



Town Commission

Pursuant to Executive Order 20-69 issued by the Governor and the Town Local Declaration of Public Emergency, a VIRTUAL Town Commission meeting will be held on Tuesday, April 28, 2020, at 6:30 p.m. and broadcast from Town Hall.

The April 28, 2020 Town Commission meeting will be held as a VIRTUAL MEETING with elected officials and Town staff participating through video conferencing. This virtual meeting will be broadcasted live for members of the public to view on the Town's website (www.lbts-fl.gov), Comcast Channel 78, and AT&T U-verse Channel 99.

Members of the public may submit comments via email to public_comments@lbts-fl.gov Any comments received will be provided to the Commission and included in the minutes.

Public comments submitted via email are to be limited to a 400-word limit. The comment must include the person's name and address, and identify the agenda item to be addressed, if the comment is for a specific agenda item. The deadline to submit public comment will occur when the Mayor closes public comment for the virtual meeting, or for the item.

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

Please note that Governor DeSantis' Executive Order Number 20-69 suspended the requirements of Section 286.011, Florida Statutes, the Florida Sunshine law, that a quorum be present and that a local government body meet at a specific public place. The Executive Order also allows local government bodies to utilize communications media technology, such as telephonic and video conferencing for local government body meetings.

Virtual Town Commission Meeting

VIRTUAL TOWN COMMISSION MEETING

Tuesday, April 28, 2020, 6:30 PM

1.CALL TO ORDER, MAYOR CHRIS VINCENT

2.PLEDGE OF ALLEGIANCE TO THE FLAG

3.INVOCATION - Moment of Silence

4.ADDITIONS, DELETIONS, DEFERRALS OF AGENDA ITEMS

5.PRESENTATIONS

6.PUBLIC COMMENTS

7.PUBLIC SAFETY DISCUSSION

8.TOWN MANAGER REPORT

8.a February Finance Report (Lucila Lang, Finance Director)

[CoverPage - Finance Report.pdf](#)

[Ex1 revenue expenditure report february 2020.pdf](#)

[Ex2 FEBRUARY CASH-INVESTMENT REPORT_ FEBRUARY 2020.pdf](#)

8.b 1st Qtr Welcome Center Report (Eva Marissa)

[CoverPage - Chamber.pdf](#)

[1st Qtr Welcome Center Report.pdf](#)

[1st Qtr Welcome Center Report P&L.pdf](#)

[January.pdf](#)

[February.pdf](#)

[March.pdf](#)

8.c LBTS Marketing Update (Debbie Hime, Special Projects Coordinator)

[CoverPage - Marketing.pdf](#)

8.d Town Manager Report (Bill Vance, Town Manager)

[CoverPage - April 28 TM Report Final .pdf](#)

[ACTION PLAN.pdf](#)

9.TOWN ATTORNEY REPORT

10.APPROVAL OF MINUTES

11.CONSENT AGENDA

- 11.a Tree Trimming Contract (Ken Rubach, Municipal Services Director)
[CoverPage - Reso 2020-19.pdf](#)
[Exhibit A- Tree Trimming Services Agreement 2020.pdf](#)
[Reso 2020-19.pdf](#)

12.OLD BUSINESS

- 12.a El Mar Drive Project – Public Participation Meeting #1 (Linda Connors, Development Services Director)
[CoverPage - El Mar Drive Survey Results.pdf](#)

13.NEW BUSINESS

- 13.a Unsafe Structure – 4116 Ocean Drive (Linda Connors, Development Services Director)
[CoverPage.pdf](#)
[Ex1 - Holiday Inn_site visit report_2 28 2020 - revised.pdf](#)
- 13.b Community Center Manager Position (Bill Vance, Town Manager)
[CoverPage - Armilio Full Time .pdf](#)
[Armillio's Vision Statement.pdf](#)
[Draft Community Center Manager Job Description.pdf](#)

14.COMMISSIONER COMMENTS

15.ORDINANCES 1st Reading

16.ORDINANCES 2nd Reading

17.RESOLUTIONS - PUBLIC COMMENTS

- 17.a Resolution 2020-18 - A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, PROVIDING FOR THE APPOINTMENT OF MEMBERS TO THE AUDIT COMMITTEE; PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.
[CoverPage - Reso 2020-18 Audit Committee.pdf](#)
[Reso 2020-18 Audit Committee .pdf](#)
[Jeff Yocom.pdf](#)
[Jill Bonin.pdf](#)
[Howard Goldberg.pdf](#)
[Ken Brenner.pdf](#)

18.QUASI JUDICIAL PUBLIC HEARING

19.ADJOURNMENT

THE TOWN OF LAUDERDALE-BY-THE-SEA WILL FURNISH APPROPRIATE AUXILIARY AIDS AND SERVICES NECESSARY TO AFFORD INDIVIDUALS AN EQUAL OPPORTUNITY TO PARTICIPATE IN MEETINGS OF THE TOWN COMMISSION. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA STATUTE 286.26, PERSONS WITH

DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE TOWN CLERK NO LATER THAN TWO (2) DAYS PRIOR TO THE MEETING AT (954) 640-4200 FOR ASSISTANCE.

