able to afford. He did not feel it was appropriate for a municipality of Lauderdale-By-The-Sea's size to spend \$20 million, for example, on a public safety building.

Commissioner Poulopoulos asked if the Town has ever taken out bonds in the past. Deputy Town Manager/Public Works Director Rubach replied that the Town did this in the early 2000s. Town Manager Connors further clarified that these bonds financed infrastructure improvements and loans for a parking lot.

Deputy Town Manager/Public Works Director Rubach added that the \$10 million figure was first proposed by consultant Matrix, which performed a study for the Town in 2020.

Commissioner Poulopoulos concluded that his concern was that the Town would spend \$200,000 and eight months to arrive at an estimated cost that no one knows how to budget for. He recommended modeling the project for \$10, \$15, and \$20 million, then figuring out how to pay for it, before proceeding.

Deputy Town Manager/Public Works Director Rubach proposed that if a majority of the Commission approves Walters Zackria Associates, they could approve the Item, contingent upon receiving those financing numbers. Commissioner Poulopoulos stated that this was acceptable to him. Deputy Town Manager/Public Works Director Rubach added that if the Commission gave this approval, the Town would already have a consultant on board when the modeling numbers become available.

Commissioner Pouloupoulos suggested making whether or not to proceed with the project contingent upon another vote of the Commission. He concluded that he was not comfortable with the project and also wished to see modeling, based on tonight's discussion, of possible methods to pay for it. He asked to see this information in writing.

Commissioner DeNapoli pointed out that Florida's new homestead exemption legislation is expected to have an impact of \$300,000 to \$500,000 on the Town. He reiterated that it would cost the Town nothing to wait one to two months on modeling information, and was not in favor of a vote tonight on who to select before that information is provided.

Mayor Malkoon asked if this was intended as a motion to table the Item to a date certain. Commissioner DeNapoli replied that he did not wish to specify a date certain, as he was not sure how long it would take to compile the requested projections.

Commissioner DeNapoli also asked if the Town is legally permitted to issue RFQs for other architects, adding that he was not certain having only one prospective architect would put the Town in a favorable negotiating position. Town Manager Connors explained that negotiation is not permitted under the CCNA process. Commissioner DeNapoli stated that if the Town does not proceed with Walters Zackria Associates, he understood the Town Attorney to have indicated that the Town may issue an RFQ to other architects, to whom Staff would then speak.

Town Manager Connors advised that the only reason numbers were brought forward for the Item tonight is because the Town already had an agreement in place with Walters Zackria Associates through the CCNA process. Commissioner DeNapoli asserted that he wished to determine if there is a way around that process.

Town Attorney Trevarthen explained that what she had suggested was not "a way around" the CCNA process, but revisiting that process. The agreement at the end of the process had led to the agreement to retain Walters Zackria Associates in November 2024.

Commissioner DeNapoli reiterated that he did not wish to proceed at this time before seeing models of how the proposed project would be financed. He was in favor of tabling the Item and returning to it at a later date.

Town Attorney Trevarthen advised again that the Town may revisit the CCNA process by issuing an RFQ for architectural services only, allowing time for response, and ranking the respondents. Once the top-ranked respondent has been ranked, the recommendation

would be brought before the Commission, after which time Town Staff could engage in executing the contract. She emphasized that the process would be exactly the same as the process used in fall of 2024.

Commissioner DeNapoli stated that he felt the Commission should leave the possibility of revisiting the process open at tonight's meeting.

Commissioner Graziano asked if the Town can consider hiring Walters Zackria Associates as a consultant. Town Manager Connors replied that certain types of firms, including engineering and architecture, fall under the CCNA process, which is dictated by the Florida Legislature. She cannot hire a firm outside of that process, which is required of every municipality in Florida.

Town Attorney Trevarthen noted that the Town does have control over the scope of work. Staff has brought forward a scope that allows the Town to see early information and avoid wasting money later. She did not know if it would be possible to further limit the scope of work and still get the same information.

Mr. Zackria advised that the terms "architect" and "consultant" in this case are synonymous. Commissioner Graziano disagreed, asserting that a consultant does not have to be an architect. Mr. Zackria explained that as architect, he would be acting as an advisor to the Commission. Commissioner Graziano stated that this was not acceptable to him, as it required the Town to use the CCNA process.

Vice Mayor Strauss pointed out that no matter the size of the project's budget, it would not be paid for in a single budget year, but would be paid for over time. He also noted that if the Town revisits the CCNA process as proposed, they would eventually return to this same point, only some months later.

Commissioner Pouloupoulos again proposed modeling of different costs, at \$10, \$15, and \$20 million increments, using different levels of financing as well as monies from various funds. He was in favor of placing this information before the public due to the magnitude of the project so the Town's taxpayers are aware of what is coming.

With regard to the RFQ, Commissioner Pouloupoulos advised that while he preferred the request for proposal (RFP) process to the RFQ process, he acknowledged that the Town's hands are tied due to the actions of the Florida Legislature. He concluded that he did not want to delay the project significantly, and hoped to resolve this issue after reviewing the modeling information requested.

Deputy Town Manager/Public Works Director Rubach advised that restarting the RFQ process is likely to take three months, followed by roughly eight months for the conclusion of the study. This would add nearly a year to the time frame, and it may also be necessary to revisit the figures, as interest rates and other aspects may have changed by then.

Commissioner DeNapoli stated again that the Commission should table Resolution 2025-13 until modeling information has been provided.

Town Manager Connors explained that her concern about modeling is that the \$10 to \$12 million figure was based on a study conducted in 2020. The Town can undertake a study to model options for a cost of \$15 million or \$20 million; however, these options could differ significantly from the options provided at \$10 million. She expressed concern that if these figures are provided to the Commission and the public, they could result in a false idea of what it might cost to construct the building.

Town Manager Connors continued that Walters Zackria Associates' portion of the overall cost of the project is estimated at 1% or less of the total cost of constructing a building. This would present the Commission with a clearer idea of what the modeling might be.

Mayor Malkoon advised that at this time, the Commission is requesting that a 15-year cost estimate be provided for a larger number, such as \$20 million, to show what options could be used to finance the project. Town Manager Connors concluded that the information provided would not be based on fact, and could discourage the public from building a necessary project due to the costs.

Town Manager Connors recommended modeling the \$15 million possible cost. Commissioner DeNapoli asserted that he would like to see different options.

Commissioner DeNapoli made a motion to table this Resolution tonight and, before proceeding further on the topic, to see a written draft model from the Town Manager within the next two months for different mechanisms, including the impact through a loan, millage rate, or bond issuance, based on current lending rates.

Town Manager Connors expressed concern that this could give the impression that the Town plans to increase its millage rate. Commissioner DeNapoli did not agree, stating that there would be no way to pay for a public safety building without using one of the three methods he had cited.

It was clarified that Commissioner DeNapoli had made a previous **motion** which must be addressed first. That **motion** had requested a written draft budget from Town Staff. The Commissioner now had the opportunity to either amend or withdraw that earlier **motion**.

Commissioner DeNapoli restated his **motion** as follows: **motion to table the Resolution tonight before we proceed with anything further on this topic of a public safety building, and we see a written draft model from the Town Manager within two months for different mechanisms, whether it be a loan, millage rate, or bond issuance, based on current lending rates, that pays for \$10 million, \$15 million, \$20 million, \$25 million in costs.**

Commissioner Pouloupoulos seconded the motion. Motion carried 5-0.

The Commission took a brief recess at this time.

7. PUBLIC SAFETY DISCUSSION

None.

The following Item was taken out of order on the Agenda.

11. CONSENT AGENDA

a. Special Event Application: Zen Pike Mindful Market March 22, 2025

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

8. TOWN MANAGER REPORT

a. Town Manager Report

None.

9. TOWN ATTORNEY REPORT

None.

10. APPROVAL OF MINUTES

a. Approval of Minutes for the January 28, 2025 Meeting

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

12. OLD BUSINESS

None.

13. NEW BUSINESS

- a. Resolution 2025-15: A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, SELECTING DECKARD TECHNOLOGIES, INC., FOR SHORT-TERM RENTAL MONITORING SOFTWARE SERVICES PURSUANT TO REQUEST FOR PROPOSAL NO. 2024-09-01; AUTHORIZING THE TOWN MANAGER TO EXECUTE A MULTI-YEAR AGREEMENT IN AN AMOUNT NOT TO EXCEED \$120,873.18; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

Development Services Director Jhanelle Campbell advised that the acquisition of short-term rental monitoring software reflects the Town's goal of improving compliance with Code by addressing short-term and vacation rental properties. The software will increase data accuracy and provide better rental activity tracking.

The Town received three qualified bids for its RFP, with Deckard Technologies ranked first. Throughout the evaluation process, the committee considered technical expertise, real-time data monitoring, compliance enforcement tools, integration with Town systems, and cost-effectiveness.

The technology monitors 10,000 websites daily, identifies future bookings in real time, and is currently being used in over 300 municipalities. One of these, the South Padre Island community, was able to improve compliance from 72% to 92% within six months of the software's implementation.

The software's compliance and enforcement tools include:

- Automated violation detection, which instantly flags non-compliant listings
- Targeted outreach, with the goal of increasing compliance by 50% within six months
- Integrated with Broward County data to ensure proper property tracking

The software also tracks short-term and vacation rental revenue, occupancy, and violations, which will help the Town implement its short-term and vacation rental policy. The software also integrates with geographic information systems (GIS) data, which will improve the accuracy of the Town's vacation rental map.

In year one, the software will cost \$21,875. The proposed total contract would be for five years and would not exceed \$120,873.18. Staff requests approval of Resolution 2025-15.

Mayor Malkoon recalled that during the recent election season, residents had expressed concern with vacation rental properties in the Town. He also noted that at a previous meeting, Staff had reported a decrease in the number of vacation rentals. Development Services Director Campbell confirmed that the volume of vacation rental applications has decreased; however, this does not mean that properties are not operating without a license.

Mayor Malkoon asked if Staff expects the software to provide the value associated with its cost in the first year. Development Services Director Campbell advised that the software consistently tracks 10,000 sites, which would be very difficult to achieve with manpower alone. She felt this service alone made the software worthwhile.

Development Services Director Campbell continued that another benefit of the software is that it tracks websites at different times per day and multiple times per week. This means if a non-compliant property changes its advertising, then changes it back, the software would catch this violation.

Commissioner DeNapoli noted that while the backup materials list one- and five-year terms for the software, the Resolution itself cites a three-year term with the option to renew for two additional one-year terms. Development Services Director Campbell confirmed that the time frame is five years, with a three-year term and two one-year renewals. There is also a 5% escalator for every year. Commissioner DeNapoli suggested that this be included in the Resolution's language.

Commissioner DeNapoli also requested clarification of how many vacation rentals are located in Lauderdale-By-The-Sea. Development Services Director Campbell replied that 144 such properties are accounted for. Commissioner DeNapoli asked if less expensive software is available for a municipality of the Town's size.

Development Services Director Campbell explained that one reason Staff had preferred the Deckard Technologies software is that its charge is determined per property rather than taking a "one size fits all" approach to the Town. Commissioner DeNapoli stated that the software seemed very expensive for a municipality of this size. Development Services Director Campbell also noted that the proposed software came in under the budget approved for this technology. Other software providers did not offer the same features.

Commissioner DeNapoli asked how the Town would withdraw from the contract if they do not like it. Development Services Director Campbell replied that the contract can be canceled at any time without penalty. Commissioner DeNapoli concluded that he found the software expensive.

Commissioner Pouloupoulos also felt the software was expensive, pointing out that he had believed it to be purchased with a one-time up-front fee rather than an annual fee of over \$20,000. He concluded that the expense was too much.

Commissioner Graziano asked how much the Town would be saving by using software rather than having employees do its work. Development Services Director Campbell replied that she did not have an estimate for this, as she did not know how many websites include vacation rental information. Commissioner Graziano advised that the software would eliminate a great deal of hourly work.

Commissioner Graziano asked if it would be appropriate to "try to get more" from the software provider. Development Services Director Campbell stated that the Deckard Technologies software was the most robust of the bids received for its price.

Commissioner Graziano also asked if it is possible to increase the Town's fees with regard to short-term and vacation rentals. Development Services Director Campbell explained that the Town increased its fees in December 2024. The Town is also required to keep these fees at a reasonable rate, which Mayor Malkoon noted is the \$750 charge.

Commissioner Graziano concluded that he felt Staff needs the software, and expected it to catch outlying properties and save Staff the work. While he was concerned with the price, he felt it would be worth the cost.

Mayor Malkoon commented that review of 10,000 websites seemed excessive.

Vice Mayor Strauss stated that he felt the software would pay for itself; if this is not the case within the first year of its use, it could be cancelled. He also recalled there have been Town meetings on the topic of vacation and short-term rentals, and implementing the software would fulfill a promise the Commission has made to residents by asserting more control over those properties. He concluded that the proposed software would provide what the community wanted, and he did not see a downside to the proposal.

Commissioner DeNapoli asked if Staff had inquired whether or not Deckard Technologies offered different versions of its software. Development Services Director Campbell replied that the proposed plan was the one submitted in response to the bid. Commissioner DeNapoli suggested that Staff contact the company and ask if there is a less expensive version better suited to the Town's size. The Resolution could then be brought back to the Commission at a later date.

Town Attorney Trevarthen pointed out that the Town issued an RFP with certain requisites, and a competitive range of entities responded to that bid. She was not certain that it would be legally possible for the Town to change what it would be getting from the company without another procurement process. Commissioner DeNapoli stated that the Town should ask the question, as he felt there was a disparity in what larger municipalities and the Town would need. Mayor Malkoon advised that the company's response was based on what the Town had requested.

Commissioner Graziano stated that he agreed with the Vice Mayor's comments.

Commissioner Poulopoulos noted that the RFP bid lists a base price which delineates the cost of each component of the software, including options that would require additional costs. He concluded that the Town has requested only the base price with no add-ons, and while he did not like the price, the contract can be cancelled if the product is not satisfactory.

Commissioner DeNapoli also addressed the RFP, noting that the document mentions compliance monitoring based on an estimated 375 short-term rental properties. He asked why this figure was selected, as the Town has only 144 such properties. Town Attorney Trevarthen observed that the proposed software estimates the Town has 375 short-term rental properties, not all of whom are currently registered, who would be brought into compliance by the software.

Commissioner DeNapoli asked if there is a plan that would address only 144 short-term or vacation rentals. Development Services Director Campbell explained that once the sites have been scrubbed by the software, Staff would validate the list to determine which properties are in violation. The 375 figure was based on Deckerd Technologies' initial scan of the Town.

Commissioner DeNapoli continued that his concern was that the Town not overpay for services, and he did not see a reference to the Town's size in the response. It was noted that this reference was included.

Mayor Malkoon recommended that questions be addressed directly to the Development Services Director in advance of Commission meetings in the future.

Commissioner Graziano made a motion, seconded by Vice Mayor Strauss, to approve. Motion carried 5-0.

b. Resolution 2025-16: A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, SELECTING FIRST CHOICE DIGITAL, INC. FOR DOCUMENT IMAGING SERVICES PURSUANT TO REQUEST FOR PROPOSAL NO. 2024-09-02; AUTHORIZING THE TOWN MANAGER TO EXECUTE A MULTI-YEAR AGREEMENT IN AN AMOUNT NOT TO EXCEED \$150,000; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Development Services Director Campbell stated that the goal of this RFP was to acquire services that will digitize, index, and securely store the Town's official building permit records. The Town received six responses to the RFP, of which only three met the document's requirements.

The criteria used to review the RFPs involved a weighted ranking system. Development Services Director Campbell reviewed the average scores for each response, adding that one key factor in the evaluation was attention to detail for the project's success. First Choice Digital, Inc. was selected because they met all RFP requirements, had experienced personnel with a strong track record, and offered a cost-effective solution as well as advanced technology for secure document management. The system will

integrate with the Town's current official record-keeping system. Staff requests approval of the Resolution awarding the contract to First Choice Digital.

Commissioner Graziano made a motion, seconded by Vice Mayor Strauss, to approve. Motion carried 5-0.

14. COMMISSIONER PRESENTATIONS

None.

15. COMMISSIONER COMMENTS

Commissioner DeNapoli suggested that the Town explore the possibility of expanding the time frame in which backup materials are provided for Commission meetings, as it can be difficult to adequately review all items within only a few days. He felt one additional day could make a difference.

Commissioner DeNapoli also recalled that when the Commission voted on the Town Manager's salary at the January 28, 2025 meeting, the formula used to calculate that salary typically lends itself to "a backed-in percentage" or a certain score. He advised that it is the Commission's choice rather than a contractual obligation to apply that formula to the contract, and should not establish a precedent of matching scores to raises.

Commissioner Graziano requested that during budget discussions, he would like the Commission to discuss the Resolution which provides Commissioners with an annual Cost of Living Adjustment (COLA).

It was determined that there was consensus among the Commissioners to bring forward this Resolution for discussion.

Vice Mayor Strauss wished all present a happy Valentine's Day.

Mayor Malkoon stated that while recent meetings have been lengthy, the Commission has held productive and detailed discussions. He thanked the Commissioners, Staff, and residents for their kindness and consideration during a recent health concern.

16. ORDINANCES 1ST READING

None.

17. ORDINANCES 2ND READING

None.

18. RESOLUTIONS – PUBLIC COMMENTS

- a. **Resolution 2025-07 – A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING AN OPEN-ENDED MASTER EQUITY LEASE AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT, INC. FOR LEASE OF VEHICLES, UTILIZING SOURCEWELL CONTRACT NO. 030122-EFM; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AUTHORIZING THE LEASE OF THREE (3) VEHICLES FOR FISCAL YEAR 2025; PROVIDING FOR IMPLEMENTATION AND FOR AN EFFECTIVE DATE.**

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

Deputy Town Manager/Public Works Director Rubach explained that this Resolution includes two parts: approving a master lease agreement which will replace the lease of two Town vehicles, one of which is being downsized. A vehicle is also being added to Code Compliance at a cost of \$7595.52, as that Department now has additional staff. All three purchases will be made using Enterprise Fund dollars.

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

- b. **Resolution 2025-10: A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING A LOCALLY FUNDED AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR ROADWAY ENHANCEMENTS ALONG SR-A1A FROM FLAMINGO AVENUE TO PINE AVENUE IN CONJUNCTION WITH THE FDOT RESURFACING PROJECT; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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

Deputy Town Manager/Public Works Director Rubach stated that this Resolution is for a locally funded agreement (LFA) to pay for upgrades to the roadways cited above. When the Florida Department of Transportation (FDOT) performs any work on a roadway that is above and beyond paving and striping, local communities must pay for those improvements.

The Town installed a lighted crosswalk three years ago, which now requires replacement at the Town's expense. A decorative crosswalk on the north side of A1A will also require removal of decorative pavers, which are no longer allowed within crosswalks.

The cost of the proposed improvements is \$244,045. The Town has budgeted \$250,000 toward this project.

Vice Mayor Strauss asked if there is any work the Town should undertake before paving begins, such as installing pipe. Deputy Town Manager/Public Works Director Rubach advised that the Town's infrastructure is currently satisfactory, with pipelines running beneath the crosswalks.

FDOT will also address any sidewalk issues as part of their project, as it is the owner of those facilities on A1A. They have been asked to replace some of the squares or trip hazards.

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

- c. Resolution 2025-11 – A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING A MAINTENANCE MEMORANDUM OF AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR INSTALLATION OF ROAD IMPROVEMENTS ON A1A FROM FLAMINGO AVENUE TO PINE AVENUE TO INCLUDE IN-PAVEMENT CROSSWALK WARNING LIGHTING AT A1A AND HIBISCUS AS WELL AS PATTERNED PAVEMENT CROSSWALKS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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

Deputy Town Manager/Public Works Director Rubach advised that this Resolution states the Town is responsible for the installation and maintenance of the subject improvements.

Commissioner Graziano made a motion, seconded by Vice Mayor Strauss, to approve. Motion carried 5-0.

d. Resolution 2025-12 – A RSOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, ADOPTING THE AMENDED SCHEDULE OF PARKING FEES AND METER RATES; PROVIDING FOR CONFLICTS AND FOR AN EFFECTIVE DATE.

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

Deputy Town Manager/Public Works Director Rubach recalled that at the January 14, 2025 Commission meeting, Commissioner Graziano proposed offering annual resident parking permits to residents of the nearby village of Sea Ranch Lakes. The price for these permits would be \$100/year and the permits would follow the same guidelines as permits purchased by Town residents.

If approved, permits for Sea Ranch Lakes residents would be effective March 3, 2025 through September 30, 2025. In subsequent years they would follow the same renewal period as residents' permits.

Mayor Malkoon advised that he had reviewed the January 14, 2025 meeting, and requested that in the future, items proposed for future Agendas not be raised during Commissioner Comments. He suggested that these instead be added as discussion items.

Mayor Malkoon continued that when he had agreed to hear this proposal, he had believed it would come back as a discussion item rather than as a Resolution. He also recalled that the motivation for this proposal, as noted at the January 14 meeting, had been to increase the number of customers using businesses in order to better support those businesses. He added that written responses from the public on this issue suggest that Sea Ranch Lakes residents are already visiting Town events and businesses.

Mayor Malkoon recalled that a similar item was brought before the Commission a few years ago and had failed by 1-4 vote. He concluded that while he was in favor of cooperation, parking permits are a benefit for Town residents, and noted that there have been no reciprocal events or assistance from Sea Ranch Lakes.

Mayor Malkoon continued that in the past, Lauderdale-By-The-Sea had annexed Palm Club. Should the Town consider a similar effort with Sea Ranch Lakes, he pointed out that the average assessed value of properties in that community is \$1.8 million, with 31% of the village's taxes going back to the village. Their tax rate is twice the Town's rate. The average resident of Sea Ranch Lakes would save \$20,000/year on their property taxes in Lauderdale-By-The-Sea, and residents would also be eligible to use the Circuit system. He concluded that most of Sea Ranch Lakes' budget goes toward public safety, as the village has its own Police force.

Vice Mayor Strauss agreed with the Mayor's comments, noting that he had received several emails on this issue, most of which came from Sea Ranch Lakes residents who were in favor of it. Emails from Lauderdale-By-The-Sea residents, by comparison, were less favorable and suggested reciprocations such as use of the village's beach club. He concluded that the Town would see no benefit from the proposal.