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



Town Commission Agenda Item Report

Meeting Date: April 28, 2020

Submitted by: Lucila Lang, Finance Director

Submitting Department: Finance

Item Type: Finance Report

Agenda Section: Town Manager Report-Finance Report

Subject Title: February, 2020 Finance Report

Explanation: Presented is the FY20 February, 2020 financial report, which consists of the attached Revenue/Expenditure Report (Exhibit 1) and the Cash & Investment Report (Exhibit 2).

Recommendation: Review

The following is a summary of the operating results through : 2/29/2020

Fund	Annual Budget	Budgeted Appropriations	Budgeted Rev Excl Appr	YTD Revenues		YTD Expenditures		Net Amount
				Amount	% of Budget	Amount	% of Budget	
General Fund	\$ 13,345,354.00		\$ 13,345,354.00	\$ 9,807,875.59	73%	\$ 5,016,175.03	38%	\$ 4,791,700.56
Sewer Fund	1,130,896.00		\$ 1,130,896.00	490,801.98	43%	450,727.21	40%	\$ 40,074.77
Fire Fund	1,313,147.00	231,393.00	\$ 1,081,754.00	961,210.31	89%	381,180.15	29%	\$ 580,030.16
Capital Fund	2,303,130.00	2,000,000.00	\$ 303,130.00	11,909.63	4%	88,299.16	4%	\$ (76,389.53)
Parking Fund	2,177,562.00		\$ 2,177,562.00	1,158,123.44	53%	761,664.62	35%	\$ 396,458.82
Grand Total	\$ 20,270,089.00	\$ 2,231,393.00	\$ 18,038,696.00	\$ 12,429,920.95		\$ 6,698,046.17		\$ 5,731,874.78

Notable items this month are as follows:

General Fund Revenues:

- Ad Valorem Property Taxes: During the month of February, the Town collected ad valorem tax revenues totaling \$355,093.00. On a year-to-date, ad valorem property taxes revenue collections were at 90.5% of the full year budget.
- All other revenues are currently on target for the first 5 months of the fiscal year.

General Fund Expenditures:

- Expenses are all in line for the first 5 months of FY20 (35.2%).

Sewer Fund-103:

- Sewer fund revenue is in line with budgeted amount. Through February, the Town has collected 43.4% or a total of \$486,944.72.
- Expenses in the sewer fund are in line with budgeted amounts with the exception of an expense in the amount of \$72,919.20 which was for repairs on El Mar Drive. These funds will come out of the sewer contingency account.

Fire Fund-115:

- During the first 5 months of FY20, the Town collected Fire Assessment Fees in the amount of \$920,110.31 or 89.0% of budget. Total expenses for the Fire Fund are at 29.0%.

Capital Fund-300:

- No significant activity for the first 5 months of FY20.

Parking Fund-310:

- Parking revenues were strong through February, 2020. The Town has collected \$1,074,867.07 or 51.3% of budget.
- Expenditures are in line with budgeted expectations at 36.3%.

Attachments:

1. Revenue Expenditure Report
2. Cash and Investment Report

REVENUE/EXPENDITURE REPORT

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10:01 pm

Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - General Fund							
Revenues							
Dept: 301.000 Ad Valorem Property Taxes							
311.100 Ad Valorem Property Taxes	8,710,268.00	8,710,268.00	7,884,585.35	355,093.00	0.00	825,682.65	90.5
Ad Valorem Property Taxes	8,710,268.00	8,710,268.00	7,884,585.35	355,093.00	0.00	825,682.65	90.5
Dept: 301.100 Utility Taxes							
311.101 FPL Utility Tax	830,000.00	830,000.00	294,854.22	68,443.09	0.00	535,145.78	35.5
311.440 Gas Utility Tax	16,500.00	16,500.00	3,971.96	1,599.69	0.00	12,528.04	24.1
314.300 Water Utility Tax	167,000.00	167,000.00	57,321.26	15,692.91	0.00	109,678.74	34.3
Utility Taxes	1,013,500.00	1,013,500.00	356,147.44	85,735.69	0.00	657,352.56	35.1
Dept: 301.600 Franchise Taxes							
313.100 FI Power & Light Franchise	600,000.00	600,000.00	212,658.24	44,471.19	0.00	387,341.76	35.4
313.300 Waste Franchise Collection	93,000.00	93,000.00	54,544.12	15,660.95	0.00	38,455.88	58.6
313.301 Waste Franchise Adm-Fee	10,000.00	10,000.00	2,356.92	0.00	0.00	7,643.08	23.6
313.400 Gas Franchise	15,000.00	15,000.00	3,802.04	1,733.13	0.00	11,197.96	25.3
313.600 Towing Franchise Fees	600.00	600.00	260.00	260.00	0.00	340.00	43.3
Franchise Taxes	718,600.00	718,600.00	273,621.32	62,125.27	0.00	444,978.68	38.1
Dept: 302.000 Licenses & Permits							
321.100 Business License Taxes	80,000.00	80,000.00	72,385.22	1,333.10	0.00	7,614.78	90.5
321.110 Sidewalk Cafe ROW	50,000.00	50,000.00	45,777.40	100.00	0.00	4,222.60	91.6
322.100 Building Permits	681,500.00	681,500.00	339,984.90	77,980.04	0.00	341,515.10	49.9
322.105 Fire Plan Review Fees	21,000.00	21,000.00	9,539.00	1,440.00	0.00	11,461.00	45.4
322.150 Miscellaneous Permits	2,497.00	2,497.00	0.00	0.00	0.00	2,497.00	0.0
322.400 Sign Permits	4,000.00	4,000.00	885.00	100.00	0.00	3,115.00	22.1
Licenses & Permits	838,997.00	838,997.00	468,571.52	80,953.14	0.00	370,425.48	55.8
Dept: 303.000 Intergovernmental Revenues							
311.120 Municipal Revenue Sharing	155,600.00	155,600.00	67,282.17	13,456.43	0.00	88,317.83	43.2
311.150 Alcoholic Beverage License	15,500.00	15,500.00	685.21	636.27	0.00	14,814.79	4.4
311.180 Sales Tax	394,000.00	394,000.00	142,216.22	40,596.76	0.00	251,783.78	36.1
312.405 Local Op Gas Tax 1 - 6 cent	65,651.00	65,651.00	21,806.38	11,321.00	0.00	43,844.62	33.2
312.410 Local Op Gas Tax 1 - 5 cent	46,630.00	46,630.00	15,181.73	8,067.20	0.00	31,448.27	32.6
315.100 Communication Service Tax	320,000.00	320,000.00	108,061.98	27,801.98	0.00	211,938.02	33.8
334.904 Hurricane-Storm/FEMA	0.00	0.00	127,566.49	72,247.63	0.00	-127,566.49	0.0
334.910 BCC-Senior Center Grant	18,507.00	18,507.00	0.00	0.00	0.00	18,507.00	0.0
334.914 BCC-Transportation Grant	51,704.00	51,704.00	0.00	0.00	0.00	51,704.00	0.0
334.915 FDOT-Reimbursable Grant	18,064.00	18,064.00	0.00	0.00	0.00	18,064.00	0.0
Intergovernmental Revenues	1,085,656.00	1,085,656.00	482,800.18	174,127.27	0.00	602,855.82	44.5
Dept: 304.000 Charges for Services							
343.902 Site Plan Application Fees	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
347.500 Tennis - Shuffle Key	9,200.00	9,200.00	8,409.22	569.90	0.00	790.78	91.4
Charges for Services	11,200.00	11,200.00	8,409.22	569.90	0.00	2,790.78	75.1
Dept: 305.000 Fines & Forfeitures							
354.150 Fines,TrafficViolation,Citatio	31,452.00	31,452.00	12,298.97	1,988.72	0.00	19,153.03	39.1
354.160 Code Enforcement Fines	50,000.00	50,000.00	11,095.00	0.00	0.00	38,905.00	22.2
359.100 Other Fines & Alarms	2,000.00	2,000.00	125.00	0.00	0.00	1,875.00	6.3
Fines & Forfeitures	83,452.00	83,452.00	23,518.97	1,988.72	0.00	59,933.03	28.2
Dept: 306.000 Miscellaneous Revenues							
361.100 Interest Earnings	26,000.00	26,000.00	56,513.97	11,925.80	0.00	-30,513.97	217.4
362.000 Rent/Lease Royalties	67,620.00	67,620.00	30,687.80	6,137.56	0.00	36,932.20	45.4
365.400 Recycling Revenue	3,041.00	3,041.00	0.00	0.00	0.00	3,041.00	0.0
366.100 Donations	5,000.00	5,000.00	1,840.00	0.00	0.00	3,160.00	36.8
369.100 Miscellaneous Revenues	36,308.00	36,308.00	27,632.53	3,381.44	0.00	8,675.47	76.1
369.200 Miscellaneous Applications	18,975.00	18,975.00	9,273.30	1,625.00	0.00	9,701.70	48.9
369.201 Miscellaneous MerchandiseSales	689.00	689.00	416.74	3.00	0.00	272.26	60.5
369.250 Recreational Activities Fee	1,250.00	1,250.00	1,308.00	215.00	0.00	-58.00	104.6
369.500 Miscellaneous Lobbyist	600.00	600.00	700.00	0.00	0.00	-100.00	116.7