Commissioner Graziano advised that he had proposed the extension of parking permits to Sea Ranch Lakes residents as a courtesy. He added that he had reached out to members of the Chamber of Commerce who had indicated they did not oppose the idea, nor did the owners of some Town businesses. He also noted that participation at the \$100 permit fee would be voluntary for Sea Ranch Lakes residents, and he felt it would provide a benefit during the off-season, particularly for restaurants.

Commissioner Graziano cited recent examples of individuals being ticketed, and concluded that he felt the proposal was common courtesy. He felt the offer would help the Town begin a new relationship with Sea Ranch Lakes.

Commissioner DeNapoli stated that he agreed with the Mayor and Vice Mayor that parking permits should be for Town residents. He suggested that the Town Attorney look into the requirements for annexation.

Town Attorney Trevarthen explained that the Town is not able to annex a separate community: residents of Sea Ranch Lakes would have to first vote to de-incorporate, at which time they would become part of Broward County. The Town could then consider the possibility of annexation.

Commissioner Pouloupoulos advised that while he had originally been in favor of offering parking permits to Sea Ranch Lakes residents, he had changed his mind due to comments related to the Downtown area, which those residents indicated they enjoy. He pointed out that Sea Ranch Lakes had not participated in funding the Downtown renovation.

Commissioner Pouloupoulos added that Sea Ranch Lakes is not a pedestrian-friendly community, and concluded that he agreed with the Mayor's comments.

Commissioner Graziano stated that the funds spent by the Town to enhance its business community are returned to the Town by the businesses' taxes. He added that he was not advocating for annexation, but wished to allow Sea Ranch Lakes residents the option of buying a parking permit.

Commissioner Pouloupoulos pointed out that the Town has always experienced parking issues, and he preferred to keep parking spaces for residents who purchase parking passes. He also noted that parking is expensive due to its demand, and expanding the permit program would limit the supply of available parking for a relatively low price.

Commissioner Graziano made a motion to approve the Resolution to allow parking for Sea Ranch Lakes residents at \$100. [The motion died for lack of second.]

f. Resolution 2025-14 – A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPOINTING A SECOND ALTERNATE TO THE PLANNING AND ZONING BOARD; PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE.

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

Mayor Malkoon advised that when appointments to Town advisory bodies are made, there should be consideration of appointing qualified individuals who may not have participated in those advisory bodies in the past.

Mayor Malkoon recommended the appointment of Ms. Simpson to the Planning and Zoning Board. There was consensus to proceed with this appointment.

Commissioner DeNapoli made a motion, seconded by Commissioner Graziano, to appoint Ms. Simpson as second alternate. 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 9:43 p.m.

Mayor Edmund Malkoon

ATTEST:

Katrina Adler, Town Clerk

Date



Agenda Item No: 11.a.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Katie Anderson, Events & Marketing Manager

Submitting Department: Administration

Item Type: Action Item

Agenda Section: CONSENT AGENDA

Subject Title: Special Event Application: Easter Sunrise Service April 20, 2025

Explanation: Deborah DiRoberto with the Community Church of Lauderdale-By-The-Sea (the "Applicant") has submitted a Special Event Application (**Exhibit 1**) for their Easter Sunrise Service (the "Event") to take place on Sunday, April 20, 2025. This is a long-standing community event, running in the Town for over sixty years.

SUNDAY, APRIL 20, 2025	
Start of Setup:	4:30 AM
Event Start:	7:00 AM
Event Ends:	8:00 AM
Cleanup Completed:	9:00 AM

The event is proposed to be held in the Connie Hoffmann Ocean and Beach Pavilion Plazas. Setup includes approximately five hundred (500) chairs throughout the Plaza for attendees, with additional seating for the Pastor and choir under the Pavilion.

A speaker system is to be used during the service.

Town Staff has connected with Aruba Beach Cafe to advise them of the Applicant's request to use the Plaza from 4:30 a.m. through 9:00 a.m. Aruba has agreed to remove their tables and chairs from the plaza area during this time frame.

The Application includes the following requests:

1. Use of Town electric to power the sound system for the event. The Applicant has requested a waiver of the \$50 electrical fee.
2. As an in-Town tax exempt organization, a waiver of applicable event fees that would be charged per Resolution 2024-29 (**Exhibit 2**) - Plaza Use Fee at \$215 per plaza (Connie

Hoffmann Plaza & Beach Pavilion Plaza) and Electric Fee (\$50) for a total of \$480.00.

3. Road closure of the horseshoe lane in front of the Pavilions from 5:00 a.m. until 9:00 a.m. As per Resolution 2024-29, for groups over 200, any road closure fees are set by the Commission based on purpose, number of attendees, and impact. In past years, the Commission has not charged the Applicant any road closure fees. The Applicant requests any road closure fees be waived again for this year's event.
4. Permission to place up to 3 directional signs on the beach just East of the event site, and at Ocean Drive and Commercial Boulevard directing attendees to the Event. Final location of the signs is subject to approval of Town Staff and / or Broward Sheriff Office.
5. El Mar restrooms to be open by 6:00 a.m.

Should the road closure be approved, Town will provide the water barriers to close the horseshoe on the day of the Event. Broward Sheriff's Office will move the barricades into place the morning of the Event and coordinate directly with Pompano Fire to have these filled.

The Applicant has paid the \$125 application fee.

Recommendation: Staff recommends:

1. Approval of the Special Event Application with the conditions outlined in the Event Permit (**Exhibit 3**).
2. Waiver of the applicable event fees in the amount of \$480.00.

Exhibits:

1. Sp. Event Application Easter Sunrise 04.20.25
2. Resolution 2024-29 Special Event Fees
3. LBTS Permit_EasterSunriseService_04.20.25

EXHIBIT 1



SPECIAL EVENT APPLICATION

We are thrilled you are interested in hosting your event with the
Town of Lauderdale-By-The-Sea!

PRIVATE EVENT	SPECIAL EVENT
Application due at least 30 days prior to event date	Application due at least 60 days prior to event date
Event anticipates 25 guests or more	Any event being advertised to the general public.
NOT being advertised to the general public	

Late application fees will apply if submitted within the designated submission window.

Special Event Applications must go before the Commission for final approval. You will be notified when your application has been approved by staff and has been assigned to a commission meeting agenda. While not mandatory, attendance at your designated meeting is recommended.

This application can be found on our website at www.lbts-fl.gov/town/docs.htm. We ask that you please complete the application and return to events@lbts-fl.gov.

An application is considered complete when:

- All applicable sections of the application are completed.
- Detailed site map is included.
- Application fee of \$125* has been paid (*or late fee if applicable).

If the applicant is seeking sponsorship / co-sponsorship from the Town of Lauderdale-By-The-Sea, a Statement of Benefit is required by Town Code and shall be included with your application.

Please keep in mind – Turtle Nesting Season runs March 1st through October 31st. If any activities are to take place on the sand, the Event organizers shall ensure a minimum buffer of 10 feet is kept clear around any marked turtle nests, or any areas that appear to be a new nest. All activity is to stay away from active nests. No holes are to be dug in the sand west of the high tide line.

For any questions, please reach out to the Events & Marketing Manager.

We look forward to assisting you!

Katie Anderson
Events & Marketing Manager
katiea@lbts-fl.gov • 954-640-4209



SPECIAL EVENT APPLICATION

EVENT DETAILS

Name of Event: Easter Sunrise Service

New Event: _____ Returning Event: X

Day(s) + Date(s) of Event: Sunday, April 20, 2025

Proposed Location of Event: One Commercial Blvd

How many total people do you anticipate onsite at any peak time?

Participants: 15 Spectators: 500 Volunteers: 10

ACTIVITY	DAY	TIME
Start of Setup:	4/20/25	4:30 AM
Start Time of Event:	4/20/25	6:30 AM
EVENT	4/20/25	6:30- 7:30 AM
End Time of Event:	4/20/25	7:30 AM
Cleanup Completed By:	4/20/25	8:30 AM

HOST OR SPONSORING ORGANIZATION

Name: The Community Church LBTS

Address: 4433 Bougainville Dr. LBTS, FL 33308

Is applicant a non-profit organization (501 (c) (3)? X YES _____ NO

PERSON SUBMITTING APPLICATION ("Responsible Party")

Name: Deborah DiRoberto - The Community Church LBTs

Address: 4433 Bougainvillea Drive L.B.T.S. FL 33308

Phone: 954-776-5530 Email: Welcomecommunity@comcast.net

ON-SITE EVENT REPRESENTATIVE

☒ Same as above

Name: _____

Address: _____

Phone: ^{Cell} 561-350-0123 Email: _____

REQUEST FOR TOWN INVOLVEMENT

Are you requesting Town be involved with this event in any way? ☒ YES ☐ NO

If yes, please describe: Water BARRIERS

SOUND SYSTEMS

The event sound systems shall be operated so as not to violate the Town's code, including and especially Section 13-6, Noise Limitation. Violations of the Town's noise ordinance are grounds for immediate termination of the source of the noise and potentially the event.

Do you plan to use amplified sound?

☒ Proposed amplified sound / speaker system

☒ Proposed live music

☒ Planned recorded music

☒ Do you require electrical connections for any of the above?

If yes, which? we just need outlets & electric to be turned on

TENTS, CANOPIES, STAGES, BLEACHERS

Tents are generally defined as temporary structures having two or more sidewalls or drops.

A canopy is a tent without sides.

All tents or canopies larger than 120 sq. feet, multiple canopies without separation, and stages require a building permit. The use of tents or larger canopies requires approval of the Fire Marshal and are required to have building permits obtained via the LBTS building department prior to the event.

Manufacturer's labels are required to be attached to tents and canopies.

Rental agencies shall provide documentation of the flame spread labeling of 25 or less submitted with the application.

Stages and bleachers shall include product approvals that are supplied by the manufacturer.

Indicate if any of the following will be assembled at the event and include locations on your site map. Please list sizes and numbers of each:

Tents: _____

Canopies: _____

500 chairs

Stages: _____

Bleachers: _____

Size & Load Max: _____

UTILITIES

All utilities requirements shall be approved by the Director of Development Services and the Fire Marshal prior to application submission to the Town Commission. Depending on location of the event, electric and/or water may be available from the Town for a fee.

All electrical requests shall meet the requirements of the Florida Building Code with final approval from the Town's Building Official at least 30 days prior to the event.

Will any electrical equipment be installed in conjunction with the Special Event (i.e. lighting, outlets for cooking, etc.)?

☒ YES ☐ NO

extension cords for music
setup

If the event requires the following on public property, list what equipment is to be installed and locations (include voltage, amperage, and phases of wiring) as well as vendor name providing the equipment.

_____ Electrical Power: _____

_____ Water: _____

_____ Gas, Propane, BBQ Grills, Generators: _____

_____ Fuel Storage: _____

SIGNAGE

All signage should be included in the application. Information about signage shall include location, colors, size, and number of signs. Indicate signs to be placed in any right of way that directs traffic to the event. Signage is subject to approval and shall not be installed without permission.

Are you requesting permission to erect signage for this event?

_____ YES ☒ NO

If yes, please describe: _____

RESTROOMS

Permit holder is required to obtain written approval from Town establishment if said establishment is allowing participants to use their restroom facilities. Request El Mar Restrooms to be open.
6am

Number of additional Town restrooms being provided: _____
(Please include on site plan)

TRAFFIC CONTROL / STREET CLOSURES

Street closures may be required at the Permit Holder's expense.

Are you requesting that any public streets be closed for the event?

☒ YES _____ NO

If yes, please indicate the streets and times the closure is being requested:

Commercial Blvd from El Mar to the beach.

Are you requesting the reservation of any Town parking spaces for the event?

_____ YES ☒ NO

If yes, please indicate which and how many spaces are being requested:

All parking fees are to be paid at least 30 days prior to the event.

VEHICLES

Are you requesting permission to drive or park on Town grounds?

☒ YES ☐ NO

If yes, please indicate the type(s) of vehicles, locations, and times that are being requested:

Chair Company will have to unload and pick up
chairs beginning at 5am and 7:30 am

Permit Holder shall be responsible for any damage to Town property.

OFF DUTY POLICE / CODE COMPLIANCE OFFICERS

Off duty police are required, at the Permit Holder's expense, for street closures, events with alcohol or large crowds, as determined by the Broward Sheriff's Office. Large events may require a Code Compliance officer to ensure compliance with Town's codes.

Do you anticipate needing off duty police officers for your event?

☒ YES ☐ NO *If needed*

Do you anticipate needing code compliance officers for your event?

☐ YES ☒ NO

ALCOHOL

State license is required to be submitted to the Town at least 30 day prior to the event.

Are you planning on selling alcoholic beverages at the event?

Please note beverage stations on site map.

☐ YES ☒ NO

If yes, has a liquor permit been obtained by the State of Florida?

☐ YES ☒ NO

Contact information for all license holders who will be providing alcohol:

N/A

FEES

Are there any fees or donations that will be collected on site from participants or spectators?

☒ YES ☐ NO

If yes, please describe: An offering will be collected

CONCESSIONS

Are you planning to have any kind of concessions? ☐ YES ☒ NO

If yes, has the Florida Health Department approved the food vending site plans?

☐ YES ☐ NO

Is the food provided by a nonprofit organization? ☐ YES ☐ NO

Is the food: ☐ Free of charge? ☐ For sale?

Do all food vendors have a temporary food service permit? ☐ YES ☐ NO

Please list the type(s) of food that will be served: _____

Are you requesting any of the following types of cooking equipment to be used on site?

- | | | |
|--|--|---------------------------------------|
| ☐ Charcoal Grills | ☐ Fryers | ☐ Open Fires |
| ☐ Propane Grills | ☐ Smokers | ☐ Hoods |
| ☐ Concession Trailers | ☐ Warmers | ☐ LP Tanks |
| ☐ Sterno | ☐ Refrigerators | ☐ Other: _____ |

N/A

SALE OF MERCHANDISE

Are you requesting approval to offer other items for sale at the event?

☐ YES ☒ NO

If yes, please describe: _____

ANIMALS

Any exhibition or similar undertaking in which animals are required to participate in performance for the amusement or entertainment of an audience is subject to Town Commission approval.

Are animals included in your event? _____ YES X NO

If yes, please describe: _____

FIREWORKS

Fireworks require a separate approval process and application.

Are you requesting approval to discharge fireworks at the event?

_____ YES X NO

RIDES

Rides or other amusement may require a State of Florida inspection. Copies of contracts with any providers of rides, mechanical devices, and amusements shall be submitted to the Town at least 30 days prior to the event.

Are rides included in your event? _____ YES X NO
(i.e. mechanical, electrical, inflatable, bounce houses, slides, etc.)

If yes, please describe: _____

VENDORS

A list of all vendors with the company name is required for initial approval and a final list is required at least 30 days prior to event and subject to approval (please add on a separate page).

FIRE WATCH / EMS ONSITE

If required by the Fire Marshal, the applicant shall provide a fire watch and / or an EMS Crew during the event. Large events or those using combustible materials shall require qualified stand-by personnel and the appropriate equipment, the cost of which is at the responsibility of the Permit Holder.

I understand that Fire Watch or EMS Services may be required at the Event's expense

Initial: DLR

NO BALLOONS RELEASED

When balloons are released over the ocean, they become a major source of pollution and significantly increase the mortality rate among sea turtles, birds, and other marine life. To help reduce the threats caused by balloons, I agree that there will be no balloons at this event and that I have been informed that the release of balloons is illegal under Florida Statute 379.233. Failure to abide by this requirement will result in the cancellation of the current event and denial of future special event permits.

I agree no balloons will be released.

Initial:



INSURANCE

Insurance requirements differ depending on the type of event and if alcohol is served.

For events not serving alcohol and without fireworks, the Applicants shall provide a Certificate of Liability Insurance written in comprehensive form naming the Town as additional insured in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage with thirty days' written notice required for cancellation.

Certificate of Liability Insurance naming the Town as additional insured is required from all Event businesses, promoters, and other related event planners.

An approved form of a Certificate of Liability Insurance may be required with your Application for approval by the Town Commission and / or shall be provided to the Town at least 30 days prior to the event date.

CHAIRS FOR 500
WITHIN PLAZA

PERMISSION OF THE PROPERTY OWNER

Applicant's and Property Owners Certification

An event held on property that is not owned by the applicant requires the permission of the property owner, which is granted by having the property owner sign this special event application.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application or the approval of this event application by the Town Commission does not grant any permission to violate any laws, ordinances, or statutes.

Additions and/or revisions to this application must be submitted in writing.

Applicant	Property Owner
I understand the Town's requirements to hold a special event and the information provided in this application is complete to the best of my knowledge.	I give the applicant permission to use my/our property for the proposed special event and I understand the Town's requirements to hold a special event and the information given by the applicant is complete to the best of my knowledge.
Applicant's Signature (required): 	Property Owner's Signature (required): _____
Date: <u>1/22/2025</u>	Date: _____
Applicant (Print information below) Name: <u>Deborah DiRoberto</u> Title: <u>Church Administrator</u> Organization: <u>The Community Church</u> Telephone: <u>954-776-5530</u> Email: <u>Welcome Community @ Comcast.net</u>	Property Owner (Print information below) Name: _____ Title: _____ Organization: _____ Telephone: _____ Email: _____
STATE OF FLORIDA: COUNTY OF BROWARD: SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by <u>Deborah DiRoberto</u> who is personally known to me / provided _____ as identification and who did / did not take an oath.	STATE OF FLORIDA: COUNTY OF BROWARD: SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by _____ who is personally known to me / provided _____ as identification and who did / did not take an oath.
My Commission Expires: _____	My Commission Expires: _____
 Notary Public, State of Florida	Notary Public, State of Florida

APPLICANT'S CERTIFICATION

By signing this event application, the petitioner agrees to all terms, conditions, and indemnifications in this application, and understands that this application or the approval of this event application by the Town Commission does not grant any permission to violate any laws, ordinances, or statutes.

Additions and / or revisions to this application shall be submitted in writing.

I understand the Town's requirements for park use and the information provided in this application is complete to the best of my knowledge.



Applicant's Signature

1/22/2025

Date

Deborah DiRoberto

Applicant's Printed Name

The Community Church
L.B.T.S.

954-776-5530

Telephone

The Community Church of L.B.T.S.

General Fund Account
4433 Bougainville Drive
Lauderdale-By-The-Sea, FL 33308
954-776-5530



7805

PAY TO THE
ORDER OF

Town of Lauderdale by the Sea

01/23/2025

\$ **125.00

One hundred twenty-five and 00/100*****

DOLLARS

Town of Lauderdale by the Sea
4501 North Ocean Drive
Lauderdale-by-the-Sea, FL
33308

MEMO

Barbara J. [Signature]
AUTHORIZED SIGNATURE

Security features. Details on back.

The Community Church of L.B.T.S.

01/23/2025

Town of Lauderdale by the Sea

Easter Sunrise Permit

7805

125.00

[Redacted]

125.00

RESOLUTION 2024-29

**A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-
THE-SEA, FLORIDA, ADOPTING AN UPDATED FEE
SCHEDULE FOR SPECIAL EVENTS, AND OTHER USE OF
PUBLIC PROPERTIES, BY AMENDING THE FEES
RELATED TO SPECIAL EVENTS, PARK USES, AND
STREET PERFORMERS; PROVIDING FOR CONFLICT,
SEVERABILITY, AND FOR AN EFFECTIVE DATE.**

WHEREAS, Chapter 1 “General Provisions,” Section 1-13 “Fees,” of the Code of Ordinances provides that, except as otherwise provided by the Code or other applicable law, fees related to any process or approval established by the Code (including but not limited to service, application, permit, license and user fees) may be established, repealed, and amended by resolution of the Town Commission; and

WHEREAS, On September 24, 2012, the Town Commission adopted Resolution No. 2012-35, establishing fees for the Rental of Jarvis Hall; and

WHEREAS, On May 27, 2014, the Town Commission adopted Resolution 2014-18, adopting policies and fees governing the use of the Dunes Plaza, Ocean Plaza, and Beach Pavilion; and

WHEREAS, On September 23, 2014, the Town Commission adopted Resolution 2014-20 revising fees for the Rental of Jarvis Hall and adopting and combining fees for Parks and Special Events; and

WHEREAS, on September 23, 2014, the Town Commission adopted Resolution 2014-30, amending the Development Review Permit and License Fee Schedule to consolidate fees and include missing fees; and

28 **WHEREAS**, on February 10, 2015, the Town Commission adopted Resolution 2015-05,
29 which included fees related to Medical Marijuana Permits, Street Performers and Vending
30 pursuant to Ordinances 2014-15, 2015-01, and 2015-02, respectively; and

31 **WHEREAS**, Resolution 2015-05 also updated the Development Review Permit and
32 License Fee Schedule to establish additional fees for permits or reviews which require Town staff
33 and resources; and

34 **WHEREAS**, Resolution 2015-19 updated Development review fee schedule; and

35 **WHEREAS**, Resolution 2016-20 further updated the Development review fee
36 schedule; and

37 **WHEREAS**, Resolution 2016-35 moved the fee schedules from Development to
38 Administration for Special Events, Park Use Permits, Vending, Street Performing, and New Racks,
39 and included in the fee schedule the plazas and pavilion, while also updating when payment of
40 fees or monies are due to the Town; and

41 **WHEREAS**, Resolution 2017-06 updated Fee Schedule related to use of Jarvis Hall, and
42 adopt limitations on the frequency of the use of Jarvis Hall; and

43 **WHEREAS**, pursuant to Section 1-13 of the Lauderdale-By-The-Sea Code of Ordinances,
44 the Town Commission desires to further amend the Fee Schedule for Special Events and Other
45 Use of Public Properties by amending the fees related to Special Events, Park Uses, Street
46 Performers; and

47 **WHEREAS**, the Town Commission finds it to be in the best interest of the Town and its
48 citizens to adopt an updated Fee Schedule for Special Events and Other Use of Public Properties
49 that amends the fees related to Special Events, Park Uses, and Street Performers, and adopts the
50 fees as set forth in this Resolution.

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

53
54 **Section 1.** **Recitals.** Each “WHEREAS” clause set forth is true and correct and
55 incorporated herein by this reference.