REVENUE/EXPENDITURE REPORT

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10:01 pm

Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - General Fund							
Revenues							
Dept: 306.000 Miscellaneous Revenues							
369.901 Insurance Reimbursement	3,281.00	3,281.00	0.00	0.00	0.00	3,281.00	0.0
Miscellaneous Revenues	162,764.00	162,764.00	128,372.34	23,287.80	0.00	34,391.66	78.9
Dept: 581.100 Interfund Transfers							
380.115 Transfer from Fire - OH Costs	22,000.00	22,000.00	5,500.00	0.00	0.00	16,500.00	25.0
381.106 Transfer from Parking Fund	698,917.00	698,917.00	174,729.25	0.00	0.00	524,187.75	25.0
Interfund Transfers	720,917.00	720,917.00	180,229.25	0.00	0.00	540,687.75	25.0
Revenues	13,345,354.00	13,345,354.00	9,806,255.59	783,880.79	0.00	3,539,098.41	73.5
Expenditures							
Dept: 511.000 Commission							
500.110 Commission Salaries	71,826.00	71,826.00	26,062.71	5,012.06	0.00	45,763.29	36.3
500.210 Employer FICA Taxes	5,300.00	5,300.00	1,866.50	358.99	0.00	3,433.50	35.2
500.220 Retirement	33,400.00	33,400.00	11,010.93	3,670.32	0.00	22,389.07	33.0
500.230 Group Insurance	57,084.00	57,084.00	26,526.64	3,805.33	0.00	30,557.36	46.5
500.345 Contractual Services	3,500.00	3,500.00	1,420.35	420.00	0.00	2,079.65	40.6
500.510 Office Supplies	650.00	650.00	17.67	17.67	0.00	632.33	2.7
500.512 Elections	2,300.00	2,300.00	558.48	0.00	0.00	1,741.52	24.3
500.540 Dues & Subscriptions	1,912.00	1,912.00	350.00	0.00	0.00	1,562.00	18.3
500.545 Training	4,500.00	4,500.00	0.00	0.00	0.00	4,500.00	0.0
500.550 Operating Expenses	9,500.00	9,500.00	2,185.88	0.00	0.00	7,314.12	23.0
Commission	189,972.00	189,972.00	69,999.16	13,284.37	0.00	119,972.84	36.8
Dept: 511.100 Donation-Non Profits							
500.820 Donations-Aids to Private Org	42,753.00	42,753.00	5,000.00	0.00	0.00	37,753.00	11.7
Donation-Non Profits	42,753.00	42,753.00	5,000.00	0.00	0.00	37,753.00	11.7
Dept: 511.200 Visitor Center							
500.120 Regular Salaries	12,782.00	12,782.00	6,776.04	1,099.79	0.00	6,005.96	53.0
500.140 Overtime Salaries	1,500.00	1,500.00	1,066.79	116.19	0.00	433.21	71.1
500.210 Employer FICA Taxes	1,044.00	1,044.00	518.36	84.13	0.00	525.64	49.7
500.220 Retirement	1,128.00	1,128.00	739.94	120.10	0.00	388.06	65.6
500.230 Group Insurance	3,454.00	3,454.00	1,442.25	213.20	0.00	2,011.75	41.8
500.340 Sewer/Wastewater	2,700.00	2,700.00	922.10	339.29	0.00	1,777.90	34.2
500.345 Contractual Services	29,900.00	29,900.00	13,450.00	13,450.00	0.00	16,450.00	45.0
500.430 Electric Service	1,600.00	1,600.00	418.53	87.87	0.00	1,181.47	26.2
500.431 Water Service	2,800.00	2,800.00	1,015.52	386.80	0.00	1,784.48	36.3
500.520 Bldg. Maintenance	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
500.640 Capital Outlay - Equip't & Mach	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
Visitor Center	65,908.00	65,908.00	26,349.53	15,897.37	0.00	39,558.47	40.0
Dept: 513.000 Administration							
500.120 Regular Salaries	645,616.00	645,616.00	259,155.13	49,630.64	0.00	386,460.87	40.1
500.140 Overtime Salaries	2,500.00	2,500.00	1,140.40	252.81	0.00	1,359.60	45.6
500.210 Employer FICA Taxes	49,500.00	49,500.00	19,783.68	3,793.33	0.00	29,716.32	40.0
500.220 Retirement	106,164.00	106,164.00	28,114.15	10,547.88	0.00	78,049.85	26.5
500.230 Group Insurance	129,722.00	129,722.00	56,426.84	8,876.74	0.00	73,295.16	43.5
500.315 Professional Services	50,000.00	50,000.00	9,580.00	4,925.00	0.00	40,420.00	19.2
500.320 Audit Expense	31,500.00	31,500.00	5,500.00	4,000.00	0.00	26,000.00	17.5
500.344 HR Expenses	30,000.00	30,000.00	455.71	-334.08	0.00	29,544.29	1.5
500.345 Contractual Services	20,000.00	20,000.00	9,017.49	1,709.96	0.00	10,982.51	45.1
500.463 Service Maintenance Contracts	40,000.00	40,000.00	11,918.76	2,131.57	1,800.00	26,281.24	34.3
500.506 Printing & Binding	5,000.00	5,000.00	4,053.00	0.00	0.00	947.00	81.1
500.508 Postage	4,500.00	4,500.00	1,528.55	-164.05	0.00	2,971.45	34.0
500.510 Office Supplies	7,500.00	7,500.00	3,606.60	40.94	0.00	3,893.40	48.1
500.540 Dues & Subscriptions	8,000.00	8,000.00	2,035.57	265.03	0.00	5,964.43	25.4
500.545 Training	8,000.00	8,000.00	1,784.50	45.22	0.00	6,215.50	22.3
500.550 Operating Expenses	10,000.00	10,000.00	4,180.00	707.23	9,612.32	-3,792.32	137.9