56
57 **Section 2.** **Fees.** The Fee Schedule for Special Events and Other Use of Public
58 Properties, which includes the fees for the use of Jarvis Hall and the Plazas, is hereby amended as
59 follows ¹:

<u>Special Event, Park Use, and Street Performing Fee Schedule for Special Events and Other Use of Public Properties</u>		
The following is applicable to all <u>special events</u> and <u>other use of public properties</u> park use permits :		
1. All applicants must abide by the conditions set forth in their permit, including but not limited to fees, deposits, insurance requirements, solid waste plan, and police, fire or EMS detail. 2. All fees, including any monies owed the Town must be paid before the event or park permit is issued. 3. All estimated fees or costs from Town or BSO shall be paid at least two weeks prior to the event date. Any additional costs incurred will be deducted from the event deposit or is due when invoiced. 4. Depending on the nature and size of the event, a deposit may be required as determined by the Town Manager.		
	Type of Activity, Permit or License	Fee
1. Chapter 14.3 – Parks		
A Park Permit is required for groups of 25 people plus or when a specific area is reserved. A Park Use Permit may not be approved if submitted within 14 business days of a proposed event.		
Private event in a park or at the beach where the public is not invited:		
1.1	Single day event, less than 25 people: No reserved area Reservation of a specific area.	No permit required \$100 <u>125</u>
1.3	Single day event, 25 people + with or without reserved area.	\$100 <u>125</u>
1.4	Multi-day event	\$100 <u>125</u> Permit Fee plus an impact

¹ Text shown in underline reflects text or new or revised fees. Text shown in ~~strikethrough~~ reflects deleted text or fee amounts.

Special Event, Park Use, and Street Performing
Fee Schedule for Special Events and Other Use of Public
Properties

1.5	One day event (local or non-local user) that charges admission or registration or sell commercial products or services.	fee set by the Town Manager based on the activity, number of attendees, and impact on the facility
2. Chapter 14.5 - Street Performing		
2.1	Street performing annual permit fee	\$50
3. Chapter 17 - Special Events		
3.1	Special Event Application Fee See also use fees. See 3.2 For events hosted by a businesses with less than 15 employees in the Commercial District along Commercial Boulevard from A1A to West Tradewinds Application filed within 30 days of an event will not be accepted.	
	1. A volunteer event that provides direct benefits to the LBTS community. (examples: beach clean-up, Easter egg hunt, free yoga and meditation, etc.)	-0- (Town Manager may authorize an application to be accepted within 30-days of the event)
	2. Submitted at least 60 days in advance of the proposed event date	<u>\$100</u> <u>125</u>
	3. Submitted between 59 days and 30 days prior to the event PLUS any costs related to special processing of the processing of the application.	<u>\$250</u> <u>275</u> Plus costs, not to exceed \$1,500.
	4. A recurring event within a 6 month period	<u>\$500</u> <u>525</u>
	5. A recurring event within a 12 month period (for example, once a week or once a month).	\$800
	6. An event that has been advertised prior to Commission approval.	\$250 in additional to the application fee
	7. Semi-public business events that use private or public property with less than 50 people at any one time.	<u>\$50</u> <u>75</u> Event may be approved by the Town Manager
	8. Events (local and non-local user)that charges admission or registration or sell commercial products or services	Set by the Town Manager based on purpose, number of attendees, and impact on the facility
3.2	Special Event Application Fee for West Commercial Business District Commercial District events may be approved by the Town Manager if the event is consistent with the Commission's policy direction on special events and meets the following criteria:	

Special Event, Park Use, and Street Performing Fee Schedule for Special Events and Other Use of Public Properties

1. Less than 75 people at any time 2. 2. Located along Commercial Boulevard from Seagrape to West Tradewinds The \$2550 electrical use fee will be waived for usage of one 20-amp outlet at event Application filed within 30 days of an event will not be accepted.	
1. Submitted at least 60 days in advance of the proposed event date	\$2025
2. Submitted between 59 days and 30 days prior to the event PLUS any costs related to special processing of the processing of the application.	\$5060 Plus costs, not to exceed \$1,500.
3. A recurring event within a 12 month period (for example, once a week or once a month).	\$15 per event day
4. An event that has been advertised prior to Commission approval.	\$250 in additional to the application fee
5. Events that charges admission or registration or sell commercial products or services	Set by the Town Manager based on purpose, number of attendees, and impact on the area.

60

3.3	Special Event Use Fees for Road Closures and El Mar Median Lane Parking The following use fees are in addition to the Special Event Application Fee, but may be modified or waived by the Town Commission upon a finding that the applicable event will provide a public benefit.	
	Event Conditions:	Road Closure El Mar Median Lane Parking
	1. Private or public business events that use public property with less than 50 people at any one time.	N/A
	2. Less than 100 people	\$100 125 per day
	3. 101 - 200 people	\$200 225 per day
	4. More than 200 people	Set by Commission based on purpose, number of attendees, and impact
	5. Events (local or non-local user) that charges admission or registration or sell commercial products or services	Set by Commission based on purpose, number of attendees, and impact.

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4. Chapter 17 - Jarvis Hall

User	Deposit	Rental Fee	Rental Policy (1) (2)
4.1. LBTS Resident (household)	\$100	\$-0-	Limit of 4 rentals in a twelve month period.
4.2. LBTS civic association, charity, community group, or non-profit organization.	\$100	\$-0-	Limit of 16 rentals in a twelve month period, which normally will be one per month plus special events.
4.3. LBTS Business	\$100	\$-0-	Limit of 3 rentals in a twelve month period.
4.4. Governmental entity or agency	\$-0-	\$-0-	As approved by the Town Manager
4.5. Out-of-Town charitable or non-profit	\$-0-	\$100 per day	Limit of 3 rentals in a twelve month period.
4.6. Non-Resident	\$300	\$200 for up to 3 hours, then \$50 per hour	Limit of 3 rentals in a twelve month period.
4.7. Out-of-Town Business	\$300	\$300 for up to 3 hours, then \$50 per hour	Limit of 3 rentals in a twelve month period.
4.8. Additional Service such as special set-ups, opening and closing services outside of business hours, or staffing at event.	Prepaid or charged to deposit	Actual cost determined by the Town Manager.	
4.9 Events (local or non-local user) that charge admission or registration or sell commercial products or services.	TBD	Set by the Town Manager based on purpose, number of attendees, and impact on the facility.	
(1) Each rental or event is limited to 3 consecutive days, which includes move in and move out. Upon the Applicant demonstrating a valid reason, or if required by the Town, the Town Manager may approve minor logistical changes, including but not limited to additional time for set-up and breakdown of events, that are consistent with the Town Code and the Town Commission’s policy direction on the use of Jarvis Hall.			
(2) A rental application denied by the Town Manager may be appealed to the Town Commission.			

62

5. Use of the Dunes Plaza, Connie Hoffmann Plaza or Beach Pavilion Plaza

General philosophy: The Dunes Plaza, Connie Hoffmann Plaza and Beach Pavilion (“**The Plazas**”) are the premier public spaces in Town and were built for the enjoyment of our residents and visitors. They are available for events that are open to the general public or are of significant benefit to the Town. The Use Fees are set so the users bear the costs related to their events, rather than the Town subsidizing those events.

Generally, The Plazas will not be rented for events that are not open to the general public, although it is understood that there may be uses that require an admission fee or cost to the public.

The Town Commission may authorize the private use of one or more plaza by a user for an event that is deemed to be of significant benefit to the Town. (Example: a party hosted by the Town and the Convention & Visitors’ Bureau whose purpose is to showcase the Town to visiting travel agents or dignitaries).

Potential use on holidays.

- a. The Town Commission will decide in advance if they will make a plaza available for use by a Town commercial businesses or Town-based non-profit organizations on specific holidays.
- b. On those holidays the Commission designates, the Town will accept proposals for use six months in advance of the holiday and determine which proposals best fit the image and goals of the Town. After the Commission ranks the proposals in preferred order, staff will negotiate rental fees with the first ranked proposer and bring them back to the Commission for approval.
- c. The same business or non-profit organization may not rent the same space on a specific holiday two years in a row if another business or non-profit wants the opportunity. The Town Manager will determine whether others are interested in the opportunity, based on whether she or he has received written notice of such interest from an eligible business or organization no later than seven months prior to the holiday.

Use on the same day as a special event. Rentals will not be considered on days or evenings of Special Events if the Town Manager determines that a conflict would occur.

Sales. There will be no sales during an event except for 1) food products provided to the attendees, 2) items sold at a charity event, or, 3) hand-made artisan products.

Cancellation: The Town Commission reserves the right to cancel the rental up to 90 days in advance.

The following use fees apply, but may be modified or waived by the Town Commission upon a finding that the applicable event will provide a public benefit.

5.1	Advanced Advertising. An event that was advertised prior to receiving Commission approval	\$500 plus the application fee and use fee(s).
5.2	Plaza Event Application Fee (does not include Use Fee(s))	\$100 if filed at least 60 days in advance of the proposed event date. \$250 if submitted between 59 days and 30 days prior to the event AND any cost recovery fees for the costs for Town staff (including police and fire services) and any consultant time attributable to the processing of the application, not to exceed \$1,500.

Plaza Use Fees

Are in addition to the Event Application Fees listed above.

The use fee is per plaza. If an organization wants to utilize more than one plaza for their event, they must pay for each space.

Use of the plazas as part of a larger special event are subject to the plaza use fees, in addition to the any other Special Event Use Fee, but may be waived or modified by the Town Commission upon a finding that the applicable event will provide a public benefit.

Application filed within 30 days of an event date will not be accepted.

A Deposit may be required and will be set by the Town Manager based on purpose, number of attendees, and impact on the facility.

5.3	LBTS businesses (limited to 4 rentals per year per business)	\$850 per day per plaza
5.4	LBTS-based charity or non-profit organization (limited to 2 rentals per year per organization)	\$215 per day per plaza
5.5	Out-of-Town 501C Registered Non-Profit or Tax Exempt Organization (limited to 1 rental per organization per year)	\$425 per day per plaza

Section 3. Conflict. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Severability. If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the other provisions of this Resolution.

Section 5. Effective Date. This Resolution shall become effective immediately upon its passage. The increased fees set forth herein related to Special Events, Park Uses, and Street Performers shall apply to all new requests submitted after the passage and adoption of this Resolution.

PASSED AND ADOPTED this 27th day of August 2024.

Mayor Edmund Malkoon

Attest:

APPROVED AS TO FORM:

83
84 Town Clerk, Katrina Adler
85
86
87 (CORPORATE SEAL)

Susan L. Trevarthen, Town Attorney



TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

PERMIT HOLDER INFORMATION

NAME / ORGANIZATION:	The Community Church	REPRESENTATIVE:	Deborah DiRoberto
STREET ADDRESS:	4433 Bougainvilla Drive	CITY, STATE, ZIP:	LBTS, FL 33308
PHONE NUMBER (S):	(561) 350-0123	EMAIL:	welcomecommunity@comcast.net

DATE AND LOCATION OF EVENT

TYPE OF EVENT:	Service	DATE(S) OF EVENT:	Sunday, April 20, 2025
HOUR(S) OF EVENT:	4:30 AM – 9:00 AM	ADDRESS / LOCATION OF EVENT:	1 Commercial Boulevard, LBTS, FL 33308

DESCRIPTION OF EVENT (Temporary Structures, Signage, Banners, Balloon, Etc. – Location, Colors, Size and Number)

Easter Sunrise Service on Easter Sunday. Approximately 500 participants are expected.

SUNDAY, APRIL 20, 2025	
Start of Set Up:	4:30 AM
Start Time of Event:	7:00 AM
End Time of Event:	8:00 AM
Cleanup Completed By:	9:00 AM

SPECIAL CONDITIONS

The EVENT was approved by Town Commission on February 25, 2025 with the following conditions:

1. All applicable fees pertaining to this event have been waived –Plaza Use Fees (\$430), and electric fee (\$50) for a total of \$480.00
2. Marine Turtle Protection: If any of the activities take place on the beach sand, the Event organizers shall ensure a minimum buffer of 10 feet is kept clear around any marked sea turtle nests, or any areas that appear to be a new nest. All proposed event activities will stay clear of all active nests. No activities adjacent to a nest that might directly or indirectly disturb the area within the staked circle. No holes are to be dug in the sand west of the high tide line.



TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

3. Road Closures, Lane Closures, and Parking Spaces:
 - a. The entrance and exit lanes of the horseshoe from El Mar to the Pavilion may be blocked from 4:30 a.m. until 9:00 a.m. Pier parking lot traffic shall use the south alley entrance located just south of the pier. Aruba Beach Café traffic shall use the North alley entrance.
 - b. The Event may load / unload between Dunes and Connie Hoffman Plazas between the hours of approximately 4:30 a.m. and 6:45 a.m. and from 7:45 a.m. until 9:00 a.m.
 - c. Parking will operate according to normal parking regulations.
 - d. Church may use their property for additional parking.
4. Setup:
 - a. Chairs shall be placed to provide the appropriate and required pedestrian walkways (one 8' aisle in the center). All chairs used in the plaza shall have protective (rubber or plastic) feet.
 - b. Tables, chairs, stage, equipment, etc. shall not interfere with pedestrian walkways, ingress or egress.
 - c. Sidewalks next to the Event site and within the Event shall remain open and clear for pedestrian traffic.
 - d. The Event shall be organized in a safe manner to protect attendees. All electric cords and similar material shall be covered to not pose a hazard to the public or event staff.
5. Broward Sherriff Office (BSO):
 - a. BSO shall specify the number of detail officers needed for traffic and crowd control. The Permit Holder shall contract with BSO directly for the necessary BSO personnel within ten (10) days of receiving event approval.
 - b. BSO shall approve the Event's traffic plan, if one is required.
6. Signage
 - a. On the morning of the Event, the Permit Holder may place two (2) reserved signs on the beach East of the Pavilion, and one (1) directional sign at the intersection of Ocean Drive and Commercial. The location of the signage is subject to the approval of Town Staff and BSO.
7. Town will open El Mar Plaza restrooms by 6:00 a.m. on the event day.
8. Permit Holder is approved to use Town electric for the Event. Power use will not exceed Town's power supply of 20 amps.
9. The Event and its approved sound systems will be operated so as not to violate the Town's code, including section 13-6, Noise Limitation.
10. The Permit Holder shall provide the notice and distribution map to the Town for review by March 18, 2025. Once approved by the Town Manager, this notice will be distributed by the Permit Holder to any impacted properties in the area no later than April 1, 2025.



TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

11. A clean up deposit may be imposed, based on the final Site Plan, and due two weeks prior to the Event. Clean up fee starting at \$150 will be charged if the area is not cleaned to the Town's standards by 9:00 a.m. the day of the Event.
12. Final Site Plan must be presented to Town Staff for approval at least 48 hours in advance of the Event. The Permit Holder shall arrange for an inspection of the event site to occur two hours before the start of the event. This inspection shall include Town's Event Manager or designee, and the Event's dedicated on-site representative for the purpose of ensuring the event is organized in a safe manner.
13. The cost of any inspections or work required by Town Staff after normal working hours will be billed to the Event and must be paid within two weeks of invoice date.
14. Insurance:
 - a. At least thirty (30) days prior to the Event, the Permit Holder shall provide a Certificate of Liability written in comprehensive form naming the Town as additional insured in the amount of:
 - \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury; and
 - \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage with thirty (30) days written notice for cancellation
 - b. No required policy shall have a deductible or self-insurance retention greater than \$15,000
 - c. All policies must be issued by companies authorized to do business in the State of Florida and rated A- or better per Best's Key Rating Guide, latest edition. The certification of insurance will provide for the Town to receive 30 days' written notice prior to any cancellation, non-renewal or material change in the coverage provided, unless the insurance company refuses to provide such notice, as evidenced by affidavit of the policy holder or written documentation from the insurance company. In any event, the EVENT will be held responsible for providing the Town notice of any change in insurance coverage. The Town shall be named as an additional insured on all required insurance policies, and an endorsement reflecting this requirement will be issued as part of any required policies. Failure to comply with these requirements will justify a denial, suspension or revocation of the requested approval by the Interim Town Manager or designee.
15. In the event that control of any applicable event or activity, by contract or other arrangement, becomes the responsibility of a party other than the Event (the "Subcontractor"), the Subcontractor shall be required to meet the insurance and indemnification requirements of set forth in the Permit and this Approval, under which the EVENT is applying, as if they were the Event and will be held responsible for compliance with the Town Code as if the Subcontractor for the Event.
16. In the event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for the Event shall expire unless the Town Manager finds there are extenuating circumstances that the Event sponsors have cured or can immediately cure without compromising the health, welfare and safety of the



TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

citizens of the Town of Lauderdale-By-The-Sea and those attending the Event, without increasing the administration costs of the Town.

17. The Event shall owe no monies to the Town at the time of the event or have any code citations or violations. There shall be no code violations or monies due such as fines, fees, taxes or other charges, permits or licenses outstanding or owed to the Town by the current or past property owners or operators of the Event unless all monies due are paid, permits/paperwork received, and code issues resolved 14 days prior to the Event.
18. The Town Manager may suspend permission for this event or require changes in the site plan due to conflicting activities, failure of the Event to comply with the terms and conditions of the Town's event permit, for health or safety issues, or for the best interests of the Town.
19. The Town Manager may approve minor logistical changes that are consistent with the Commission's policy direction on special events if deemed necessary by the Town or upon the EVENT proposing a valid reason.
20. Permission for the Event may be suspended or modified by the Commission, Town Manager, or designated Staff.
21. The Town Manager or onsite Town representative may terminate the Event or Event's participation due to the Event not complying with the terms and conditions of the Town's event permit, for health or other safety reasons.
22. If any Condition is not met by the EVENT, the Town may charge a \$500 fee for each occurrence of a violation of these Conditions.

TOWN OF LAUDERDALE-BY-THE-SEA SPECIAL EVENT PERMIT

DOCUMENTS AND PERMITS REQUIRED

Insurance Needed;

SIGNATURES REQUIRED

PERMIT HOLDER: I agree to comply with all conditions of this permit	
SIGNATURE OF PERMIT HOLDER:	DATE:
 DEBORAH DIROBERTO PRINTED NAME	

TOWN REPRESENTATIVE:	
SIGNATURE:	DATE:
 KATIE ANDERSON, EVENTS & MARKETING MANAGER PRINTED NAME & AFFILIATION TO EVENT	

TOWN REPRESENTATIVE:	
SIGNATURE:	DATE:
 COURTNEY EASLEY, ASSISTANT TO TOWN MANAGER PRINTED NAME & AFFILIATION TO EVENT	



Agenda Item No: 13.a.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Courtney Easley, Assistant to Town Manager

Submitting Department: Administration

Item Type: Action Item

Agenda Section: NEW BUSINESS

Subject Title: Renewal of Town Contracts

Explanation: Section III.J.4. of the Purchasing Manual (**Exhibit 1**) authorizes the Town Manager to exercise renewal options in Commission-approved contracts after providing the Commission with notice of the Town Manager's intent to do so.

Table One lists contracts that are set to expire in 2025 and have additional renewals available that staff is renewing per the contract agreement.

Table One

CONTRACTOR	SERVICE DESCRIPTION	EXPIRATION DATE	RENEWAL OPTION REMAINING
Community Farmers Market of South Florida	Farmers Market	9/30/2025	Two one-year renewals
Conceptual Communications	Public Information/Community Outreach	9/25/2024	One-Two Year Renewal
Circuit	Micro-Transit Service	02/23/24	One Year Renewal
Ericks Consulting	Lobbyist	7/30/2025	One year Renewal
Full Moon Creative	Web/Audio/Visual Services	3/22/2024	Three One-Year Renewal
RTR Financial	Collection	3/21/2024	Two one-year renewal
SPINA	Graphic Design	9/30/2025	Two one-year renewals
William Bock Fine Arts	Art Maintenance	10/25/25	Two one-year renewals

Table Two lists contracts that expire this year and staff will issue a Request for Proposals or Request for Qualifications.

CONTRACTOR	SERVICE DESCRIPTION	EXPIRATION DATE
Paving Lady	Paving Services	11/11/25
Televac South, Inc.	Sewer Cleaning and Maintenance	04/09/25

Insurances are reviewed prior to any renewals being signed.

Recommendation: Approval

Exhibits:

1. Contract Renewal Requirements

An invoice, bill of lading, or packing slip should be included with the shipment and, after inspection, the department opening the shipment should mark the document “received” with the date and signature of the person inspecting the shipment. If any damage to the shipment is detected, this should be noted on the receiving slip. Damaged merchandise should generally not be accepted and it is the responsibility of the procuring department to resolve damage claims.

All invoices from vendors should be sent directly to the Town’s Finance Department by the vendor. If a procuring department receives an invoice and that invoice identically matches the amount of a purchase order, that department should note whether the goods have been received, and whether payment can be made against the specified purchase order number. Then the invoice should be sent directly to the Town’s Finance Department with the signature of the department Head indicating the invoice is authorized for payment by that department Head.

The timeliness of processing invoices may affect the relationship between the Town and its vendors. The Town must process, complete and correct invoices within 30 days of receipt (20 days in the case of construction services). Per State Statute 218.70, Local Government Prompt Payment Act. Invoices should contain the following basic information:

- Purchase order number (if applicable)
- Itemized listing of materials or services rendered
- Quantity of each item
- Unit price with extensions
- Discount terms if applicable
- Services provided, including hours and billing rates where applicable

When partial shipment is made on an order, any item appearing on the vendor’s packing slip and/or invoice that was not received, should be struck out or marked back order (B/O) before signing as the receiver of the goods so listed. In short, signature should be given to the vendor only for goods actually received.

4. Renewal Options or Contract Extension

Once a contract has been approved by the Town Commission, the Town Manager may exercise any extension or renewal options included in that contract, after providing notice at a Commission meeting of the Manager’s intent to do so provided that the terms and conditions of the extension or renewal are consistent with the terms and conditions of the contract approved by the Town Commission.

The Town Manager may exercise any extension or renewal options included in any contract that was originally approved by the Town Manager and continues to be within the Town Manager’s purchasing authority.



Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Courtney Easley, Assistant to Town Manager

Submitting Department: Administration

Item Type: Action Item

Agenda Section: NEW BUSINESS

Subject Title: Life Jacket Loaner Program

Explanation:

To proactively reduce water-related injuries while maintaining the appeal of Florida's water-based recreation, Safe Kids Broward is collaborating with the Florida Department of Health in Tallahassee, the Division of Children's Medical Services, and the Child Abuse Death Review (CADR) to place life jacket loaner stations near public waterways in Broward County.

The life jackets, fully funded by the Florida Department of Health, Division of Children's Services, are Coast Guard-approved and will be supplied by West Marine. Safe Kids Broward will oversee the removal of the stands before major storms and will be responsible for maintaining the signage. According to grant requirements, the life jacket stands must be installed by June 30, 2025.