REVENUE/EXPENDITURE REPORT

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4/21/2020

10:01 pm

Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - General Fund							
Expenditures							
Administration	1,148,002.00	1,148,002.00	418,280.38	86,428.22	11,412.32	718,309.30	37.4
Dept: 514.000 Town Attorney							
500.310 Legal Expense	255,000.00	255,000.00	47,488.45	0.00	0.00	207,511.55	18.6
500.314 Litigation	100,000.00	100,000.00	2,621.60	0.00	0.00	97,378.40	2.6
500.315 Professional Services	255,000.00	255,000.00	0.00	0.00	0.00	255,000.00	0.0
500.319 Ethics Research, Training & Op	8,000.00	8,000.00	1,762.80	0.00	0.00	6,237.20	22.0
Town Attorney	618,000.00	618,000.00	51,872.85	0.00	0.00	566,127.15	8.4
Dept: 519.000 General							
500.120 Regular Salaries	80,000.00	80,000.00	32,000.07	6,153.86	0.00	47,999.93	40.0
500.210 Employer FICA Taxes	6,200.00	6,200.00	2,223.58	473.10	0.00	3,976.42	35.9
500.220 Retirement	6,800.00	6,800.00	2,345.54	781.85	0.00	4,454.46	34.5
500.230 Group Insurance	14,372.00	14,372.00	6,159.13	884.51	0.00	8,212.87	42.9
500.311 Advertisements	8,000.00	8,000.00	2,206.95	224.90	0.00	5,793.05	27.6
500.313 Legal Exp- Other Issues	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
500.315 Professional Services	75,000.00	75,000.00	12,500.00	2,500.00	0.00	62,500.00	16.7
500.345 Contractual Services	5,000.00	5,000.00	1,034.98	1,034.98	0.00	3,965.02	20.7
500.349 Community Bus	173,488.00	173,488.00	68,462.94	13,002.00	0.00	105,025.06	39.5
500.451 Auto, Property & Liability Ins	125,000.00	125,000.00	105,423.00	26,112.25	0.00	19,577.00	84.3
500.452 Workers Compensation Insur	45,020.00	45,020.00	28,906.00	0.00	0.00	16,114.00	64.2
500.497 Contingency	46,253.00	46,253.00	0.00	0.00	0.00	46,253.00	0.0
500.506 Printing & Binding	10,950.00	10,950.00	0.00	0.00	0.00	10,950.00	0.0
500.508 Postage	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
500.511 Computer Expense	130,000.00	130,000.00	91,529.39	7,802.00	0.00	38,470.61	70.4
500.525 Uniform Expense	500.00	500.00	0.00	0.00	0.00	500.00	0.0
500.540 Dues & Subscriptions	500.00	500.00	0.00	0.00	0.00	500.00	0.0
500.545 Training	2,600.00	2,600.00	383.00	0.00	0.00	2,217.00	14.7
500.550 Operating Expenses	37,575.00	37,575.00	20,148.58	448.27	0.00	17,426.42	53.6
500.552 Recycling and Solid Waste Exp	60,000.00	60,000.00	17,428.66	5,461.27	0.00	42,571.34	29.0
500.640 Capital Outlay - Equip & Mach	13,700.00	13,700.00	7,721.39	2,488.99	0.00	5,978.61	56.4
General	848,958.00	848,958.00	398,473.21	67,367.98	0.00	450,484.79	46.9
Dept: 519.100 Business Dev & Marketing							
500.311 Advertisements	77,185.00	77,185.00	10,736.93	0.00	0.00	66,448.07	13.9
500.315 Professional Services	65,500.00	65,500.00	6,422.60	932.65	0.00	59,077.40	9.8
500.345 Contractual Services	32,650.00	32,650.00	8,564.51	77.92	0.00	24,085.49	26.2
500.495 Special Events	36,400.00	36,400.00	1,199.60	0.00	0.00	35,200.40	3.3
500.506 Printing & Binding	41,442.00	41,442.00	3,304.50	277.50	0.00	38,137.50	8.0
500.540 Dues & Subscriptions	1,735.00	1,735.00	175.00	0.00	0.00	1,560.00	10.1
500.550 Operating Expenses	1,500.00	1,500.00	139.10	0.00	0.00	1,360.90	9.3
Business Dev & Marketing	256,412.00	256,412.00	30,542.24	1,288.07	0.00	225,869.76	11.9
Dept: 521.000 Police Department							
500.345 Contractual Services	4,811,226.00	4,811,226.00	1,988,080.32	394,645.83	0.00	2,823,145.68	41.3
500.352 Contract Services	5,000.00	5,000.00	4,996.19	4,996.19	0.00	3.81	99.9
500.520 Bldg. Maintenance	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
500.550 Operating Expenses	5,808.00	5,808.00	297.00	0.00	0.00	5,511.00	5.1
500.640 Capital Outlay - Equip & Mach	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
Police Department	4,853,534.00	4,853,534.00	1,993,373.51	399,642.02	0.00	2,860,160.49	41.1
Dept: 523.000 Emergency Medical Services							
500.345 Contractual Services	823,545.00	823,545.00	343,143.60	68,628.72	0.00	480,401.40	41.7
Emergency Medical Services	823,545.00	823,545.00	343,143.60	68,628.72	0.00	480,401.40	41.7
Dept: 524.000 Development Services							
500.120 Regular Salaries	290,191.00	290,191.00	110,770.73	22,134.57	0.00	179,420.27	38.2
500.140 Overtime Salaries	4,000.00	4,000.00	1,146.49	247.29	0.00	2,853.51	28.7
500.210 Employer FICA Taxes	22,300.00	22,300.00	8,467.87	1,693.14	0.00	13,832.13	38.0
500.220 Retirement	45,900.00	45,900.00	18,643.03	6,281.69	0.00	27,256.97	40.6
500.230 Group Insurance	65,378.00	65,378.00	25,133.50	3,815.59	0.00	40,244.50	38.4