The stands, constructed by two local Cub Scout groups, are wooden structures designed to store life jackets in a range of sizes. Each stand will hold between 10 and 20 life jackets. Beachgoers can borrow a life jacket at no charge and are expected to return it to the stand once they have finished using it, making it available for others. Signage will remind users that wearing a life jacket is at their own risk and that adult supervision is always required. Town staff will inform Safe Kids Broward if additional jackets are needed.

Safe Kids Broward believes that providing access to life jackets will serve as an essential safety measure, encouraging both tourists and locals to engage in water activities safely while supporting local businesses and the economy. By offering easy access to life jackets, this Life Jacket Loaner Program aims to significantly reduce the risk of water-related injuries and fatalities.

Currently, a pilot program is in place at Dr. Von D. Mizell-Eula Johnson State Park (formerly John Lloyd Beach State Park) in Dania Beach, where two life jacket stands are located along the beach. The pilot program has proven successful, and Safe Kids Broward is now planning to expand the initiative.

Recommendation: Staff requests approval to continue negotiating with Safe Kids Broward regarding the life jacket loaner stands.

Exhibits:

1. Life Jacket Loaner Program Information

Things to know about H₂O: Water safety everyone can live with

Cosas que hay que saber sobre el H₂O: La seguridad en el agua con la que todos podemos vivir

Borrow a Life Jacket

Toma prestado un chaleco salvavidas

Provide adult supervision at all times.
Proporcionar supervisión adulta en todo momento.

Life jackets save lives.
Los chalecos salvavidas salvan vidas.

Borrow and use a life jacket at your own risk.
Toma prestado un chaleco salvavidas y úsalo bajo tu propio riesgo.



Check the label to choose the right size.

Revisa la etiqueta para escoger la talla correcta.



Fasten all buckles and zippers.

Abrocha las hebillas y los cierres.



Check for correct fit: snug but not tight.

Verifica que el tamaño sea correcto: ajustado sin apretar.

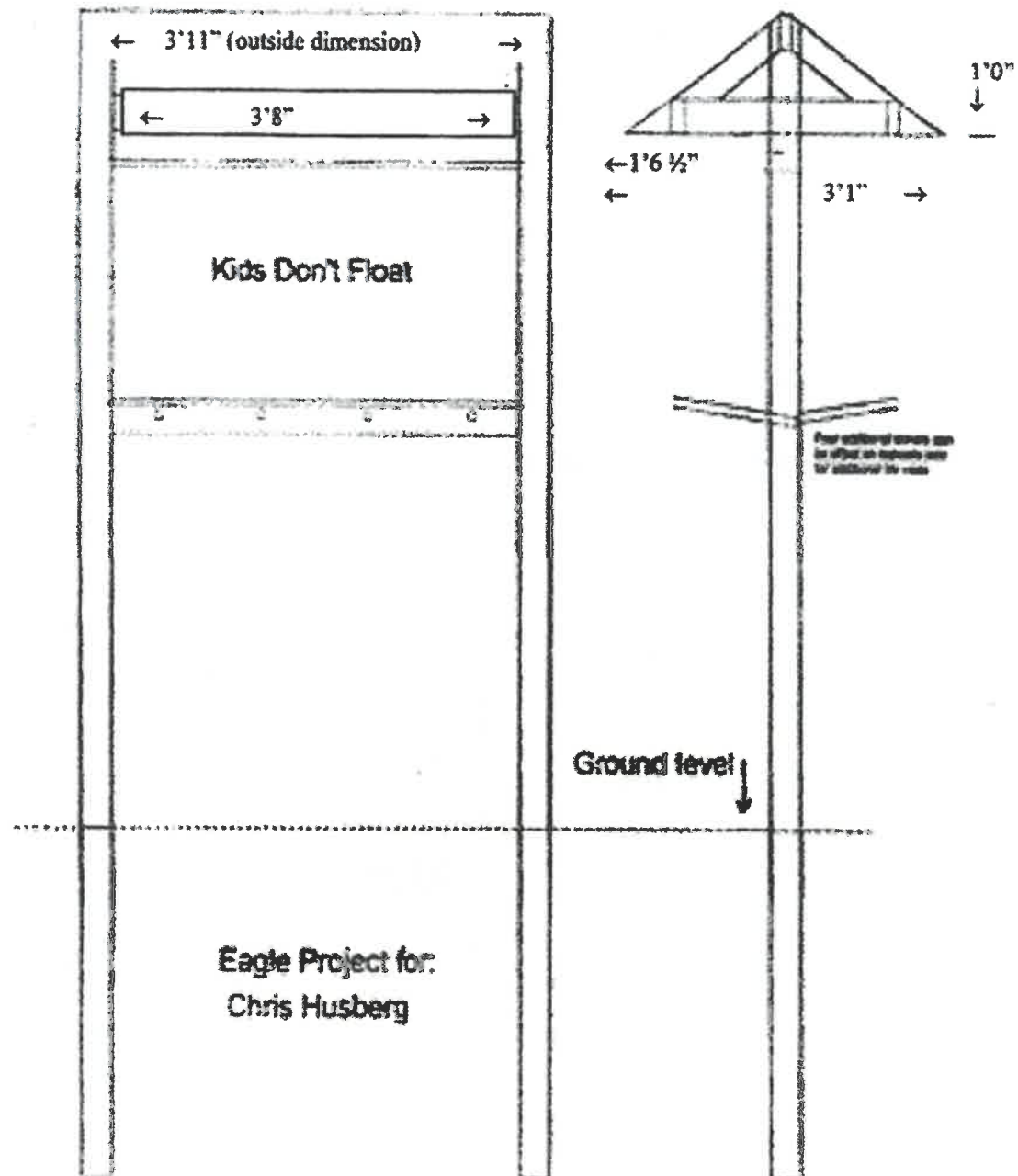


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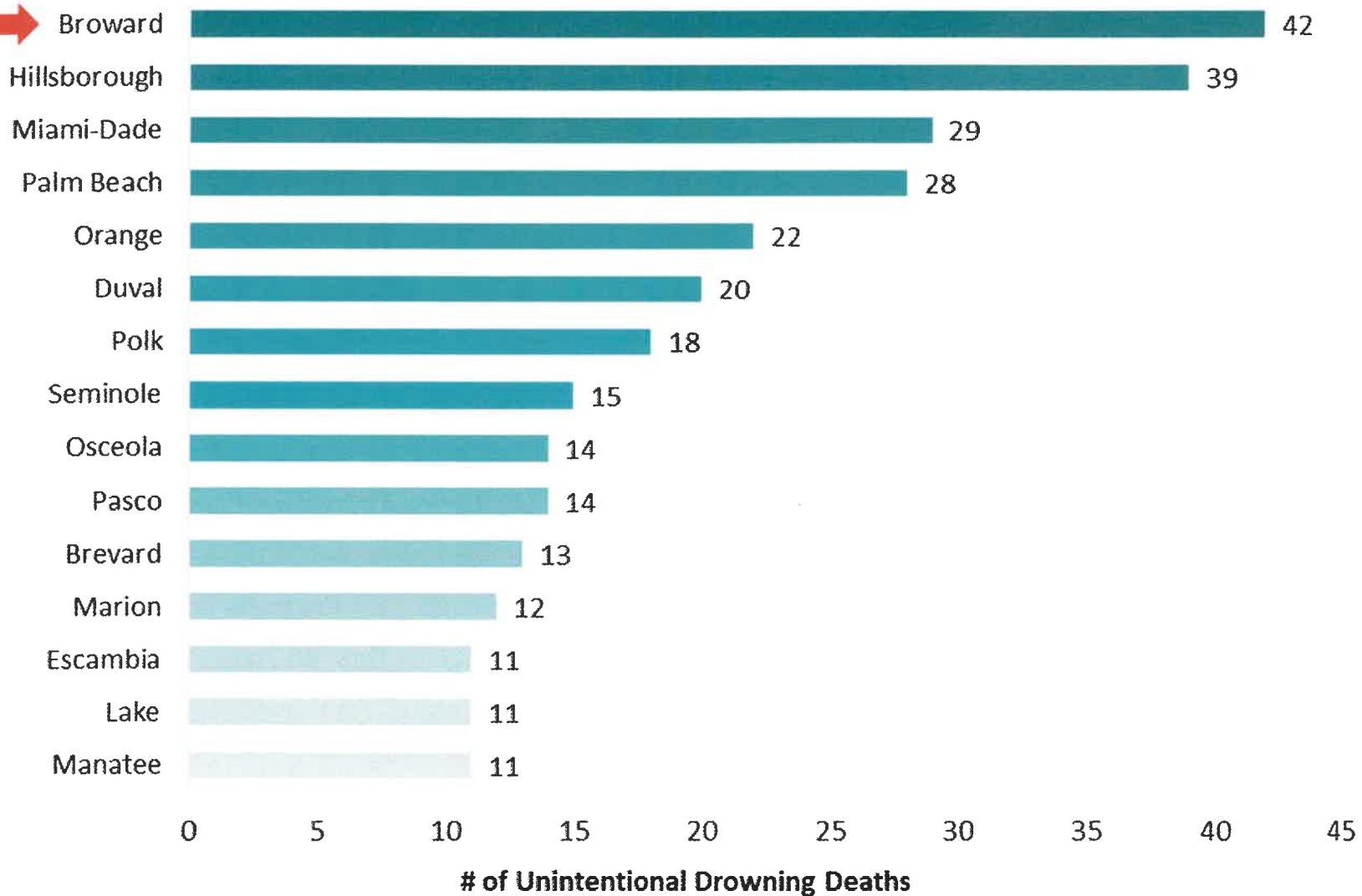


Child Demographics for Unintentional Drowning Deaths in Broward County, Florida, Ages 0-17 Years, 2018-2022 (n=42)
Data Source: FLHealthCHARTS.gov

Age	Freq.	%
<1 Year	0	0.0%
1-4 Years	30	71.4%
5-9 Years	11	26.2%
10-14 Years	0	0.0%
15-17 Years	1	2.4%
Sex	Freq.	%
Male	32	76.2%
Female	10	23.8%
Race/Ethnicity	Freq.	%
Non-Hispanic White	4	9.5%
Non-Hispanic Black	27	64.3%
Hispanic	10	23.8%
Non-Hispanic Other	1	2.4%

Leading Counties for Unintentional Drowning Deaths in Florida by Resident County, Ages 0-17 Years, 2018-2022 (N=430)

Data Source: FLHealthCHARTS.gov



Leading Resident Counties for Unintentional Drowning Deaths in Florida by Count, Ages 0-17 Years, 2018-2022 (N=430)

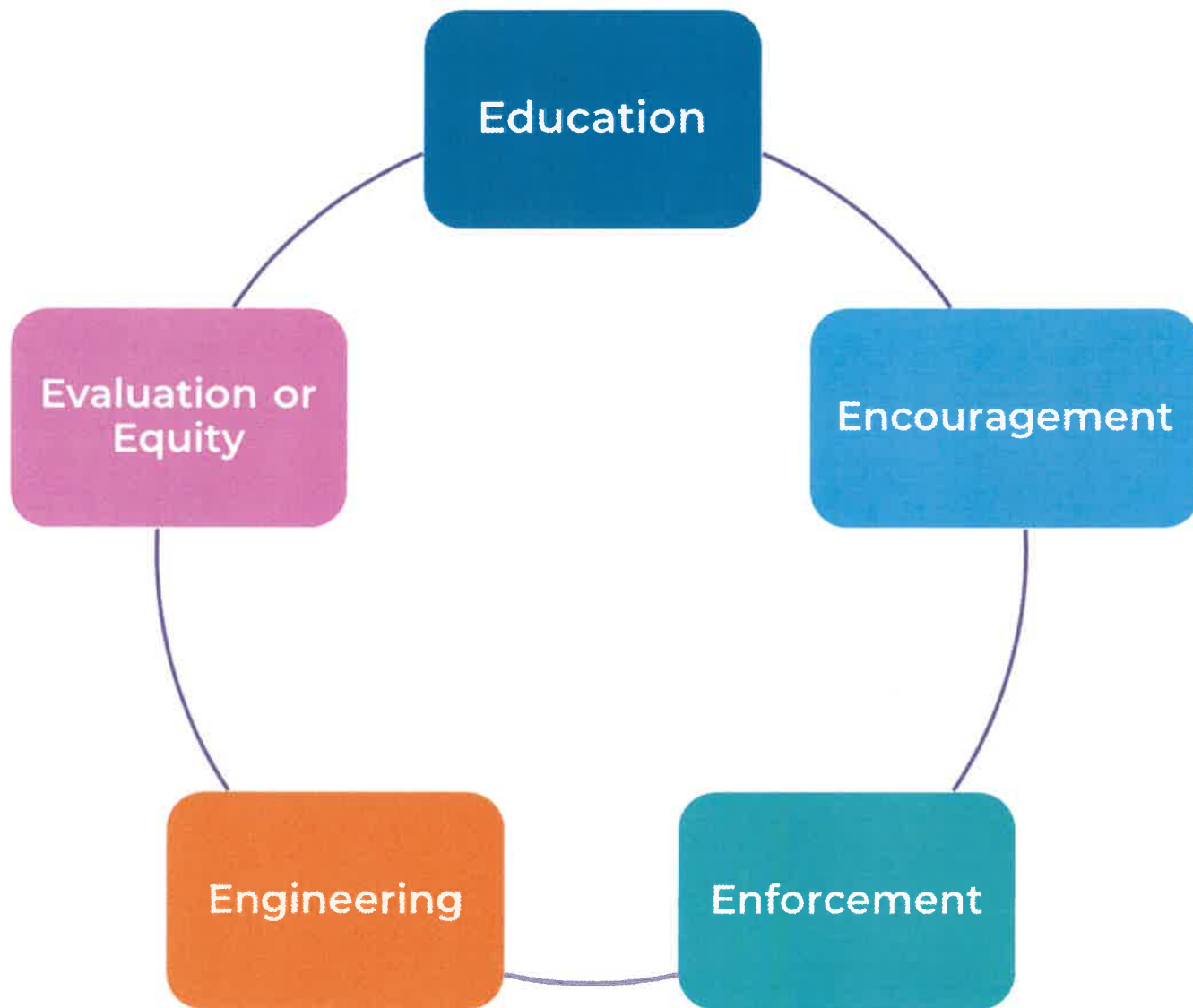
Data Source: FLHealthCHARTS.gov

Resident County	Resident Death Count	% of State Total**	Resident Death Rate*
Broward	42	9.8%	2.1
<i>Hillsborough</i>	39	9.1%	2.4
<i>Miami-Dade</i>	29	6.7%	1.0
<i>Palm Beach</i>	28	6.5%	2.0
<i>Orange</i>	22	5.1%	1.4
<i>Duval</i>	20	4.7%	1.8
<i>Polk</i>	18	4.2%	2.3
<i>Seminole</i>	15	3.5%	3.0
<i>Osceola</i>	14	3.3%	3.0
<i>Pasco</i>	14	3.3%	2.5
<i>Brevard</i>	13	3.0%	2.4
<i>Marion</i>	12	2.8%	3.5
<i>Escambia</i>	11	2.6%	3.2
<i>Lake</i>	11	2.6%	3.2
<i>Manatee</i>	11	2.6%	3.1

* Resident Death Rate per 100,000 population.

** Top 15 counties make up approximately 69.5% of total unintentional drownings among children aged 0-17 in Florida from 2018-2022.

Note: Counties with five or less incidents were excluded from the figure due to unstable rates.







Agenda Item No: 14.a.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Richard DeNapoli, Commissioner

Submitting Department: Town Commission

Item Type: Presentation

Agenda Section: COMMISSIONER PRESENTATIONS

Subject Title: Commissioner DeNapoli's Request To Reconsider Amending Resolution 2024-25 Commission Procedures

Explanation: Commissioner DeNapoli has asked to consider amending Resolution 2024-25 Commission Procedures to change the deadline when agenda materials are posted (section G. Commission Agenda Preparation).

Recommendation:

Exhibits:

1. Resolution 2024-25 Meeting Procedures

RESOLUTION 2024-25

A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA REVISING THE TOWN COMMISSION MEETING AND AGENDA PROCEDURES; PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 2-19 Minutes and Procedures of Meetings, of the Code of Ordinances of the Town of Lauderdale-By-The-Sea, Florida, provides that the Town Commission may establish procedures relative to Town Commission meetings and agenda; and

WHEREAS, the Town Commission adopted Resolution 2011-05 on March 22, 2011 amending and replacing Resolution 2010-21 which set forth such procedures, and adopted Resolution 2011-17 on June 28, 2011 further updating the procedures; and

WHEREAS, on April 8, 2014, the Town Commission adopted Resolution 2014-15, on October 28, 2014 the Town Commission adopted Resolution 2014-42, on May 12, 2015 the Town Commission adopted Resolution 2015-17, on April 12, 2016 the Town Commission adopted Resolution 2016-13, on November 15, 2016, the Town Commission adopted Resolution 2016-42, on May 10, 2022, the Town Commission adopted Resolution 2022-17 all repealing all prior resolutions and adopting new Commission Meeting and Agenda Procedures; and

WHEREAS, the Town Commission seeks to further revise the Commission Meeting and Agenda Procedures as set forth herein; and

WHEREAS, these Town Commission Meeting and Agenda Procedures shall be administered and implemented with flexibility, to assure that the will of the majority is accomplished while the rights of the minority are protected, to the end of accomplishing Town business in an efficient, effective and respectful manner; and

WHEREAS, the adoption of these procedures is in the best interest of the Town of Lauderdale-By-The-Sea.

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

SECTION 1. Recitals. The foregoing “WHEREAS” clauses are true and correct and hereby ratified and confirmed by the Town Commission and incorporated herein.

SECTION 2. Procedures Adopted. The Town Commission Meeting and Agenda Procedures set forth in Resolution 2022-17 are hereby amended in part to read as follows:

A. TOWN COMMISSION MEETINGS

- i. **Regular Meetings.** Pursuant to Town Code Section 2-16, the Town Commission shall hold regular meetings each month at Jarvis Hall, and may decide not to have a regular meeting in a given month. Regular Commission meetings are held at 6:30 p.m. The Commission may cancel or reschedule regular Commission meetings as it determines to be necessary. A regular meeting may be recessed to a later date certain which is announced at the regular meeting. All meetings shall be open to the public, except as may be expressly exempted by state law, and shall include a section devoted to public comment prior to taking any official action pursuant to Section 286.0114, Florida Statutes. The Town Manager or his or her designee (hereinafter referred to as “the Town Manager”) shall attend regular meetings, shall prepare an agenda with appropriate backup, and shall assure that relevant staff persons are present for the items on the agenda. The Town Attorney or his or her designee (hereinafter referred to as “the Town Attorney”) shall attend regular meetings. The purpose of such meetings is to conduct the business of the Town. If an item results (or may result) in extensive discussion at a regular meeting, any Commissioner¹ may move that the item be continued to a roundtable for discussion or to a special meeting if action is contemplated.
- ii. **Roundtable Workshop Meetings.** The Town Commission shall meet as needed in a roundtable to be conducted as a public meeting and provide for a public comment period as described below in Sub-section F.ii. The Commission may schedule, cancel or reschedule roundtable meetings of the Commission as it determines to be necessary. A roundtable may be recessed to a later date certain which is announced at the roundtable. The Town Commission may discuss each item, defer the item to a later roundtable, or indicate that the item is ready to be placed on the agenda of a regular or special commission meeting for action. The

¹ All references to Commissioner herein shall be construed to also refer to the Mayor-Commissioner.

Town Commission shall discuss the agenda items and provide feedback, but shall not take action at roundtables. The Town Manager shall attend the roundtable, prepare an agenda with appropriate backup, and assure that relevant staff persons are present for the items on the agenda. The Town Attorney shall attend roundtables.

iii. **Special Meetings.**

- (a) Special meetings shall be handled as provided in Town Code Section 2-18.
- (b) With the written notice and following the procedures required in Section 2-18, the Commission may hold special meetings at any time on the call of the Mayor, the Manager or any Commissioner, upon no less than 48 hours' notice to each Commissioner and the public. Alternatively, special meetings may be called on such shorter notice as any two (2) Commissioners shall deem necessary in case of an emergency affecting life, health, property or the public peace. Immediately upon convening such special meeting, the Town Commission shall consider any such determination of emergency, and may continue the meeting if an emergency is found to exist by at least three (3) Commissioners. Emergency special meetings shall always be scheduled with as much notice as is possible under the circumstances.
- (c) A majority of the Commissioners (three (3)) shall constitute a quorum to transact business, but a lesser number may meet and adjourn from time to time and, if necessary, may compel the attendance of absent Commissioners. Special Commission meetings are generally held at 6:30 p.m., but shall be scheduled to accommodate the schedule of all Town Commissioners as much as is feasible. The Town Manager shall attend the special meeting, shall prepare an agenda with appropriate backup, and shall assure that relevant staff persons are present for the items on the agenda. The Town Attorney shall attend special meetings. Only those matters listed on the agenda of the special meeting shall be discussed, and no additional items may be added at the special meeting.
- (d) Notice to the public shall be accomplished by posting at the Town Hall. Notices shall state the place, date and hour of the special meeting and the purpose for which such meeting is called and no further business shall be transacted at the meeting, except as stated in the notice. Discussions at a special meeting shall be limited to the items listed on the agenda for such meetings. All special meetings shall be open to the public, except as may be expressly exempted by state law.
- (e) A special meeting may be recessed to a later date certain which is announced at the special meeting.

- iv. **Robert's Rules of Order.** For matters not addressed by this Resolution, all meetings of the Town Commission shall be governed by the rules of procedure provided by Robert's Rules of Order. Unless objection thereto is made by a Commissioner, the Mayor may refrain from a too rigid enforcement of such rules, in order to expedite the transaction of business. The Mayor may make and second motions upon passing the gavel to the Vice-Mayor or, in the absence of the Vice-Mayor, to any Commissioner.

B. DUTIES AND RESPONSIBILITIES OF THE MAYOR

- i. **Mayor to Serve as Presiding Officer.** The Mayor shall be the presiding officer at all Town Commission meetings. The Vice Mayor shall act as the presiding officer during the absence of the Mayor. In the absence of both the Mayor and Vice Mayor, the remaining Commissioners shall, by majority vote, select a presiding officer (Mayor Pro Tem) to carry out the functions of Mayor for that meeting, as defined in this Resolution, in accordance with Town Charter Section 6.2.
- ii. **Mayor to Determine Questions of Order.** The Mayor may determine questions of order raised by the Commission or ask the Town Attorney to advise on such questions. The Town Attorney shall be the parliamentarian and shall decide appeals by the other Commissioners of the Mayor's ruling on a point of order. Such decisions shall be guided by the law that parliamentary procedure shall not be used to thwart the will of the majority of the Commission. A majority vote of the Town Commission, following a proper motion and a second appealing the Mayor's or Town Attorney's decision, will ultimately govern appeals of questions of order. The Mayor may consult with the Town Attorney for advice on any question of order at any time.
- iii. **Mayor's Conduct of the Meeting.** In accordance with Town Charter Section 5.2(1), the Mayor shall have a voice and a vote on all questions and items, and be called last in any roll call vote, but does not have veto power. The Mayor may make and second motions upon passing the gavel to the Vice-Mayor or, in the absence of the Vice-Mayor, to any Commissioner. The Mayor shall introduce agenda items by the agenda item and number. The Town Attorney shall read the titles of legislation as may be requested by the Mayor. Thereafter, the Mayor may call upon the Town Manager to give any needed explanation of the item up for consideration. Following this, the item shall be opened for Town Commission discussion or public hearing as required by the item, under the guidelines established herein. All comments or questions by the attending public shall be directed to the Mayor. All motions shall be read aloud before a vote is taken.
- iv. **Mayor to Maintain Decorum at Town Commission Meetings.** Should a member of the audience become unruly or behave in any improper manner prejudicial to the proper conduct of the meeting, the Mayor shall maintain order and decorum in accordance with Section 2-23 of the Code. All comments shall relate to Town business. The broadest possible accommodation shall be provided for statements

of personal opinion, but no one shall engage in personal attacks. Proper titles shall be used at all times, to contribute to a respectful and business-like atmosphere. The Mayor may interrupt to maintain order and decorum, but such interruption shall not reduce the speaker's time. The Mayor is given the right and the authority to require such person to leave Jarvis Hall, to be accompanied, if necessary, by a Police Officer, in accordance with Section 2-23. In the event the audience, or a part thereof, becomes unruly, the Mayor may either recess or adjourn the meeting. Persons violating Florida Statute Section 871.01 may be arrested by police officers present and noting the willful interruption or disturbance.

C. ORDER OF BUSINESS

The order of business of the Town Commission at the regular Commission meetings shall be as follows:

- (1) Call to Order/Invocation (See Resolution No. 2016-04)/Pledge of Allegiance
- (2) Additions, Deletions, Deferrals of Agenda Items
- (3) Special Presentations
- (4) Public Comments
- (5) Public Safety Discussion
- (6) Town Manager Report
- (7) Town Attorney Report
- (8) Approval of Minutes
- (9) Consent Agenda
- (10) Old Business
- (11) New Business
- (12) Commissioner ~~Comments~~ Presentations
- (13) Ordinances ~~Commissioner Comments~~
- (14) ~~Resolutions~~ Ordinances
- (15) ~~Quasi-Judicial Public Hearings~~ Resolutions
- (16) ~~Adjournment~~ Quasi-Judicial Public Hearings
- (17) Adjournment

Where any applicable law may require a different order or procedure for the Commission meeting, such as for meetings involving the budget, those laws shall be followed and the meeting procedures altered as may be appropriate.

Upon request by the Mayor or a Commissioner or the Town Manager, items on the agenda may be moved out of sequence to expedite the matters before the Town Commission, or ensure that items that related to each other are considered in context or for such other reasons as may be deemed appropriate by the Town Commission.

D. COMMISSION DISCUSSION

- i. **Discussion by Commissioner.** Discussion by Commissioners shall be limited to three minutes except as may otherwise be determined by a majority of the Town Commission. Each Commissioner shall be afforded the opportunity to offer rebuttal on each item discussed, which shall also be limited to three minutes. These time limits will not be strictly enforced unless the Town Commission votes to do so. A Commissioner, once recognized by the Mayor, shall direct all comments or questions on the subject matter being discussed to the Mayor only. Commissioners shall not engage in cross conversation with other Commissioners or the public, and shall not engage in personal attacks. Commissioners shall not interrupt another Commissioner who has the floor, and shall be polite and respectful. Those who are disruptive shall receive at least one warning before being ejected in accordance with Code Section 2-23. The Town Manager may play a role in keeping the Town Commission discussion on topic and keeping the meeting moving forward. The Mayor shall not unreasonably withhold or delay recognition of any Commissioner desiring to speak. The Mayor shall recognize other Commissioners in rotation and not call on any Commissioner a second time or subsequent time until such time as all Commissioners shall have had an opportunity to speak.
- ii. **Questions by Commissioners.** In the event a Commissioner wishes to direct questions to another Commissioner or to the public, the questions shall be directed to the Mayor who, in turn, will recognize the Commissioner or member of the public who wishes to answer the specific questions. In the event a Commissioner wishes to direct a question to the Town Manager, the question shall be directed to the Town Manager through the Mayor, who will, in turn, recognize the Commissioner. All questions of Town staff shall be made through the Town Manager.

E. PUBLIC PARTICIPATION AND DISCUSSION

- i. **Public Hearings.** Individuals wishing to speak on matters that appear on the agenda as “Public Hearings” need only to be recognized by the Mayor. The public shall be permitted to speak after the Mayor opens an item for Public Hearing, for a maximum of three minutes each. After the Public Hearing is closed by the Mayor, only Commissioners or Town administration shall discuss the item.
- ii. **Addressing Commission: Manner and Time.** Public discussion at public hearings or at items which are opened to public discussion (other ~~then~~ than the general Public Comment portion of the meeting) shall be limited to three minutes maximum per person. A person’s allotted speaking time may not be shared by multiple people. Speaking time allotted to one person may not be donated to another person. However, a group of people may ask the Mayor to allow them to combine and donate their time to a single speaker, who shall not speak for longer than the donated time, up to ten (10) minutes total or such other maximum time that the Mayor may establish. However, the Mayor may authorize the extension of this

time frame, after due consideration for the substance, content, and relative importance of the subject. Each person who addresses the Commission shall approach the speaker's podium, shall give his or her name and state whether he or she is a resident of the Town. No person other than the member of the public recognized by the Mayor as having the floor shall be permitted to enter into discussion without the permission of the Mayor. No person shall approach the dais without first receiving permission from the Mayor. All questions from the public to the Commission shall be addressed through the Mayor, and shall be handled in the manner that the Mayor sees fit. The normal practice shall be for the Town Manager to designate a staff person to follow up on questions or requests, and to avoid conversation between the public speaker and the members of the Commission or the Town administration. Any answers that may be given shall not reduce the speaker's time. Speakers shall conduct themselves in a polite and respectful manner, and shall use proper titles when addressing Commissioners, the Mayor or other Town officials or staff by name. Persons who are disruptive shall receive at least one warning before being ejected in accordance with Code Section 2-23.

F. COMMISSION MEETING ITEMS

- i. **Special Presentations.** This section of the agenda is reserved for presentations, proclamations or items of special recognition. No vote or official action may be taken on a presentation unless an opportunity for public comment is first provided, in accordance with Section 286.0114 Florida Statutes.
- ii. **Public Comments.** Individuals wishing to speak on matters not on the agenda for a public hearing, but still pertinent to the Town, may do so by signing in with the Town Clerk prior to the meeting. Immediately prior to calling a meeting to order, the Mayor shall make an announcement regarding the signup procedure and provide a "last call" for speaker sign up. A statement shall be included in the agenda of each Commission meeting at which public comments is an item on the agenda, summarizing these procedures. The Mayor will recognize those persons who signed in under the agenda item "Public Comments," and may also recognize other persons who desire to speak. The time limit for each person to speak shall be three (3) minutes. The speaker is allowed uninterrupted time to present his or her point of view. A person's allotted speaking time may not be shared by multiple people. Speaking time allotted to one person may not be donated to another person. Persons may reserve their comments for one agenda item at the time that the item is being discussed, in lieu of using their public comment time, or they may address the agenda item during public comment, but no person shall have the opportunity to comment on an item both at public comment and at the time of the agenda item. The Town Manager shall follow up on public comments as appropriate, and shall inform the Town Commission of any such follow up.
- iii. **Public Safety Discussion.** The chiefs of the Town's police, and fire and emergency medical service providers or their designees will attend each regular

Commission meeting, and be available to answer questions from the Commission on their activities during this section of the agenda.

- iv. **Town Manager Report.** Pursuant to Charter Section 5.5(5), the Town Manager shall attend all meetings of the Commission and has the right to take part in the discussion, but not to vote. The Town Manager shall recommend for adoption such measures as the Manager deems appropriate, necessary or expedient for the interests of the Town. This section of the agenda shall be utilized by the Town Manager for reports and additional items for Commission direction or action. The Town Manager may produce a written progress report for all major pending events in the Town, and an updated version may be provided as backup for the Town Manager Report at the second regular Commission meeting of each month. The Manager may show an item as complete when he or she deems it so, in a separate section at the bottom of the progress report. Upon approval of the report by the Town Commission, the completed item may be removed from the next progress report.
- v. **Town Attorney Report.** The Town Attorney shall make any report to the Commission at this point in the agenda. However, if the Town Attorney has substantial matters for the Commission to discuss or decide, they shall be presented as agenda items.
- vi. **Consent Agenda.** There shall be a consent agenda during each regular Town Commission meeting. The consent agenda shall contain motions, resolutions, and other matters which, in the opinion of the Town Manager, may be handled and implemented without necessity for discussion. Unless a Commissioner specifically requests that an item be removed from the consent agenda, such items shall be approved and adopted by a single motion and vote of the Commission.
- vii. **Old and New Business**
 - (a) **Administration Items.** The Town Manager will place items under these sections when Commission discussion and direction is sought. The item will be placed under New Business when the item has not been discussed previously, and under Old Business if it was previously discussed.
 - (b) **Commissioner Agenda Items.** Commissioners may submit a request for the preparation of policy, legislation or action by the Town Attorney or Town Manager. The item will be placed under New Business (or Old Business if it has been previously discussed). Except for informational reports, a signed written memorandum or form provided for such purposes should state the purpose of the item/action, the major points to be covered, the reasons for necessary action, whether visual aids such as maps, plans, photos or PowerPoint-style presentations may be appropriate, and the specific action or motion desired by the Commissioner. If the item can be resolved by the Town Manager without action of the Commission, the Manager shall be given the opportunity to do so. Once heard, the request shall

not be acted upon until such request is approved by motion of the majority of the Town Commission. As much as possible, the topic of the report or item shall be provided to the Town Manager prior to the close of the agenda, so that the item may be noticed to the public.

- viii. **Commissioner Comments Presentations.** This section of the agenda shall be utilized by the Mayor and Commissioners to provide informational reports. Each Commissioner and the Mayor shall have a maximum of three minutes for such reports. The Mayor may allow additional time for any Commissioner Comments. A Commissioner is entitled to additional time, as necessary to report on specific Commissioner assignments, Town liaison activities or responsibilities (such as reporting on the activities of a County committee on which a Commissioner sits as a Town representative). The order of speaking shall be determined at random.
- ix. **Commissioner Comments.** This section of the agenda shall be utilized by the Mayor and Commissioner to provide general information or guidance. Each Commissioner and the Mayor shall have a maximum of three minutes for such reports.
- ix. **Ordinances and Public Hearings.** Ordinances or other items requiring a public hearing shall be placed on this portion of the agenda.
- xi. **Resolutions.** Resolutions not included on the consent agenda may be placed under New or Old Business. The Mayor may allow public comments on Resolutions.
- xi. **Adjournment.** All meetings of the Town Commission, whether they be special or regular meetings, or roundtable workshops, shall be **adjourned at no later than 11:00 p.m.** However, the Town Commission, by affirmative vote of four (4) Commissioners present at the meeting, may extend the meeting beyond the time limit. In any event, the motion to continue the meeting must provide for a specific time frame which the Town Commission will honor for the purposes of continuing the meeting.

G. COMMISSION AGENDA PREPARATION

- i. **Agenda Closing Dates.** The Town Manager will endeavor to close the agenda for any regular, special or workshop meetings of the Town Commission no later than one week prior to the date of the meeting. No additional items shall be added to the agenda of the regular, special or workshop meeting after the agenda closing date unless it is necessary for a compelling reason. An additional item requiring Commission action may only be added to the agenda by majority vote of the Town Commission at a regular meeting. Alternatively, the item may be deferred to a date certain.
- ii. **Placement of Commissioner Items on Agenda.** All appropriate background material shall accompany the item on the form given for this purpose, and the action

proposed to be taken shall be clearly stated. All information relating to items to be placed on the agenda shall be submitted by a Town Commissioner to the Town Clerk. A complete package of all agenda material shall be provided to the Town Commission by the Town Clerk on the Friday prior to the meeting, by posting the agenda material on the Town website. In the event that pertinent information relating to the agenda item is missing or unaccounted for prior to the meeting, the Town Commission may remove the item from the agenda at the meeting. Voluminous agenda items, such as the responses to requests for proposals or qualifications, shall be provided to the Town Commission by the Town Clerk no later than 5 p.m. on the Thursday prior to the date of the regular meeting, to the extent feasible. Any PowerPoint-style presentations to be presented at a regular Commission meeting, shall be provided to the Commission by the Town Clerk at least 48 hours prior to the meeting time, to the extent feasible.

- iii. **Preparation of Ordinances and Resolutions.** All Ordinances shall show the name of each Commissioner and whether such Commissioner voted for, against or failed to vote. All Ordinances and Resolutions, once approved by the Town Commission, shall be executed by the Mayor and attested by the Town Clerk. The Town Attorney shall review and sign off as to the form of each ordinance and resolution.
- iv. **Backup for Agenda Items.** The Town Manager shall provide suitable relevant backup and information on all items, including any information on past experience with bidders or responders on a purchasing item.
- v. **Minutes.** The Town Clerk shall have minutes ready for approval on the next available Commission meeting agenda if feasible, given the number and length of pending minutes and other workload considerations. Minutes shall record all actions taken by the Commission, and shall contain sufficient detail regarding decisions made, comments received, and discussion of the Commission.

H. OTHER PROCEDURES

- i. **Town Charter.** Nothing herein shall conflict with procedures mandated by the Town Charter or Town Code.
- ii. **Motion to Reconsider.** A motion to reconsider any question which has been determined by the Town Commission may be made only by a Commissioner who voted on the prevailing side and who, not later than the next regular or special meeting following that on which such question was so determined, requested that a motion to reconsider be placed on the next regular or special meeting agenda.
- iii. **Roll Call Vote.** If the Town's automatic voting system is not working, any Commissioner may demand the yeas and nays on any question submitted, or to be submitted, to voice vote and, when so demanded, the Town Clerk shall call the roll

of Commissioners present and record the vote of each Commissioner, and the Mayor shall vote last.

- iv. **Tie Vote.** Tie votes automatically fail.
- v. **Action Agenda.** An action agenda shall be circulated by the Town Clerk within forty-eight hours of each Commission meeting if feasible, containing a brief description of action taken or discussion among the Commission on each agenda item.
- vi. **Order of Seating.** On the Commission dais (facing the audience), the Town Clerk shall be seated at the left end and the Town Manager shall be seated at the right end. The Mayor shall be seated in the center of the dais, with the Town Attorney seated to his or her left side.
- vii. **Waiver of the Procedures.** The intent of these procedures is to assure the smooth and efficient functioning of the Commission meeting, and to prioritize the completion of Town business. The procedures shall always be applied and interpreted to carry out the will of the majority of the Commission while giving due consideration to the rights of the minority. However, any Commissioner may propose to waive the strict application of the procedures in a particular circumstance. The procedure shall be waived upon a proper motion, second and approval of the waiver by a simple majority. A permanent change to the procedures shall be accomplished by adopting an amending Resolution.

I. QUASI-JUDICIAL PROCEEDINGS

Quasi-judicial proceedings shall be excepted from this Resolution and shall be governed by Town Code.

SECTION 3. Conflicts. All resolutions or parts of resolutions in conflict herewith, including Resolution 2010-21, Resolution 2011-05, Resolution 2011-17, Resolution 2014-15, Resolution 2014-42, Resolution 2015-17, Resolution 2016-13, ~~and Resolution 2016-42, and Resolution 2022-17~~ are hereby repealed to the extent of such conflict.

SECTION 4. Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution, but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

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

PASSED AND ADOPTED by the Town Commission of the Town of Lauderdale-By-The-Sea, Florida, this 25 day of June 2024.



MAYOR EDMUND MALKOON

ATTEST: 

Katrina Adler, Town Clerk

APPROVED AS TO FORM



Susan L. Trevarthen, Town Attorney



Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Linda Connors, Town Manager

Submitting Department: Administration

Item Type: Ordinance

Agenda Section: ORDINANCES 1st Reading

Subject Title: ORDINANCE NO. 2025-01 AN ORDINANCE OF THE TOWN OF LAUDERDALE-BY-THE-SEA, AMENDING CHAPTER 7, "ELECTIONS," Section 7-1 "Qualification fees" OF THE CODE OF ORDINANCES TO IMPLEMENT THE CHANGE IN DATE OF THE TOWN'S MUNICIPAL GENERAL ELECTION FROM MARCH TO NOVEMBER IN THE TOWN CHARTER; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

Explanation: On June 6, 2025, the Town Commission adopted Ordinance 2024-05 which placed a ballot question before the Town's electors regarding an amendment to the Town's Charter. The proposed amendment sought to change the date of the municipal general election from March to November, to increase voter turnout and reduce the costs associated with administering the general municipal election. The Town's electors voted in favor of the proposed charter amendments.

Subsequently, Ordinance 2025-01 amends the Code to incorporate the approved changes, ensuring the Code accurately reflects the new election date and deadlines that are associated with this new date. Specifically, the January qualification timeframe is amended so that qualification to run for Commissioner or Mayor-Commissioner will begin the last Monday in August, resulting in the same length of qualification period and election season as currently in effect.

Recommendation: Approve Ordinance 2025-01, applying the approved Charter amendment establishing the November election date to adjust the timing of qualification for election in the Code.

Exhibits:

1. Ordinance 2025-01 Amending Elections Chapter Of Code
2. Lauderdale-By-The Sea - PART I____CHARTER (2024 revised version) (1)

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**AN ORDINANCE OF THE TOWN OF LAUDERDALE-BY-
THE-SEA, AMENDING CHAPTER 7, “ELECTIONS,”
SECTION 7-1 “QUALIFICATION FEES” OF THE CODE OF
ORDINANCES TO IMPLEMENT THE CHANGE IN DATE
OF THE TOWN’S MUNICIPAL GENERAL ELECTION
FROM MARCH TO NOVEMBER IN THE TOWN
CHARTER; PROVIDING FOR CODIFICATION,
SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

WHEREAS, the Town Commission of the Town of Lauderdale-By-The-Sea (the “Town”) recognizes that changes to the adopted Code of Ordinances are periodically necessary in order to ensure that the Town’s regulations are current and consistent with the Town’s regulatory needs; and

WHEREAS, Article VIII, Section 2(b) of the Florida Constitution and § 166.021, Florida Statutes, grant the Town authority to adopt such provisions in order to protect the health, safety, and welfare of its residents; and

WHEREAS, on June 6, 2024, the Town Commission adopted Ordinance No. 2024-05 which submitted a ballot question to the Town’s electors to amend the Town’s Charter to change the date of the municipal general election from March to November, in order to assure greater voter turnout and reduce the cost of administering the general municipal election; and

WHEREAS, in November 2024, the Town's electors voted in favor of the proposed Charter Amendments; and

WHEREAS, the Town Commission now desires to amend Chapter 7, “Elections,” Section 7-1 “Qualification fees” of the Town Code of Ordinances to conform with the amended Charter; and

WHEREAS, the Town Commission finds that this Ordinance is in the best interests of the Town and its residents.

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

Section 1. Recitals. The foregoing “Whereas” clauses are ratified and incorporated as the legislative intent of this Ordinance.

Section 2. Amendment. Chapter 7, “Elections,” Section 7-1 “Qualification fees” of the Town Code of Ordinances, is hereby amended to read as follows¹:

Chapter 7 – ELECTIONS

* * *

Sec. 7-1. Qualification fees.

Candidates for any municipal office in the Town shall file such papers as set out in the Charter and pay a filing fee of \$25.00 with the Town Clerk not earlier than noon on the ~~first workday last Monday in January~~ August, nor later than noon on the seventh day following the ~~first workday last Monday in January~~ -August of the calendar year in which the election is to be held.

* * *

Section 3. Codification. This Ordinance shall be codified in accordance with the foregoing. It is the intention of the Town Commission that the provisions of this Ordinance shall become and be made a part of the Town of Lauderdale-By-The-Sea Code of Ordinances; and that the sections of this Ordinance may be renumbered or re-lettered and the word “ordinance” may be changed to “section”, “article” or such other appropriate word or phrase in order to accomplish such intentions.

¹ Additions to existing text are shown in underline. Deletions are shown in ~~strikethrough~~. Additions to existing text since 1st reading are shown in double underline. Deletions since 1st reading are shown in ~~double strikethrough~~.

Section 4. Severability. If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 5. Conflicting Ordinances. All prior ordinances or resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. Effective Date. This Ordinance shall become effective immediately upon passage on second reading.

Passed on the first reading, this 25th day of February, 2025.

Passed on the second reading, this ____ day of _____, 2025.

MAYOR EDMUND MALKOON

	First Reading	Second Reading
Mayor Malkoon	_____	_____
Vice-Mayor Strauss	_____	_____
Commissioner Pouloupoulos	_____	_____
Commissioner DeNapoli	_____	_____
Commissioner Graziano	_____	_____

ATTEST:

Town Clerk Katrina Adler

(CORPORATE SEAL)

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Susan L. Trevarthen, Town Attorney

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PART I CHARTER¹

ARTICLE I. TRANSITION FROM ABOLISHED TOWN

Sec. 1.1. Abolishing existing municipality.

That the existing municipal government of the Town of Lauderdale-By-The-Sea, in the County of Broward and State of Florida, be and the same is hereby abolished. All of the provisions of Chapter 14184, Laws of Florida of 1929, Chapter 24658, Laws of Florida of 1947, and all other laws pertaining to the creation of the Town of Lauderdale-By-The-Sea be and the same are hereby repealed.

Sec. 1.2. Title to property reserved.

That the title, rights and ownership of all property, both real and personal, uncollected taxes, dues, claims, judgments, decrees, chooses in action and all property and property rights held or owned by the municipalities named "Town of Lauderdale-By-The-Sea," abolished by this act, shall pass to and be vested in the municipal corporation organized under this Charter to succeed the municipality abolished.