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Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - General Fund							
Expenditures							
Dept: 524.000 Development Services							
500.315 Professional Services	104,500.00	104,500.00	23,409.24	11,462.50	15,000.00	66,090.76	36.8
500.345 Contractual Services	331,600.00	331,600.00	91,980.91	20,473.59	0.00	239,619.09	27.7
500.402 Building Permit Services	520,000.00	520,000.00	142,583.53	49,994.21	0.00	377,416.47	27.4
500.461 Vehicle Maintenance	250.00	250.00	0.00	0.00	0.00	250.00	0.0
500.462 Fuel	1,000.00	1,000.00	78.54	23.31	0.00	921.46	7.9
500.463 Service Maintenance Contracts	2,220.00	2,220.00	2,209.12	406.38	0.00	10.88	99.5
500.506 Printing & Binding	800.00	800.00	-79.90	14.30	0.00	879.90	-10.0
500.508 Postage	6,000.00	6,000.00	935.15	164.05	0.00	5,064.85	15.6
500.510 Office Supplies	3,500.00	3,500.00	722.83	298.39	0.00	2,777.17	20.7
500.525 Uniform Expense	600.00	600.00	0.00	0.00	0.00	600.00	0.0
500.540 Dues & Subscriptions	2,000.00	2,000.00	513.40	50.00	0.00	1,486.60	25.7
500.545 Training	6,000.00	6,000.00	1,387.86	44.90	0.00	4,612.14	23.1
500.550 Operating Expenses	9,350.00	9,350.00	2,710.85	141.86	0.00	6,639.15	29.0
500.630 Cap Outlay Imp other than bldg	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
Development Services	1,435,589.00	1,435,589.00	430,613.15	117,245.77	15,000.00	989,975.85	31.0
Dept: 541.100 Mun Svcs - Public Works Div							
500.120 Regular Salaries	845,096.00	845,096.00	345,030.60	64,793.29	0.00	500,065.40	40.8
500.140 Overtime Salaries	35,000.00	35,000.00	26,480.30	4,049.67	0.00	8,519.70	75.7
500.210 Employer FICA Taxes	64,700.00	64,700.00	28,024.22	5,182.17	0.00	36,675.78	43.3
500.220 Retirement	86,521.00	86,521.00	42,176.42	11,655.44	0.00	44,344.58	48.7
500.230 Group Insurance	238,858.00	238,858.00	101,486.22	15,218.01	0.00	137,371.78	42.5
500.315 Professional Services	25,000.00	25,000.00	18,943.75	5,865.00	0.00	6,056.25	75.8
500.340 Sewer/Wastewater	12,500.00	12,500.00	6,495.55	3,770.30	0.00	6,004.45	52.0
500.345 Contractual Services	134,271.00	134,271.00	82,219.20	50,861.10	0.00	52,051.80	61.2
500.410 Communications	40,440.00	40,440.00	21,045.68	4,179.70	0.00	19,394.32	52.0
500.430 Electric Service	42,000.00	42,000.00	12,467.89	2,606.22	0.00	29,532.11	29.7
500.431 Water Service	120,000.00	120,000.00	46,556.56	16,736.09	0.00	73,443.44	38.8
500.433 Electric Service-Streets	60,000.00	60,000.00	20,391.18	4,307.84	0.00	39,608.82	34.0
500.445 Equip Rent/Lease	16,500.00	16,500.00	15,440.20	100.00	0.00	1,059.80	93.6
500.460 Equipment Maintenance	23,000.00	23,000.00	10,333.32	2,781.03	0.00	12,666.68	44.9
500.461 Vehicle Maintenance	13,000.00	13,000.00	7,580.05	543.07	0.00	5,419.95	58.3
500.462 Fuel	18,000.00	18,000.00	9,961.95	1,170.23	0.00	8,038.05	55.3
500.463 Service Maintenance Contracts	12,776.00	12,776.00	4,077.25	548.52	0.00	8,698.75	31.9
500.470 Radio Maintenance	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.0
500.498 Storm Drain Rehab/Maint	50,000.00	50,000.00	6,240.00	750.00	0.00	43,760.00	12.5
500.508 Postage	300.00	300.00	383.51	140.00	0.00	-83.51	127.8
500.510 Office Supplies	2,000.00	2,000.00	650.74	0.00	0.00	1,349.26	32.5
500.520 Bldg. Maintenance	60,000.00	60,000.00	35,417.62	3,495.05	0.00	24,582.38	59.0
500.525 Uniform Expense	8,000.00	8,000.00	5,243.85	925.24	0.00	2,756.15	65.5
500.529 Street Light Maintenance	17,538.00	17,538.00	6,799.07	440.00	0.00	10,738.93	38.8
500.530 Street Maint Repair Supply	137,000.00	137,000.00	18,483.40	1,840.07	0.00	118,516.60	13.5
500.531 Grounds Maint/Landscaping	32,500.00	32,500.00	32,591.16	8,383.99	0.00	-91.16	100.3
500.532 Signs	10,000.00	10,000.00	2,444.86	1,159.26	0.00	7,555.14	24.4
500.534 Sidewalk Maint Repair	22,000.00	22,000.00	15,760.00	15,760.00	0.00	6,240.00	71.6
500.535 Flags	1,200.00	1,200.00	819.00	0.00	0.00	381.00	68.3
500.540 Dues & Subscriptions	1,000.00	1,000.00	1,260.00	0.00	0.00	-260.00	126.0
500.545 Training	5,300.00	5,300.00	437.33	437.33	0.00	4,862.67	8.3
500.547 Hurricane Expenditure	25,000.00	25,000.00	287.50	0.00	0.00	24,712.50	1.2
500.550 Operating Expenses	55,000.00	55,000.00	36,523.03	5,005.71	0.00	18,476.97	66.4
500.624 Capital Outlay-Bldg. Improvemt	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.0
500.640 Capital Outlay - Equip & Mach	26,500.00	26,500.00	5,392.50	0.00	0.00	21,107.50	20.3
500.644 Capital Outlay-Vehicles	289,500.00	289,500.00	3,159.89	2,048.71	0.00	286,340.11	1.1
Mun Svcs - Public Works Div	2,607,900.00	2,607,900.00	970,603.80	234,753.04	0.00	1,637,296.20	37.2
Dept: 541.200 Mun Svcs - Comm Strnds Div							
500.140 Overtime Salaries	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.0
500.315 Professional Services	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
500.345 Contractual Services	134,271.00	134,271.00	0.00	0.00	0.00	134,271.00	0.0
500.410 Communications	14,400.00	14,400.00	0.00	0.00	0.00	14,400.00	0.0