Sec. 1.3. Obligations unimpaired.

That no obligations or contracts of the said municipality hereby abolished, including bonds heretofore issued or any proceeding heretofore begun for any improvement, or for borrowing of money, or issuing of bonds, shall be impaired or avoided by this Charter, but such debts, obligations, contracts and bonds shall pass to and be binding upon the new municipality hereby created and organized, and all such proceedings heretofore begun for the construction of any improvements or for the borrowing of money or issuing of bonds may be continued and completed and binding upon the said new municipality; and likewise all debts of and claims against the abolished municipality shall be valid against the new municipality created.

Sec. 1.4. Officers held over.

All officers and employees heretofore elected or appointed and holding office under the said municipality hereby abolished, shall continue to hold their respective offices and discharge the respective duties thereof under the new municipality hereby created until their successors are elected and qualified under the provisions of this Charter.

¹Editor's note(s)—The Charter for the Town set out herein was approved by the voters at the Nov. 7, 2006 biennial election. The former Town Charter derived from the Session Laws of 1951, Ch. 27675, as amended.

Sec. 1.5. Ordinances not impaired.

All existing ordinances and resolutions of said abolished municipality, including the printed Code of Ordinances of the Town of Lauderdale-By-The-Sea, as amended, not in conflict with the provisions of this Charter, shall continue in effect unless repealed, amended, or modified by the municipality which is hereby organized or created.

Sec. 1.6. Establishment of new municipality; streets, highways, public grounds.

The inhabitants of the Town of Lauderdale-By-The-Sea, as its boundaries are hereinafter established and designated, or as may hereinafter be established and designated shall continue to be a body politic and corporate, to be known and designated as "Town of Lauderdale-By-The-Sea," and as such shall have a perpetual succession, may use a common seal, may contract and be contracted with, and may sue and be sued in all the courts of this state and in all matters whatsoever. That all lands heretofore dedicated for the use of the public for streets, highways, parks or public grounds, and all authorized changes or amendments thereto approved by the Board of County Commissioners of Broward County, Florida, whether by plat, act, or otherwise, are hereby vested in the Town of Lauderdale-By-The-Sea, and the control and jurisdiction thereof shall hereafter be vested in the Town Commission of the Town of Lauderdale-By-The-Sea.

Sec. 1.7. Plat approved.

The recorded plats of the subdivision of Lauderdale-By-The-Sea, as recorded in plat book 6, page 2, and the plat of Lauderdale Surf and Yacht Estates as recorded in plat book 22, page 46 of the public records of Broward County, Florida, are hereby approved.

ARTICLE II. CORPORATE POWERS

Sec. 2.1. Legal title.

This Charter is the Charter of the Town of Lauderdale-By-The-Sea, a municipal corporation of the State of Florida.

Sec. 2.2. Boundaries.

The following shall be the territory, the inhabitants of which are hereby established and organized into a municipal corporation, and over which such municipal corporation shall exercise its jurisdiction and powers, as may be amended from time to time in accordance with State law, to wit:

Beginning at the intersection of the south boundary line of Section 7, Township 49 South, Range 43 East with the centerline of the Intracoastal Waterway (Florida East Coast Canal), the Point of Beginning; thence in a northerly direction along the centerline of the Intracoastal Waterway to the intersection of said centerline with a line located twenty-five (25) feet south of and parallel to the north line of Section 7, Township 49 South, Range 43 East; thence in an easterly direction along a line located twenty-five (25) feet south of and parallel to the north line of said Section 7 to the intersection of said line with the east right-of-way line of the Intracoastal Waterway; thence in a northerly direction along the east right-of-way line of the Intracoastal Waterway to the intersection of said east right-of way line with the southwest corner of Lot 1, Block 16 of Terra Mar Island Estates, Second Addition, as recorded in Plat Book 31, Page 20 of the Public Records of Broward County, Florida; thence in an easterly direction along the south line of said Lot 1, Block 16 to the southeast corner of said Lot 1, Block 16; thence in a northerly direction along the east line of said Lot 1, Block

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Modified 1.24.25 to revise Section 6.1(4), approved by voters Nov. 2024

(Supp. No. 47)

16 to the intersection of said east line with the westerly extension of the south line of Block 12 of said Terra Mar Island Estates, Second Addition; thence in an easterly direction along the westerly extension of the south line of said Block 12, along the south line of said Block 12 and along an easterly extension of said south line to the intersection of said extended line with the west line of Lot 1, Block 15 of said Terra Mar Island Estates, Second Addition; thence in a southerly direction along the west line of Lot 1, Block 15 and along the west line of Lot 10, Block 11 of Terra Mar Island Estates, First Addition as recorded in Plat Book 31, Page 10 of the Public Records of Broward County, Florida to the southwest corner of said Lot 10, Block 11; thence in an easterly direction along the south line of said Lot 10, Block 11 and along an easterly extension of said south line to the intersection of said extended line with the centerline of Spanish River; thence in a southerly direction along the centerline of the Spanish River to a point thirteen hundred and fifty (1,350) feet south of the north line of the Southeast One-Quarter (SE $\frac{1}{4}$) of said Section 6, Township 49 South, Range 43 East; thence in a southerly direction for two hundred (200) feet to a point on a line located fifteen hundred and fifty (1,550) feet south of and parallel to the north line of the Southeast One-Quarter (SE $\frac{1}{4}$) of said Section 6, said point being eleven hundred, twenty-seven and forty-three-hundredths (1,127.43) feet east of the east right-of-way line of the Intracoastal Waterway; thence in an easterly direction along the line located fifteen hundred and fifty (1,550) feet south of and parallel to said north line of the Southeast One-Quarter (SE $\frac{1}{4}$) of said Section 6 to the intersection of said line with the east right-of-way line of State Road A-1-A; thence in a northerly direction along the east right-of-way line of State Road A-1-A to the intersection of said east right-of-way line with a line located eight hundred and fifty (850) feet south of and parallel to the north line of the Southeast One-Quarter (SE $\frac{1}{4}$) of said Section 6; thence in an easterly direction along said parallel line and an easterly extension of said line, through Government Lot 2, Section 5, Township 49 South, Range 43 East to the intersection of said extended line with the Ordinary Low Watermark of the Atlantic Ocean; thence, continue in an easterly direction along said parallel line a distance of 3 miles (15,840 Ft) to the intersection of said extended line with the eastern boundary of the State of Florida; thence in an southerly direction along said eastern boundary of the State of Florida to the intersection with a line located three hundred and eighty (380) feet north of and parallel to the south line of the Northeast One-Quarter (NE $\frac{1}{4}$) of the Southeast One Quarter (SE $\frac{1}{4}$) of Section 7, Township 49 South, Range 43 East; thence in a westerly direction along said parallel line to the intersection of said line with the west right-of-way line of State Road A-1-A; thence in a northerly direction along the west right-of-way line of State Road A-1-A to the intersection of said west right-of-way line with the north line of the Southeast One-Quarter (SE $\frac{1}{4}$) of Section 7, Township 49 South, Range 43 East; thence in a westerly direction along the north line of the Southeast One-Quarter (SE $\frac{1}{4}$) and the Southwest One-Quarter (SW $\frac{1}{4}$) of Section 7, Township 49 South, Range 43 East to the intersection of said north line with the east right-of-way line of the Intracoastal Waterway; thence in a southerly direction along the east right-of-way line of the Intracoastal Waterway to the intersection of said east right-of-way line with the south line of Section 7, Township 49 South, Range 43 East; thence in an easterly direction along the south line of Section 7, Township 49 South, Range 43 East to the intersection of said south line with the west line of the right-of-way of State Road A-1-A; thence in a northerly direction along the west line of the right-of-way of SR A-1-A to the intersection of said west line with a line located one hundred eighty (180) feet north of and parallel to the south line of the North One-Half (N $\frac{1}{2}$) of the Southeast One-Quarter (SE $\frac{1}{4}$) of Section 7, Township 49 South, Range 43 East; thence in an easterly direction along a line located one hundred eighty (180) feet north of and parallel to the south line of the North One-Half (N $\frac{1}{2}$) of the Southeast One-Quarter (SE $\frac{1}{4}$) of Section 7, Township 49 South, Range 43 East to the intersection of said parallel line with the Ordinary Low Watermark of the Atlantic Ocean; thence continue in an easterly direction along said line located one hundred eighty (180) feet north of and parallel to the south line of the North One-Half (N $\frac{1}{2}$) of the Southeast One Quarter (SE $\frac{1}{4}$) of Section 7, Township 49 South, Range 43 East for a distance of 3 miles (15,840 ft) to the intersection of said parallel line with the eastern boundary of the State of Florida; thence in a southerly direction along the said eastern boundary of the State of Florida to the intersection with the extension of south boundary line of Section 18, Township 49 South, Range 43 East; thence in a westerly direction along the extension of the south boundary line of Section 18, Township 49 South, Range 43 East to the intersection of said south boundary line with the centerline of the right-of-way of the Intracoastal

Waterway; thence in a northerly direction along the centerline of the right-of-way of the Intracoastal Waterway to the intersection of said centerline with the north boundary line of Section 18, Township 49 South, Range 43 East, the Point of Beginning.

Sec. 2.3. Definitions.

As used in this Charter, the following words shall have the following meanings:

- (1) The words "abolished municipality" shall mean the municipality formerly existing under the provisions of Chapter 14184, Laws of Florida of 1929, and Chapter 24658, Laws of Florida of 1947.
- (2) The words "new municipality" shall mean the municipality established and created by this act, as may be amended from time to time.
- (3) The masculine pronoun shall designate and include the feminine, and the neuter, where the meaning so permits.
- (4) The word "person" used herein in the masculine gender, shall mean a male or female person, or legal corporate entity.
- (5) The word "municipality" herein shall refer to the municipality of the Town of Lauderdale-By-The-Sea, unless otherwise indicated.
- (6) The words "Town Commission" shall refer to the Town Commission of the Town of Lauderdale-By-The-Sea, Florida.

Sec. 2.4. Seal.

The official seal of the Town of Lauderdale-By-The-Sea hereby established shall bear the legend "Town of Lauderdale-By-The-Sea, Broward County, Florida, Seal, 1947."

Sec. 2.5. Jurisdiction.

The jurisdiction and powers of the Town of Lauderdale-By-The-Sea shall extend over all streets, alleys, sewers, parks, and all lands within said area, whether platted or unplatted, and the air above same; and to and over all waters, waterways, streams, bays, bayous, submerged lands, water bottoms and wharves; and to and over all persons, firms, and corporations, property and property rights, occupations, businesses and professions whatsoever within said boundaries.

The title to and jurisdiction over all streets, thoroughfares, parks, alleys, public lots, sewers, within the Town, and all other property and municipal plants of the Town now owned, possessed or operated by it, and all property of every kind and character which the Town may hereafter acquire within or outside the Town, or which may vest in it, or be dedicated to it, for its use or for the public use, shall be vested in the Town of Lauderdale-By-The-Sea, as created under this Charter.

Sec. 2.6. General powers.

The Town of Lauderdale-By-The-Sea is hereby created, established and organized, and shall have full power and authority to exercise all of the powers of local self-government and to do whatever may be deemed necessary or proper for the safety, health, convenience or general welfare of the inhabitants of said Town; to exercise full police powers; to do and perform all acts and things permitted by the laws of the State of Florida, and comprehend as duties in the performance of anything recognized as a "municipal purpose," whether now existing and recognized, or hereafter recognized as a municipal purpose by statute law or court decision. The enumeration of particular powers by this Charter shall not be held or deemed to be exclusive, but in addition to the powers

enumerated herein, implied thereby, or appropriate to the exercise thereof, the Town of Lauderdale-By-The-Sea shall have and may exercise all other powers under the Constitution and Laws of Florida.

In addition, the Town has the authority to codify its ordinances into a Code of Ordinances of the Town of Lauderdale-By-The-Sea, and by a single ordinance to adopt such "Code of Ordinances of the Town of Lauderdale-By-The-Sea" as a complete revision of all existing and applicable ordinances on the date of such adoption; to adopt a decimal system similar to that used in Florida Statutes of 1941, and to amend such Code, once adopted, by reference to any section or sections. The "Code of Ordinances of the Town of Lauderdale-By-The-Sea" of 1940, as amended from time to time, except as modified by this Charter, is declared to be the existing Codified Ordinances of the Town of Lauderdale-By-The-Sea; and such Code of Ordinances may be amended from time to time by reference to any section or sections, and as many sections as desired may be amended by one (1) ordinance. Such "Code of Ordinances of the Town of Lauderdale-By-The-Sea," as amended from time to time, may be revised and codified or recodified, and such revised Code may be adopted by a single ordinance, and upon such revision shall be in full force and effect. The Town Attorney of the Town of Lauderdale-By-The-Sea shall have power and authority to codify any duly adopted ordinance of the Town of Lauderdale-By-The-Sea and assign proper section numbers and headings to various parts of such ordinances, and thereafter such section shall be cited in referring to such ordinances.

Sec. 2.7. Review of charter provisions.

As often as the Town Commission may deem necessary, but in any event, not less frequently than every twelve (12) years, the terms and provisions of this Charter shall be reviewed.

ARTICLE III. ADMINISTRATION AND LEGISLATION

Sec. 3.1. Commission-manager form of government.

The form of government of the Town of Lauderdale-By-The-Sea, provided for under this Charter, shall be known as the "commission-manager" form of government.

Sec. 3.2. Creation of Town Commission.

There is hereby created a Town Commission consisting of five (5) Commissioners, each of whom shall be elected at-large in the manner provided in this Charter. The Mayor-Commissioner and each Town Commissioner shall take and hold office for the term(s) provided in this Town Charter.

Sec. 3.3. Qualifications of members.

Only qualified electors who have resided in the Town of Lauderdale-By-The-Sea for at least six (6) months immediately prior to qualifying for office and who shall have attained the age of eighteen (18) years of age on or before the date the candidate files and qualifies in accordance with this Charter as a candidate for office, shall be eligible to hold the office of Commissioner.

Each Commissioner and candidate for Commissioner shall be elected from the election district in which he or she is domiciled for at least six (6) months immediately prior to qualifying for such office by the greatest number of votes of all registered electors residing within the Town. Once elected, a Commissioner from an election district shall remain a domiciliary of the election district during his or her term of office. Any Commissioner who shall cease to possess the qualifications required herein shall forthwith forfeit his or her office, except a Commissioner holding office will not have his/her term cut short by the establishment of or subsequent change of district boundary lines.

Sec. 3.4. Standards of conduct; code of ethics.

In addition to the ethical standards of conduct established by general law for elected officials, appointed officials, and employees, the Town Commission may, by ordinance, establish ethical conduct standards for elected officials, appointed officials, and employees of the Town.

Sec. 3.5. Legislative powers.

The legislative powers of the Town shall be vested in and exercised by the Town Commission, consistent with the provisions of the Constitution of the United States of America, the Constitution and statutes of the State of Florida, this Charter, and the laws and ordinances of the Town of Lauderdale-By-The-Sea. Except as otherwise provided in Article IV or elsewhere in this Charter, or by the Constitution or statutes of the State of Florida, the Town Commission may by ordinance or resolution prescribe the manner in which any powers of the said Town shall be exercised.

Sec. 3.6. Non-interference in Town Administration.

The Town Commission or its members shall not give orders to any Town officer or employees who are subject to the direction and supervision of the Town Manager, either publicly or privately. Nothing in the foregoing is to be construed to prohibit individual members of the Town Commission from examining by question and personal observation all aspects of Town government operations so as to obtain independent information to assist the members in the formulation of policies to be considered by the Commission and assure the implementation of such policies as have been adopted. It is the express intent of this provision, however, that such inquiry shall not interfere directly with the regular municipal operations of the Town and that recommendations for change or improvements in Town government operations be made to and through the Town Manager.

ARTICLE IV. INITIATIVE AND REFERENDUM

Sec. 4.1. Power to initiate and reconsider ordinances.

- (1) *Initiated ordinances.* The registered voters of the Town shall have power to propose ordinances to the Commission and, if the Commission fails to adopt an ordinance so proposed without any change in substance, to adopt or reject it by a referendum vote at a Town election.
- (2) *Repeal and amendment of adopted ordinances.* The registered voters of the Town shall have power to require reconsideration by the Commission of any adopted ordinance and, if the Commission fails to repeal or amend as proposed in the initiative petition an ordinance so reconsidered, to amend or repeal it by a referendum vote at a Town election.

Sec. 4.2. Commencement of initiative.

- (1) *Filing with Town Clerk.* A minimum of ten registered electors (voters) of the Town may commence initiative, repeal or amendment proceedings by filing with the Town Clerk an affidavit stating that they will constitute the petitioners' committee and be responsible for circulating the petition and filing it in proper form, stating their names and addresses, specifying the address to which all notices to the petitioners' committee are to be sent, and setting out in full the proposed initiated ordinance or citing the ordinance sought to be reconsidered. Promptly after the affidavit of a petitioners' committee is filed, the Town Clerk may, at the committee's request and at their expense, issue the appropriate petition blanks to the petitioners' committee.

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- (2) *Review by the Town Attorney.* Prior to circulation, a petition and the proposed ordinance, if any, shall be reviewed as to legal form by the Town Attorney. The Town Attorney's review of a petition package shall not extend to review of the substance of a proposed ordinance, or an ordinance proposed for repeal or amendment, but shall be strictly limited to a review as to legal form. No later than fourteen (14) calendar days from filing date of a petition with the Town Clerk, the Town Attorney shall, by hand delivery or registered mail, inform the petitioners' committee and Town Clerk either that the petition and ordinance, if any, are in proper legal form or, if not, then specifically what measures are required to render them in proper form. Upon request by the petitioners' committee, the Town Attorney will assist the committee to render documents in proper legal form for consideration by the Town Commission, but will not offer legal counsel or opinions to the petitioners' committee or its representative. Failure by the Town Attorney to inform the petitioners' committee and Town Clerk of his or her determination as to form within fourteen (14) calendar days after the petitioner files a petition and proposed ordinance, or petition for reconsideration of an ordinance, with the Town Clerk shall be deemed a determination that the document(s) is/are in proper legal form.

Sec. 4.3. Execution of petitions; requirements.

- (1) *Number of signatures.* Initiative and referendum petitions must be signed by registered voters of the Town equal in number to at least ten (10) percent of the total number of those registered to vote in the Town at the last general municipal election.
- (2) *Form and content.* All papers of a petition shall be assembled as one instrument of filing. Each signature shall be executed in ink and shall be followed by the printed name and address of the person signing. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance proposed or required to be reconsidered.
- (3) *Affidavit of circulator.* Each paper of a petition shall have attached to it when filed an affidavit by the circulator thereof stating that he or she personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his or her presence, that he or she believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed or required to be reconsidered.
- (4) *Filing deadline.* All initiative and referendum petitions must be filed with 60 days of the date on which proceedings with respect to such initiatives are commenced.

Sec. 4.4. Filing procedure.

- (1) *Certificate of Clerk; amendment.* Within 20 days after an initiative petition is filed or within five days after a petition for repeal or amendment of an ordinance is filed, the Clerk shall complete a certificate as to its sufficiency (the "Certificate"). Grounds for insufficiency are only those specified in Sec. 4.3 of this Article. If insufficient, the Certificate shall specify the particulars of the deficiency. A copy of the Certificate shall be promptly sent to the petitioners' committee by hand delivery or registered mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the Clerk within two business days after receiving the copy of the Certificate and files a supplementary petition upon additional papers within fourteen (14) calendar days after receiving the copy of the Certificate. Such supplementary petition shall comply with the requirements of Sec. 4.3 of this Article. Within five business days after a supplementary petition is filed, the Clerk shall complete a Certificate as to the sufficiency of the petition, as amended, and shall promptly send a copy of such Certificate to the petitioners' committee by registered mail or hand delivery as in the case of an original petition. If a petition or amended petition is certified sufficient, or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request Commission review under subsection (2) of this Section 4.4 within the time required, the Clerk shall promptly present the

Certificate to the Commission and such Certificate shall then be a final determination as to the sufficiency of the petition.

- (2) *Commission review as to sufficiency.* If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it or if an amended petition has been certified insufficient, the committee may, within two business days after receiving the copy of such Certificate, file a request that it be reviewed by the Commission. The Commission shall then review the Certificate at its next meeting following the filing of such request and approve or disapprove it, and the Commission's determination shall then be a final determination as to the sufficiency of the petition.

Sec. 4.5. Action on petitions.

- (1) *Action by Town Commission.* When an initiative petition or a petition for the repeal or amendment of an existing ordinance has been finally determined to be sufficient, the Town Commission shall promptly consider or reconsider the ordinance. Whether or not the Commission approves at first reading an initiated ordinance, or the repeal or amendment, as proposed, of a referred ordinance, the Commission shall proceed to a second reading at its next scheduled meeting, and shall otherwise comply with all requirements under Sec. 166.041 F. S. for public notice and public hearings prior to the adoption of an ordinance. If the Commission fails to adopt a proposed initiative ordinance without any change in substance within forty-five (45) calendar days, or fails to repeal or amend a referred ordinance in accordance with the initiative petition within thirty (30) calendar days, it shall submit the proposed or referred ordinance to the registered voters of the Town by referendum vote at an election. The referendum vote by registered Town voters shall constitute an "additional requirement for the enactment of ordinances" as specified in paragraph (6) of Section 166.041 F.S., in lieu of and as a greater, increased requirement than the affirmative majority vote of the governing body referred to in paragraph (4) of Sec. 166.041 F. S. If the Commission fails to act on a proposed initiative ordinance or a referred ordinance within the time period specified in this paragraph, the Commission shall be deemed to have failed to adopt the proposed initiative ordinance or failed to repeal or amend the referred ordinance on the last day that the Commission was authorized to act on such matter. In that event, the Commission shall nevertheless comply with the public notice and public hearing requirements of Sec. 166.04 F.S. relative to the ordinance in question.
- (2) *Submission to voters.* The vote of the Town on a proposed referred ordinance shall be held not less than ninety (90) days nor more than one hundred twenty (120) days from the date of Commission acted or was deemed to have acted pursuant to paragraph (1) of this section. If no regular election is to be held within the period described in this paragraph, the Commission shall provide for a special election, except that the Commission may, in its discretion provide for a special election at an earlier date within the described period. Copies of the proposed or referred ordinance shall be made available at the polls.
- (3) *Withdrawal of petitions.* An initiative or referendum petition may be withdrawn at any time prior to the fifteenth (15th) day preceding the day scheduled for a vote of the Town by filing with the Town Clerk a request for withdrawal signed by at least eight-tenths of the members of the petitioners' committee. Upon the filing of such request, the petition shall have no further force or effect and all proceedings thereon shall be terminated.

Sec. 4.6. Results of election.

- (1) *Initiative.* If a majority of the registered voters voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results. If conflicting ordinances are approved at the same election, the one receiving the greater or greatest number of affirmative votes shall prevail to the extent of such conflict.

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- (2) *Repeal and amendment of referred ordinances.* If a majority of the registered voters voting on a referred ordinance vote for repeal or for amendment, it shall be considered repealed or amended, as appropriate, upon certification of the election results.

Sec. 4.7. Ordinances affecting initiated ordinances; procedure for adoption.

An ordinance passed as a result of a vote of the registered voters of the Town, whether prior or subsequent to the effective date of this Article, may be repealed or amended only by a similar vote of the registered voters of the Town. The Town Commission may, by resolution, submit to the registered voters of the Town at any regular or special election for a referendum vote, a proposed ordinance to repeal or amend any such ordinance. Notice of the Town Commission's intention to submit such a proposed ordinance to the registered voters shall be published by the Town Commission no less than ninety (90) days nor more than one hundred twenty (120) days prior to such election, in the manner required for the publication of initiated ordinances. If an amendment is so proposed, such notice shall contain the proposed amendment in full. The Town Commission's submittal of such an ordinance shall be in the same manner, and the vote shall have the same effect as in cases of ordinances submitted to a vote of the registered voters of the Town by popular petition.

ARTICLE V. TOWN OFFICERS AND EMPLOYEES

Sec. 5.1. Vesting of administrative and executive powers.

The executive and administrative powers of the Town, not herein otherwise provided for, shall be vested in and exercised by the following officers:

- (1) Mayor-Commissioner;
- (2) Town Manager;
- (3) Town Attorney;

The Town Manager and Town Attorney shall be appointed by the Town Commission. The Town Commission may by ordinance create, change and abolish offices, department or agencies other than the offices, departments or agencies established by this Charter.

Sec. 5.2. Functions and duties of Mayor-Commissioner.

The Mayor-Commissioner or, in his/her absence or disqualification, the Vice Mayor or Mayor Pro Tem shall perform the following functions:

- (1) The Mayor-Commissioner shall preside at all meetings of the Town Commission and perform all duties consistent with his/her office, and shall have a voice and vote in the proceedings of the Town Commission, but no veto power. The Mayor-Commissioner shall vote last upon the roll call of Commissioners.
- (2) The Mayor-Commissioner shall use the title of Mayor in any case in which the execution of legal instruments, writings, or other papers so require; but this shall not be considered as conferring upon the Mayor-Commissioner any of the administrative or judicial functions of a Mayor under the general laws of the state, except as herein provided.
- (3) The Mayor-Commissioner shall be recognized as the official head of the Town by the courts for the purposes of serving civil processes; by the government in the exercise of military law; and by the public in general for all ceremonial purposes.

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- (4) The Mayor-Commissioner may govern the Town by proclamation, under the direction of the Town Commission, during times of grave public danger or emergency, and the Town Commission shall be judge of what constitutes such public danger or emergency.
 - (5) The Mayor-Commissioner shall exercise all the powers and duties of the Mayor-Commissioner as provided in the Charter, as well as all those powers and duties that may be conferred upon the Mayor-Commissioner by the Town Commission in pursuance of the provisions of this Charter.

Sec. 5.3. Town Manager—Appointment, qualifications and compensation.

The Town Commission shall appoint a Town Manager who shall be the administrative head of the municipal government under the direction and supervision of the Town Commission. The Town Manager shall hold office at the pleasure of the Town Commission. The Town Manager shall receive such compensation as determined by the Town Commission through the adoption of an appropriate resolution. The Town Manager shall be appointed by resolution approving an employment contract between the Town and the Town Manager. The Town Manager shall be appointed solely on the basis of education and experience in the accepted competencies and practices of local public management including, a graduate degree with a concentration in public administration, public affairs, public policy, or public finance and two (2) years' experience as an appointed city manager or county manager, or four (4) years' experience as an assistant or deputy city manager or assistant or deputy county manager. Alternatively, the Town Manager shall be appointed on the basis of education and experience in the accepted competencies and practices of local public management that is determined by the Town Commission to be commensurate to those listed in the prior sentence.

(Ord. No. 2013-13, § 2, 10-22-2013)

Sec. 5.4. Town Manager—Absence or disability; removal.

During the absence or disability of the Town Manager, the Town Commission may by resolution designate some properly qualified person to temporarily execute the functions of the Town Manager. The person thus designated shall have the same powers and duties as the Town Manager, and shall be known while so serving as "Acting Town Manager." The Town Manager or Acting Town Manager may be removed by the Town Commission at any time.

Sec. 5.5. Town Manager—Powers and duties.

The Town Manager shall be responsible to the Town Commission for the proper administration of all affairs of the Town coming under the Town Manager's jurisdiction, and the Town Manager's powers are and they shall be:

- (1) To see that the laws and ordinances of the Town are enforced.
- (2) To appoint or remove all subordinate officers and employees.
- (3) To exercise, control and direct supervision over all departments and divisions of the municipal government under the classified service, except where otherwise provided.
- (4) To see that all terms and conditions imposed in favor of the Town or its inhabitants in any public utility franchise are faithfully kept and performed; and upon knowledge of any violation thereof, to call the same to the attention of the Town Attorney, whose duty it is hereby made to take such legal steps as may be necessary to enforce the same.
- (5) To attend all meetings of the Town Commission, with right to take part in the discussions, but without having a vote.

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- (6) To recommend to the Town Commission for adoption such measures as the Town Manager may deem necessary or expedient in the interest of the Town.
 - (7) To keep the Town Commission fully advised as to the financial conditions and needs of the Town and at the proper time to submit to the Town Commission for its consideration an annual budget.
 - (8) To advise and consult with all officers and official heads of the several departments of the Town relative to the affairs of such department, and to make recommendations to the Town Commission respecting such departments as the Town Manager may see fit.
 - (9) To perform such other duties as may be prescribed under this Charter, or may be required of the Town Manager by motion, direction, ordinance or resolution of the Town Commission.
 - (10) To prepare and submit to the Town Commission an annual financial audit of its accounts and records, completed no later than six (6) months after the end of its fiscal year by an independent certified public accountant retained by the Town Commission and paid from its public funds.
 - (11) To sign all checks, warrants, bonds and agreements issued by the Town of Lauderdale-By-The-Sea.
 - (12) To assist the Town Commission to develop long-term goals for the Town and strategies to implement these goals.
 - (13) To encourage and provide staff support for regional and intergovernmental cooperation.
 - (14) To promote partnerships among the Town Commission, staff, and citizens in developing public policy and building a sense of community.

ARTICLE VI. ELECTIONS

Sec. 6.1. Mayor-Commissioner and Commissioners; term of office; election; transition.

- (1) Beginning with the regular election to be held on the second Tuesday in the month of March, 2008, and every two (2) years thereafter, a Mayor-Commissioner shall be elected for a term of two (2) years until his successor is elected and qualifies.
- (2) Commencing with the regular election of the Town held in March, 2006, and continuing with successive elections at intervals of four years, candidates may qualify for the offices of Town Commissioner Seat 1 and Town Commissioner Seat 2, each elected at large. Town Commission Seat 1 and Town Commission Seat 2 shall replace the two Commission seats vacated by the expiration of the term of the two Commissioners in March, 2006. The candidate for Seat 1 shall reside in the north district of the Town. The candidate for Seat 2 shall reside in the south district of the Town. The candidates receiving the most votes for each seat shall be elected, and shall serve a term of four (4) years.
- (3) Commencing with the regular election of the Town held in March, 2008, and continuing with successive elections at intervals of four years, candidates may qualify for the offices of Town Commission Seat 3 and Town Commissioner Seat 4. Town Commission Seat 3 and Town Commission Seat 4 shall replace the two Commission seats vacated by the expiration of the term of two Commissioners in March of 2008. The candidate for Seat 3 shall reside in the north district of the Town. The candidate for Seat 4 shall reside in the south district of the Town. The candidates receiving the most votes for each seat shall be elected, and shall serve a term of four years.
- (4) All elections for the position of Town Commissioner or Mayor-Commissioner shall be held on the same date as the November general election date the second Tuesday of March of each even-numbered year, or as provided for by law. The terms of office of the Mayor who was elected in 2024 and of the

Seat 1 and Seat 2 Town Commissioners who were elected in the municipal general election of March 2022 shall expire when their successors are sworn in after the general election in November of 2026. The terms of office of the Seat 3 and Seat 4 Town Commissioners who were elected in the municipal general election of March 2024 shall expire when their successors are sworn in after the general election in November of 2028.

- (5) The geographic boundary for the northern and southern districts shall be designated, prepared and identified no later than the first of September, 2004, and again in 2012 through a contract entered into by the Town with an accredited four (4) year college or university located within the state of Florida for the purpose of identifying and designating the northern and southern election districts within the Town. The Town Commission district boundaries shall be of equal population, compact, proportional, and logically related to the natural internal boundaries of the neighborhoods within the Town. The principal of nondiscrimination and one person/one vote shall be adhered to strictly.
- (6) In the event no candidate qualifies for election for any designated Town Commission seat within the first ten (10) calendar days of the qualifying period, then any qualified person who resides anywhere in the Town may qualify for such seat. Thereafter, if no person qualifies for such seat, a vacancy shall be declared and filled in accordance with this Charter.
- (7) The Town Commission shall adopt by Ordinance the creation and establishment of the boundaries of the initial northern and southern Town Commission seat districts no later than January 1, 2005. The Ordinance shall provide for the implementation of said election districts to be effective for the elections to be held in the Town commencing in March, 2006.

Sec. 6.2. Vice Mayor and acting Mayor Pro-Tem.

No later than the second regularly scheduled Town Commission meeting to occur following each regular election, one (1) member of the Town Commission may be designated, by resolution, as Vice Mayor to preside in the absence of the Mayor-Commissioner. In the event that the designated Mayor-Commissioner and the Vice Mayor are absent at any meeting of the Town Commission, any member of the Town Commission may be designated by the Town Commission to act as Mayor Pro-Tern for such meeting.

(Ord. No. 2013-13, § 2, 10-22-2013)

Sec. 6.3. Qualifications of members of Town Commission.

- (1) To be eligible to hold the office of Mayor-Commissioner or Commissioner of the Town of Lauderdale-By-The-Sea, or to qualify for candidacy for Mayor-Commissioner or Commissioner, the individual shall be a bona fide resident and citizen of the Town of Lauderdale-By-The-Sea, shall have resided in the said town for the six (6) months immediately preceding the date of election, shall be a registered voter pursuant to Florida law, and shall be otherwise qualified as provided for in the Charter.
- (2) No person may be a candidate for Commissioner, nor may be appointed to fill a vacancy as a Commissioner, if that person has served during both of the two preceding consecutive Commission terms for that seat as a Commissioner, or a Mayor-Commissioner or both, without a two year break in service.
- (3) No person may be a candidate for Mayor-Commissioner, nor may be appointed to fill a vacancy as the Mayor-Commissioner, if that person has served during each of the three preceding consecutive Mayor-Commissioner terms as a Mayor-Commissioner.
- (4) Service of one year or less of a term by a person who had not previously served as either a Commissioner or Mayor-Commissioner shall not be considered for purposes of term limits.
- (5) Service for purposes of term limits shall be determined as of the time the person would take office.

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(Supp. No. 47)

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- (6) No person may be a candidate for Mayor-Commissioner or Town Commissioner, nor may be appointed to fill a vacancy as the Mayor-Commissioner or Town Commissioner, if that person has consecutively served fourteen (14) years in any combination of offices without a two year break in service.

Sec. 6.4. Qualifications of candidates; notice of candidacy; payment of fee.

Any individual who possesses the qualifications as provided in this Charter, may be a candidate for the office of Mayor-Commissioner or Commissioner by filing a verified notice of candidacy for Town Commission with the Town Clerk. Such notice shall be in the following form:

NOTICE OF CANDIDACY FOR
TOWN COMMISSIONER OR MAYOR-COMMISSIONER

I, _____ (Name of Candidate) _____, residing at _____ (Residence Address of Candidate) _____, Lauderdale-By-The-Sea, Broward County, Florida, do hereby give notice of my candidacy for the office of Town Commissioner/Mayor-Commissioner of the Town of Lauderdale-By-The-Sea, Florida, in the forthcoming election to be held in said Town on _____ (Date of Primary) _____. I do further state that I am a citizen of the United States of America, and a resident of the Town of Lauderdale-By-The-Sea; that I have resided in the Town of Lauderdale-By-The-Sea for the six (6) months immediately preceding the date of the election to be held; and that I have fully satisfied all conditions precedent to such candidacy, pursuant to the provisions of the laws of the State of Florida and the Town Charter.

(Candidate's Signature)

STATE OF FLORIDA

COUNTY OF BROWARD

Before me, the undersigned authority, this day personally appeared _____ (Name of Candidate) _____ who, upon being duly sworn, deposed and said: that he/she is the candidate referred to in the foregoing Notice; that he/she is familiar with the contents of said Notice, and that the facts and matters therein stated are true; and that he/she did sign said Notice for the purpose therein specified.

(Candidate)

Sworn to and subscribed before me, this the _____ day of _____, 20____.

Notary Public, State of Florida

My commission expires: _____

The individual who files the notice as prescribed, and who pays the qualifying fee as prescribed, if otherwise found to be qualified, shall be entitled to have his/her name printed upon the official ballot at such town election.

Sec. 6.5. Vacancies.

The office of a Commissioner, or the office of the Mayor-Commissioner, shall become vacant upon the person's death, resignation, removal from office in any manner authorized by law, or forfeiture of the office, such forfeiture to be declared by the remaining members of the Town Commission.

Sec. 6.6. Forfeiture of office.

A Commission member, or the Mayor-Commissioner, is subject to penalties including forfeiture of office if the person:

- (1) Lacks, at any time during a term of office, any qualification for the office prescribed by this Charter or general law;
- (2) Violates any standard of conduct or code of ethics established by law for public officials;
- (3) Is convicted of a felony while in office;
- (4) Fails to attend four (4) consecutive regular meetings of the Town Commission without being excused by the Town Commission by formal action entered upon the minutes; or
- (5) Becomes incapable of performing the duties of the office for a period of more than three (3) months.

In all circumstances arising under this section, the Town Commission shall be the judge of its own membership.

(Ord. No. 2013-13, § 2, 10-22-2013)

Sec. 6.7. Forfeiture hearing and process.

A member of the Town Commission charged with conduct constituting grounds for forfeiture of his office shall be entitled to a public hearing on demand, and notice of such hearing shall be published in one or more newspapers of general circulation in the Town at least thirty days before the scheduled hearing. The Town Commission shall be the sole judge of the qualifications of its members and shall hear all questions relating to forfeiture of a Commissioner's or Mayor-Commissioner's office, including whether or not good cause for absence has been, or may be, established. The Commissioner in question shall have the burden of establishing good cause for absence; provided, however, that any Commissioner may at any time during any duly held meeting move to establish good cause for his or her absence or the absence of any other Commissioner, from any past, present, or future meeting(s), which motion, if carried, shall be conclusive. A Commissioner whose qualifications are in question, or who is otherwise subject to forfeiture of his/her office, shall not vote on any such matters. Any final determination by the Town Commission that a Commissioner or the Mayor-Commissioner has forfeited his or her office shall be made by resolution approved by a unanimous vote of the remaining members of the Town Commission. All votes and other acts of the Commissioner in question prior to the effective date of such resolution shall be valid regardless of the grounds of forfeiture.

Sec. 6.8. Filling of vacancies.

A vacancy on the Town Commission, including the office of Mayor-Commissioner, shall be filled in the following manner:

- (1) If there are less than one hundred eighty (180) days remaining in the unexpired term, or if there are less than one hundred eighty (180) days before the next federal, state, county or Town election, the remaining Commissioners, including the Mayor-Commissioner, shall, by majority vote, appoint a successor within thirty (30) days of the occurrence of the vacancy from among all qualified applicants. The person or persons so appointed must possess all of the required qualifications to be a member of the Town Commission. The Commissioner or Mayor-Commissioner appointed by the Town Commission to fill the vacancy as specified herein shall serve only until the next federal, state, county, or Town election. Further, the Commissioner or Mayor-Commissioner elected at such election shall serve only the unexpired term of the Commissioner or Mayor-Commissioner whose position became vacant.

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- (2) If there are more than one hundred eighty (180) days remaining on an unexpired term, or if there are more than one hundred eighty (180) days before the next federal, state, county, or Town election, the Town Commission shall schedule a special election to be held no sooner than ninety (90) days nor more than one hundred twenty (120) days following the occurrence of the vacancy. The Commissioner or Mayor-Commissioner elected to fill the vacancy at any special election shall serve only the unexpired term of the Commissioner of Mayor-Commissioner whose position became vacant.
 - (3) In the event of the death, resignation, or removal of the Mayor-Commissioner, the Vice Mayor shall forthwith commence to serve as interim Mayor-Commissioner until the position of Mayor-Commissioner is filled by election or appointment. When the Vice Mayor becomes interim Mayor-Commissioner, the Town Commission, by majority vote shall appoint one of the remaining Commissioners to become interim Vice Mayor. The Commissioner serving as Mayor-Commissioner, or the Vice Mayor, shall serve as Commission-Mayor, or Vice Mayor, until the newly elected or appointed Commissioner-Mayor, or Vice Mayor, is sworn into office. The interim Mayor-Commissioner, and interim Vice Mayor shall then return to the positions of Vice Mayor and Commissioner which he/she previously held to serve the remainder of his or her unexpired term.
 - (4) In the event of the death, resignation, or removal of the Vice Mayor, the Town Commission shall, by majority vote, elect one of the Commissioners to serve as Vice Mayor.

Sec. 6.9. Extraordinary vacancies.

In the event that all members of the Town Commission are removed by death, disability, or forfeiture of office, the Governor of the State of Florida shall appoint an interim Town Commission that shall call a special election as provided above to fill the vacancies.

Sec. 6.10. Vacancy in candidacy for Mayor-Commissioner or Commissioner.

- (a) *Withdrawal.* A candidate for Mayor-Commissioner or Commissioner may withdraw at any time prior to the election by filing a sworn, executed statement of withdrawal with the Town Clerk.
- (b) *Effect of death, withdrawal or removal where candidate remains on the ballot.*
 - (1) *No supplemental qualifying period.* If the death, withdrawal or removal from the ballot of a qualified candidate or candidates for office following the end of the qualifying period leaves less than two candidates for that office, the remaining candidate shall be declared elected and no election shall be held for that office.
 - (2) *Changes in ballot.* The name of any qualified candidate who has withdrawn, died or been removed from the ballot shall not be printed on the ballot. If the ballot cannot be changed, any votes for that candidate shall be null and void.
- (c) *Effect of death, withdrawal or removal where no candidate remains on the ballot.* Should a vacancy in candidacy leave no candidate remaining for an office after the conclusion of the qualifying period, the resulting vacancy shall be handled as provided in Section 6.8 of the Charter.

(Ord. No. 2013-13, § 2, 10-22-2013)

ARTICLE VII. PLANNING AND ZONING

Sec. 7.1. Maximum height for buildings established; referendum vote required for increases in zoned residential-district height limits.

- (1) No building within the jurisdictional boundaries of the Town, as they existed on March 20, 2006, shall have more than four (4) stories above grade, and the maximum height of buildings within the Town that have four (4) stories above grade shall be forty-four (44) feet above grade, as defined in the Florida Building Code, or above a horizontal plane eighteen inches above the crown of the roadway at the highest point adjoining the property on which the building is located, whichever of those two levels is higher. The maximum height for all other buildings within the Town shall be thirty-three (33) feet
- (a) Above grade, as defined in the Florida Building Code, or
 - (b) Above a horizontal plane eighteen inches above the crown of the roadway at the highest point adjoining the property on which the building is located, or
 - (c) Above the minimum elevation for a habitable, finished floor permitted under applicable federal or Florida state regulations,

Whichever of those three levels is highest. Height shall be measured from the applicable base level specified above to the highest point on a flat roof, or to the median elevation between the peak of a sloped roof and the lowest edge of the sloped roof. In accordance with the Florida Building Code, bulkheads and penthouses used solely to enclose stairways, tanks, elevator machinery or shafts or ventilation or air conditioning apparatus shall not be included in determining building height; all other roofs structures, including parapet walls, shall not exceed four feet in height above the maximum allowed building height.

- (2) In any building within the Town that has more than three (3) stories above grade, the first story shall be at grade level and shall be used for parking, either with or without toll collection booths. The first story may also be used for storage, refuse, security, registration, maintenance, and/or access, either with or without a lobby, provided that at least one-half ($\frac{1}{2}$) of the square footage of the first story is used for parking. Only within districts of the Town zoned for business ("B") use, the first story of buildings having more than three (3) stories above grade may also be devoted to non-residential commercial uses, provided that dedicated parking required by Town ordinance or code for the proposed buildings is provided off-street at a location on or adjacent to the property on which the buildings are situate, and designed so as to enable the parked vehicles to egress the parking space without having to back out into traffic. In any building within the Town that has more than three (3) stories above grade, the first story shall be restricted to the above enumerated uses, and may be used for no other purpose whatsoever. For the purposes of this provision of the Charter, a story is at grade level if its floor is at or below grade and its ceiling is above grade; a story that is at grade level is also above grade. Nothing in this paragraph shall be construed so as to prohibit any building within the Town that has more than three (3) stories above grade from also having one (1) or more subterranean stories below grade, provided, however, that in any building within the Town that has more than three (3) stories above grade, all subterranean stories shall be subject to the same restrictions on use as are established in this paragraph for the first story.
- (3) Buildings which exceed thirty three (33) feet above grade, and which exceed thirty three (33) feet above the horizontal plane eighteen inches above the crown of the roadway at the highest point adjoining the property on which the building is located, but which are nevertheless allowed under subparagraph (1)(c) of this Section, and which do not include a non-habitable first floor with ample parking as required by Town ordinance or code, in accordance with the number and type of units in those buildings, must have dedicated off-street parking at a location on or adjacent to the property on which the buildings are situate. Parking for buildings in this category must be designed so as to enable the parked vehicles to egress the parking space without having to back out into traffic.