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Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 001 - General Fund							
Expenditures							
Mun Svcs - Comm Stnds Div	208,671.00	208,671.00	0.00	0.00	0.00	208,671.00	0.0
Dept: 572.000 Recreation							
500.311 Advertisements	3,150.00	3,150.00	1,590.50	153.00	0.00	1,559.50	50.5
500.342 Senior Rec. Ctr. Contract	79,631.00	79,631.00	30,887.90	6,177.58	0.00	48,743.10	38.8
500.343 Beach Maintenance Contract	264,000.00	264,000.00	93,677.00	20,500.00	0.00	170,323.00	35.5
500.345 Contractual Services	26,500.00	26,500.00	0.00	0.00	0.00	26,500.00	0.0
500.347 Programs	20,000.00	20,000.00	7,350.00	1,550.00	0.00	12,650.00	36.8
500.430 Electric Service	800.00	800.00	200.74	45.78	0.00	599.26	25.1
500.460 Equipment Maintenance	8,000.00	8,000.00	4,721.40	0.00	0.00	3,278.60	59.0
500.469 Buoy Maintenance	9,000.00	9,000.00	2,350.80	2,350.80	0.00	6,649.20	26.1
500.495 Special Events	114,100.00	114,100.00	40,278.73	0.00	0.00	73,821.27	35.3
500.510 Office Supplies	600.00	600.00	621.44	0.00	0.00	-21.44	103.6
500.520 Bldg. Maintenance	44,500.00	44,500.00	10,518.23	1,066.71	0.00	33,981.77	23.6
500.536 Sea Oats	12,000.00	12,000.00	8,269.89	7,500.00	0.00	3,730.11	68.9
500.550 Operating Expenses	82,000.00	82,000.00	49,215.17	6,666.31	0.00	32,784.83	60.0
500.640 Capital Outlay - Equipmt & Mach	32,500.00	32,500.00	24,991.80	3,694.25	0.00	7,508.20	76.9
Recreation	696,781.00	696,781.00	274,673.60	49,704.43	0.00	422,107.40	39.4
Dept: 581.100 Interfund Transfers							
500.915 Transfer to Parking Fund	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00	0.0
500.997 To Fire Fund - Ocean Patrol	13,000.00	13,000.00	3,250.00	0.00	0.00	9,750.00	25.0
Interfund Transfers	513,000.00	513,000.00	3,250.00	0.00	0.00	509,750.00	0.6
Expenditures	14,309,025.00	14,309,025.00	5,016,175.03	1,054,239.99	26,412.32	9,266,437.65	35.2

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Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - Special Revenue-Police Conf							
Revenues							
Dept: 306.000 Miscellaneous Revenues							
369.100 Miscellaneous Revenues	0.00	0.00	156.56	0.00	0.00	-156.56	0.0
Miscellaneous Revenues	0.00	0.00	156.56	0.00	0.00	-156.56	0.0
Revenues	0.00	0.00	156.56	0.00	0.00	-156.56	0.0