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- (4) All existing buildings within the Town that were legally in compliance with existing height and use restrictions on March 20, 2006, or were grandfathered on that date, but that either exceed the maximum building height limit established in paragraph (1), above, of this section of the Charter, or that fail to comply, where applicable, with the restrictions on use established in paragraph (2), above, of this section of the Charter, (hereinafter referred to as "Non-conforming Buildings") shall be considered legal, but non-conforming.
- (5) Notwithstanding the maximum building height limit established in paragraph (1), above, of this section of the Charter, an existing non-conforming building may be replaced by a new nonconforming building when, and only when:
- (a) The existing non-conforming building has:
 - (i) Been destroyed by fire, natural disaster, or other act of God; and
 - (ii) The property owner has submitted and received Town approval of a site plan depicting the replacement building; and
 - (iii) Construction of the replacement building is commenced within twelve (12) months of the date of destruction; or
 - (b) The existing non-conforming building is:
 - (i) Demolished as part of a Town approved redevelopment of the property; and
 - (ii) Prior to demolition, the property owner has submitted and received Town approval of a site plan depicting the replacement building; and
 - (iii) Construction of the replacement building is commenced within six (6) months of the date of site plan approval.
 - (c) The Town Commission may grant one (1) or more six (6) month extensions to the time periods for commencement of construction established in paragraphs (5)(a)(iii) and (5)(b)(iii), above, provided a written request for extension is filed with the Town Clerk prior to (in the case of a first request for extension) the expiration of the initial applicable time period for commencement of construction or prior to (in the case of a subsequent request for extension) the expiration of the most recent extension of the applicable time period for commencement of construction.
 - (d) All new non-conforming buildings constructed pursuant to the provisions of either paragraph (5)(a) or (5)(b), above, shall comply, where applicable, with the restrictions on use established in paragraph (2), above, and the provisions for parking availability established in paragraph (3), above, of this section of the Charter.
 - (e) The maximum allowable height of any new non-conforming building constructed pursuant to the provisions of either paragraph (5)(a) or (5)(b), above, shall not exceed the original height of the non-conforming building which it replaces, plus any additional height which (because of the requirements of state or federal law, or because of the restrictions on use established in paragraph (2), above, of this section of the charter) may be necessary to obtain the same number of habitable stories as was contained in the original non-conforming building. Nothing in this section of the Charter shall be construed to prevent a new non-conforming building from being constructed to a lesser height or from containing fewer habitable stories than that of the original non-conforming building which it replaces. For the purposes of this provision of the Charter, the term "habitable story" means any story or part thereof that is used as a home or place of abode, either permanent or temporary, by one (1) or more persons.
 - (f) The maximum allowable square footage of any new nonconforming building constructed pursuant to the provisions of either paragraph (5)(a) or (5)(b), above, shall not exceed the original square footage of the non-conforming building which it replaces, plus any additional square footage which (because of

the requirements of state or federal law, or because of the restrictions on use established in paragraph (2), above, of this section of the Charter) may be necessary to obtain the same number of habitable square feet as was contained in the original non-conforming building. Nothing in this section of the Charter shall be construed to prevent a new nonconforming building from being constructed either with less total square footage or with less habitable square footage than that of the original non-conforming building which it replaces. For the purposes of this section of the Charter, the term "habitable square footage" means the square footage of that portion of a building that is used as a home or place of abode, either permanent or temporary, by one (1) or more persons.

- (6) The maximum building height limits, the restrictions on use and the maximum allowable square footage, and the provisions governing parking established in paragraphs (1), (2), (3) and (5), above, of this section of the Charter, shall be applicable to all real property located within the boundaries of the Town as the boundaries exist on March 20, 2006.
- (7) Every resident of the Town shall have the standing to enforce the maximum building height limits and the maximum allowable square footage established in paragraphs (1), (2) and (5), above, of this section of the Charter, by means of a suit in equity seeking either mandamus; prohibition; or any combination thereof, but nothing in this provision of the Charter shall be construed to either create a cause of action at law for money damages, or to authorize a court of equity to award money damages as an incident to equitable relief, or to authorize an award of attorney's fees to the prevailing party or to any other party.
- (8) The maximum building height limit established in paragraph (1), above, of this section of the Charter, supersedes any existing zoning ordinance or land development regulation to the extent that said zoning ordinance or land development regulation establishes anywhere within the Town a maximum building height limit greater than that established in paragraph (1), above, of this section of the Charter, but nothing in this section of the Charter shall be construed to supersede, modify or repeal any existing zoning ordinance or land development regulation that establishes anywhere within the Town a maximum building height limit lower than that established in paragraph (1), above, of this section of the Charter.
- (9) The Town Commission may not increase, by ordinance or by variance, the maximum building height limits established in paragraphs (1) and (5), above, of this section of the Charter, nor may the Town Commission modify, amend or repeal, by ordinance or by variance, the restrictions on use established in paragraph (2), above, or the provisions for parking availability established in paragraphs (2), (3) or (5), above, of this section of the Charter, nor may the Town Commission increase, by ordinance or by variance, the maximum allowable square footage established in paragraph (5), above, of this section of the Charter. The maximum height limits established for residential zoning districts including, but not limited to, R-5, RS-4, RS-5, RD-10, RM-15, RM-16, RM-25 and PUD in the Town's land development code as of March 20, 2006, may be increased, or such districts re-zoned for any other use whatsoever, only by a referendum vote of the registered voters of the Town in the manner established in Article IV, Section 4.7 [50] of this Charter for the repeal or amendment of initiated ordinances. The Town may not create new categories of zoning without approval of such categories by a similar referendum vote; and all provisions of such new categories of zoning must be submitted to the voters for approval.
- (10) The maximum building height limits established in paragraphs (1) and (5), above, of this section of the Charter, may be increased only by an amendment to or by repeal of this section of the Charter. The restrictions on use established in paragraph (2), above, and the provisions governing parking availability established in paragraphs (2), (3) and (5), above, of this section of the Charter, may be modified, amended or repealed only by an amendment to or by repeal of this section of the Charter. The maximum allowable square footage established in paragraph (5), above, of this provision of the Charter, may be increased only by an amendment to, or by repeal of this section of the Charter. Except as expressly provided below, this section of the Charter may be amended or repealed only by means of a majority vote of the registered voters of the Town at a referendum election held either on the same day as a regularly scheduled November general election or on the same day as a regularly scheduled **March** municipal general election. The

amendment or repeal of this section of the Charter at a special election held on a day other than a regularly scheduled November general election or on a day other than a regularly scheduled **March** municipal general election is expressly prohibited, except that a special election or special election by mail may be held to correct, to the minimum practicable extent, a provision adjudged by a court of competent jurisdiction to violate the State or Federal Constitution or any valid state or federal law, but only after such adjudication is affirmed on appeal. Amendments approved at a special election may include no elements not directly related to such court adjudication.

- (11) These provisions of the Charter shall be effective immediately upon adoption by a majority of the registered voters of the Town voting in a referendum to amend the Charter so as to include these provisions. Upon adoption, the maximum building height limits, the restrictions on use, the maximum allowable square footage and the provisions governing parking availability established in paragraphs (1), (2), (3) and (5), above, of this section of the Charter, shall immediately apply to all real property located within the boundaries of the entire Town. Upon adoption of these provisions, and pending amendment of any portion or portions of the Town's Code of Ordinances inconsistent with this section of the Charter, the more stringent provisions of this section shall apply.

Sec. 7.2. Restrictions on the vacating, abandonment, lease, sale, transfer of possession or transfer of ownership of the El Prado Property.

- (1) As used in this section of the Charter, the term "the El Prado Property" shall refer to the following described real property situate, lying and being in the Town of Lauderdale-By-The-Sea, Florida:

The real property bounded on the west by the eastern boundary line of the Ocean Drive (also known as State Road A1A right-of-way, bounded on the east by the western boundary line of the El Mar Drive right-of-way, bounded on the north by the south boundary line of Lots 1, 2, 3, 4 and 5 of Block 11, and bounded on the south by the north boundary line of Lots 11, 12, 13, 14 and 15 of Block 12, all said Lots, Blocks and rights-of-way as set forth in the Plat of the Lauderdale-By-The-Sea Subdivision as recorded in Plat Book 6, at Page 2 of the Public Records of Broward County, Florida;

and

The real property bounded on the west by the eastern boundary line of the El Mar Drive right-of-way, bounded on the east by the western shore of the Atlantic Ocean, bounded on the north by the southern boundary line of Lot 1, Block 8, and bounded on the south by the north boundary line of Lot 13, Block 7, all said Lots, Blocks and rights-of-way as set forth in the Plat of the Lauderdale By-The-Sea Subdivision as recorded in Plat Book 6, at Page 2 of the Public Records of Broward County, Florida.

- (2) The Town may not vacate, abandon, lease, sell, transfer possession or transfer ownership of the El Prado Property without first obtaining a majority vote of the Town's electors at a referendum election held for the specific purpose of authorizing said vacating, abandonment, lease, sale, transfer of possession or transfer of ownership of the El Prado Property.
- (3) Any referendum election called for the purpose of authorizing the vacating, abandonment, lease, sale, transfer of possession or transfer of ownership of the El Prado Property shall be held either on the same day as a regularly scheduled November general election or on the same day as a regularly scheduled **March** municipal election. The holding of a referendum election called for the purpose of authorizing said vacating, abandonment, lease, sale, transfer of possession or transfer of ownership of the El Prado Property on a day other than a regularly scheduled November general election or on a day other than a regularly scheduled **March** municipal election is expressly prohibited.
- (4) Every resident of the Town shall have standing to enforce the restrictions on the vacating, abandonment, lease, sale, transfer of possession or transfer of ownership of the El Prado Property established in paragraphs (2) and (3), above, of this provision of the Charter, by means of a suit in equity seeking either mandamus,

prohibition, or injunction, or any combination thereof, but nothing in this provision of the Charter shall be construed to either create a cause of action at law for money damages, or to authorize a court of equity to award money damages as an incident to equitable relief, or to authorize an award of attorney's fees to the prevailing party or to any other party.

Sec. 7.3. Advisory boards; how constituted.

The Town Commission may at any time by resolution appoint advisory boards, composed of residents of the Town of Lauderdale-By-The-Sea, qualified to act in an advisory capacity to the Town Commission, the Town Manager, or to any department of the Town. The members of such boards shall serve without compensation at the pleasure of the Commission, and their duties shall be to consult and advise with such municipal officers and make written recommendations which shall become part of the records of the Town.

CHARTER COMPARATIVE TABLE AMENDMENTS AND ORDINANCES

This table shows the location within this Charter of those amendments and ordinances included herein which have amended the 2006 Charter.

Ordinance Number	Date	Section	Section this Charter
2006-18	2-27-07	2	6.1(note), 6.3(note)
2008-05	3-25-08	2 Rpld	6.1(note),
			6.3(note)
2013-13	10-22-13	2	5.3
			6.2
			6.6
		Added	6.10



Agenda Item No: 18.a.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Linda Connors, Town Manager

Submitting Department: Administration

Item Type: Resolution

Agenda Section: RESOLUTIONS – PUBLIC COMMENTS

Subject Title: RESOLUTION 2025-17 A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, URGING THE FLORIDA STATE LEGISLATURE TO ENACT LEGISLATION TO PROVIDE A PUBLIC RECORDS EXEMPTION FOR MUNICIPAL CLERKS AND EMPLOYEES WHO PERFORM MUNICIPAL ELECTION WORK OR HAVE ANY PART IN CODE ENFORCEMENT FUNCTIONS; PROVIDING FOR TRANSMITTAL AND PROVIDING FOR AN EFFECTIVE DATE.

Explanation: Florida Statute 119.071 currently grants exemptions for certain personal information of law enforcement personnel and other designated roles. However, municipal clerks are not included in these protections, leaving their personal information accessible through public records requests. These professionals handle sensitive information and perform vital administrative duties, making it crucial to safeguard their personal details. Many municipal staff who perform duties that include, or result in, investigations into complaints regarding election fraud, legal enforcement of hearings, proceedings related to violations of codes and ordinances that could lead to a criminal prosecution, are exposed to threats and other acts of violence. Existing public records exemptions in Florida protect local personnel engaged in investigative, enforcement, or other contentious roles. Given their responsibilities, municipal clerks and their staff also require enhanced protection to ensure their safety.

Recommendation: Approve Resolution 2025-17 urging the Florida Legislature to provide a public records exemption for municipal clerks and their staff.

Exhibits:

1. Resolution 2025-17 Legislation To Provide A Public Records Exemption For Municipal Clerks

1
2 **RESOLUTION 2025-17**
3

4 **A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-**
5 **THE-SEA, FLORIDA, URGING THE FLORIDA STATE**
6 **LEGISLATURE TO ENACT LEGISLATION TO PROVIDE**
7 **A PUBLIC RECORDS EXEMPTION FOR MUNICIPAL**
8 **CLERKS AND EMPLOYEES WHO PERFORM MUNICIPAL**
9 **ELECTION WORK OR HAVE ANY PART IN CODE**
10 **ENFORCEMENT FUNCTIONS; PROVIDING FOR**
11 **TRANSMITTAL AND PROVIDING FOR AN EFFECTIVE**
12 **DATE.**
13

14 **WHEREAS**, the Town of Lauderdale-By-The-Sea, Florida (the “Town”) recognizes the
15 vital role of municipal clerks and employees who perform municipal election duties and code
16 enforcement functions in ensuring the effective administration of local government; and

17 **WHEREAS**, many municipal staff who perform duties that include, or result in,
18 investigations into complaints regarding election fraud, legal enforcement of hearings that could
19 lead to a criminal prosecution, or code enforcement actions are exposed to threats and other acts
20 of violence; and

21 **WHEREAS**, municipal clerks often administer elections, and some election workers have
22 been targeted for threats and violence due to the nature of materials they are responsible for; and

23 **WHEREAS**, municipal clerks frequently participate in legal enforcement proceedings and
24 actions related to code and ordinance violations, and these proceedings have, at times, resulted in
25 retaliation and threats against them by defendants; and

26 **WHEREAS**, Florida law provides public record exemptions for local personnel involved
27 in investigations, enforcement, or services that may lead to contentious interactions, and municipal
28 clerks and their staff warrant similar protections; and

29 **WHEREAS**, the Florida Association of City Clerks (“FACC”) prioritizes the safety and
30 well-being of municipal clerks and their staff, who serve the public daily and often serve as the
31 first point of contact for citizens; and

WHEREAS, FACC advocates extending similar protections to municipal clerks and employees involved in municipal election work and code enforcement, to serve the public interest by promoting their safety and preserving the integrity of municipal operations; and

WHEREAS, the Town Commission urges the Florida State Legislature to enact legislation amending Chapter 119, Florida Statutes, to include a public records exemption for municipal clerks and employees engaged in municipal election work and code enforcement functions; and

WHEREAS, the Town Commission finds that this Resolution is in the best interest and welfare of the residents of the Town.

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

Section 1. Recitals. The foregoing "WHEREAS" clauses are true and correct and hereby ratified and confirmed by the Town Commission and incorporated herein.

Section 2. Urging. The Town Commission urges the State Legislature to enact legislation to provide a public records exemption for municipal clerks and employees who perform municipal election work or have any part in code enforcement functions.

Section 3. Transmittal. The Town Clerk is directed to transmit a copy of this Resolution to Governor Ron DeSantis, the Broward County State Legislative Delegation, the Broward County Board, and the Broward County League of Cities.

Section 4. Effective Date. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Town Commission of the Town of Lauderdale-By-The-Sea, Florida, this 25th day of February, 2025.

Mayor Edmund Malkoon

60 ATTEST:

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64 _____
65 Katrina Adler, Town Clerk
66 (CORPORATE SEAL)

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APPROVED AS TO FORM:

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73 _____
Susan L. Trevarthen, Town Attorney



Agenda Item No: 18.b.

Town Commission Agenda Item Report

Meeting Date: February 25, 2025

Submitted By: Ken Rubach, Deputy Town Manager/Public Works Director

Submitting Department: Administration

Item Type: Resolution

Agenda Section: RESOLUTIONS – PUBLIC COMMENTS

Subject Title: Resolution 2025-18: A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE A QUOTE FOR ELECTRIC SERVICE UPGRADES TO THE EL PRADO PARKING LOT PURSUANT TO THE PIGGYBACK AGREEMENT BETWEEN THE TOWN AND KILOWATT ELECTRIC COMPANY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Explanation: As part of the FY 25 budget, staff included electric service upgrades to the El Prado parking lot. The project scope installs Qty 24 - 120v GFCI receptacles, one in front of each tree in the median area. The project would allow enhanced holiday lighting and provide power availability when the lot is utilized for events. The work will be performed under our existing piggyback agreement with Kilowatt (City of Coral Springs Bid No. 23-B-013F) and requires Commission approval due to the amount exceeding the Town Manager's purchasing authority. The cost for this project is \$34,080. The project is budgeted for in the Parking Fund under Capital Outlay-Equipment and Machinery (310-54500-500640).

Recommendation: Approve Resolution 2025-18: Authorize the Town Manager to approve execute the quote from Kilowatt Electric utilizing the piggyback agreement with the City of Coral Springs in the amount of \$34,080 for the El Park Park Parking Lot electrical upgrades.

Exhibits:

1. Resolution 2025-18 Kilowatt El Prado Parking Lot

RESOLUTION NO. 2025-18

A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE A QUOTE FOR ELECTRIC SERVICE UPGRADES TO THE EL PRADO PARKING LOT PURSUANT TO THE PIGGYBACK AGREEMENT BETWEEN THE TOWN AND KILOWATT ELECTRIC COMPANY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on October 22, 2024, the Town of Lauderdale-By-The-Sea (the “Town”) Commission adopted Resolution No. 2024-46 approving a piggyback agreement with Kilowatt Electric Company (the “Contractor”) for electrical contractor services to support various electrical systems and public works projects (the “Services”) utilizing the same or better terms and conditions of the City of Coral Springs agreement competitively awarded pursuant to Invitation to Bid No. 23-B-013F (the “Piggyback Agreement”); and

WHEREAS, the Town desires to make electric service upgrades to the El Prado parking lot, which will allow for enhanced holiday lighting and provide power availability when the lot is utilized for events (the “Project”); and

WHEREAS, pursuant to the terms of the Piggyback Agreement, the Town solicited and the Contractor submitted a quote to provide the Services for the Project in the amount of \$34,080 (the “Quote”), attached hereto as Exhibit “1”; and

WHEREAS, Section IV.E. “Cooperative Purchasing (Piggybacking)” of the Town’s Purchasing Manual provides that purchases made under the provisions of another government’s purchasing contracts shall be exempt from the competitive bidding requirements provided that certain criteria set forth are all satisfied; and

WHEREAS, Town staff recommends utilizing the Contractor for the Project pursuant to the Piggyback Agreement; and

WHEREAS, the Town Commission wishes to authorize the Town Manager to execute the Quote for the Services in an amount not to exceed \$34,080, pursuant to the Piggyback Agreement previously entered into between the Town and Contractor; and

WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve and authorize the Work Authorization with the Contractor, utilizing the Piggyback Agreement.

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. Authorization to Execute the Work Authorization. The Town Manager is hereby authorized to execute the Quote with the Contractor, attached hereto as Exhibit “1,” in an amount not to exceed \$34,080, together with such non-substantial changes as are deemed necessary by the Town Manager and approved as to form and legal sufficiency by the Town Attorney.

Section 3. 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 4. Effective Date. This Resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED this _____ day of _____, 2025.

Mayor Edmund Malkoon

Attest:

Katrina Adler, Town Clerk

APPROVED AS TO FORM:

Susan L. Trevarthen, Town Attorney



Pompano Address:
1700 NW 22nd Ave
Pompano Beach, FL 33069

PSL Address:
1971 SW Biltmore ST
Port St Lucie, FL 34984

Contact Information:
Pompano Ph: 954-975-8200
PSL Ph: 772-214-1070
E: kec@kilowatt-electric.com

Website:
www.kilowatt-electric.com

License Number:
EC-13001961
EC-13012601

CUSTOMER	SERVICE LOCATION	ESTIMATE #	42993
TOWN OF LAUDERDALE BY THE SEA 4501 N. OCEAN DRIVE LAUDERDALE BY THE SEA, FL, 33308	El Prado Park / Parking Lot 4500 El Mar Dr Lauderdale-by-the-Sea, Florida, 33308-3608	DATE	10/23/2024
		PO #	
		EXPIRATION	05/31/2024

DESCRIPTION	This price is to install Qty 24 - 120v GFCI receptacles, one in front of each tree in the median area for christmas lighting. 2 new circuits to be pulled from existing service on North side of parking lot. Outlet location between sidewalk and tree. Price includes metal lockable bubble covers and time clock control at service for receptacles power. Designed for anticipated amperage per receptacle is 1 amp max each (christmas lighting). Permit costs if required not included. Engineering if needed not included. Landscape restoration not included.
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Estimate				
Description	Qty	Rate	Tax	Total
Total Total	1.00	\$34,080.00	\$0.00	\$34,080.00

Estimate Total:

\$34,080.00

CUSTOMER MESSAGE

**This proposal is based upon quoted material prices good until the Proposal Valid Thru date. Due to fluctuation in material pricing, this proposal is an estimated cost only after that date. Upon finalization and acceptance of said contract a final proposal will be submitted with actual pricing at the time. Price is subject to change due to the volatility of the commodity market. Kilowatt shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from the COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof.

**PERMITS, PHOTOMETRIC, ENGINEERING, BORES, LAYOUTS, ASPHALT REPAIR, DRYWALL REPAIR, CONCRETE REPAIR, PAINTING, STAKE OUT, SURVEYS, BONDS, MOT, EROSION CONTROL, REMOVAL & RESTORATION OF SOD, LANDSCAPING, PAVERS, FENCING, IRRIGATION, FIRE ALARM, AUDIO WIRING, LIGHTNING PROTECTION, AND IRRIGATION REPAIR ARE NOT INCLUDED IN THIS PRICE.

Acceptance of Proposal: The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above. All legal fees needed for collection are at customers' expense.

**All stake outs to be done by others, this contractor assumes no liability for unmarked utilities damaged by excavation. We use a rapid trench technique and supply a rough backfill only. We are not responsible for any landscape restoration. Proposal does not include picking up any FP&L material. Site must be within 2" of finished grade or vertical grades stakes must be supplied. Permit costs not included.

*We accept Visa, Mastercard, American Express, checks, and ACH transfers.

*All credit card payments are subject up to a 3% processing fee.

Approval Signature: _____

Print Name: _____

Date: _____