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Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 103 - Sewer Fund							
Revenues							
Dept: 304.000 Charges for Services							
343.500 Sewer Fees	1,128,896.00	1,128,896.00	486,944.72	92,921.05	0.00	641,951.28	43.1
Charges for Services	1,128,896.00	1,128,896.00	486,944.72	92,921.05	0.00	641,951.28	43.1
Dept: 306.000 Miscellaneous Revenues							
361.100 Interest Earnings	2,000.00	2,000.00	3,857.26	1,043.55	0.00	-1,857.26	192.9
Miscellaneous Revenues	2,000.00	2,000.00	3,857.26	1,043.55	0.00	-1,857.26	192.9
Revenues	1,130,896.00	1,130,896.00	490,801.98	93,964.60	0.00	640,094.02	43.4
Expenditures							
Dept: 535.000 Sanitary Sewers							
500.120 Regular Salaries	76,200.00	76,200.00	31,495.19	5,861.53	0.00	44,704.81	41.3
500.140 Overtime Salaries	5,000.00	5,000.00	1,841.61	217.11	0.00	3,158.39	36.8
500.210 Employer FICA Taxes	5,900.00	5,900.00	2,389.63	463.47	0.00	3,510.37	40.5
500.220 Retirement	13,500.00	13,500.00	4,952.10	900.39	0.00	8,547.90	36.7
500.230 Group Insurance	9,307.00	9,307.00	4,007.79	439.63	0.00	5,299.21	43.1
500.315 Professional Services	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
500.340 Sewer/Wastewater	672,500.00	672,500.00	320,267.04	67,299.03	0.00	352,232.96	47.6
500.345 Contractual Services	17,689.00	17,689.00	7,195.05	1,439.01	0.00	10,493.95	40.7
500.430 Electric Service	16,210.00	16,210.00	4,891.26	1,001.67	0.00	11,318.74	30.2
500.431 Water Service	360.00	360.00	81.08	0.00	0.00	278.92	22.5
500.459 Sewer Line Maintenance	12,500.00	12,500.00	72,919.20	54,019.00	0.00	-60,419.20	583.4
500.465 Pump Station Maintenance	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
500.497 Contingency	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
500.550 Operating Expenses	1,750.00	1,750.00	687.26	167.86	0.00	1,062.74	39.3
500.630 Cap Outlay Imp other than bldg	150,180.00	150,180.00	0.00	0.00	0.00	150,180.00	0.0
500.640 Capital Outlay - Equip & Mach	16,800.00	16,800.00	0.00	0.00	0.00	16,800.00	0.0
Sanitary Sewers	1,130,896.00	1,130,896.00	450,727.21	131,808.70	0.00	680,168.79	39.9
Expenditures	1,130,896.00	1,130,896.00	450,727.21	131,808.70	0.00	680,168.79	39.9

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Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 115 - Fire Fund							
Revenues							
Dept: 000.000 Appropriated Fund Balance							
380.203 Appropriation from Fire Fd/Veh R	231,393.00	231,393.00	0.00	0.00	0.00	231,393.00	0.0
Appropriated Fund Balance	231,393.00	231,393.00	0.00	0.00	0.00	231,393.00	0.0
Dept: 301.050 Fire Assessment							
311.200 Property Tax-Fire Assessment	1,033,754.00	1,033,754.00	920,110.31	44,651.14	0.00	113,643.69	89.0
Fire Assessment	1,033,754.00	1,033,754.00	920,110.31	44,651.14	0.00	113,643.69	89.0
Dept: 304.000 Charges for Services							
342.210 Fire Inspection Fees	33,000.00	33,000.00	34,165.74	1,111.00	0.00	-1,165.74	103.5
Charges for Services	33,000.00	33,000.00	34,165.74	1,111.00	0.00	-1,165.74	103.5
Dept: 306.000 Miscellaneous Revenues							
361.100 Interest Earnings	2,000.00	2,000.00	3,684.26	1,031.21	0.00	-1,684.26	184.2
Miscellaneous Revenues	2,000.00	2,000.00	3,684.26	1,031.21	0.00	-1,684.26	184.2
Dept: 581.100 Interfund Transfers							
381.105 Transfer from General Fund	13,000.00	13,000.00	3,250.00	0.00	0.00	9,750.00	25.0
Interfund Transfers	13,000.00	13,000.00	3,250.00	0.00	0.00	9,750.00	25.0
Revenues	1,313,147.00	1,313,147.00	961,210.31	46,793.35	0.00	351,936.69	73.2
Expenditures							
Dept: 522.000 Fire Department							
500.151 Fire Dept Pension	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
500.315 Professional Services	10,000.00	10,000.00	4,483.50	1,410.00	0.00	5,516.50	44.8
500.320 Audit Expense	7,000.00	7,000.00	500.00	500.00	0.00	6,500.00	7.1
500.345 Contractual Services	849,106.00	849,106.00	353,794.15	70,758.83	0.00	495,311.85	41.7
500.624 Capital Outlay-Bldg. Improvemt	369,041.00	369,041.00	16,902.50	442.50	0.00	352,138.50	4.6
500.644 Capital Outlay-Vehicles	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
500.912 Transfer to General Fund	22,000.00	22,000.00	5,500.00	0.00	0.00	16,500.00	25.0
Fire Department	1,313,147.00	1,313,147.00	381,180.15	73,111.33	0.00	931,966.85	29.0
Expenditures	1,313,147.00	1,313,147.00	381,180.15	73,111.33	0.00	931,966.85	29.0

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Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 300 - Capital Project Fund							
Revenues							
Dept: 000.000 Appropriated Fund Balance							
380.200 Appropriated Fund Balance	1,700,000.00	1,700,000.00	0.00	0.00	0.00	1,700,000.00	0.0
380.204 Appropriated from El Mar Reser	300,000.00	300,000.00	0.00	0.00	0.00	300,000.00	0.0
Appropriated Fund Balance	2,000,000.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.0
Dept: 303.000 Intergovernmental Revenues							
334.928 Broward County-Palm Club Sewer	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Intergovernmental Revenues	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Dept: 306.000 Miscellaneous Revenues							
361.100 Interest Earnings	3,130.00	3,130.00	11,909.63	3,116.70	0.00	-8,779.63	380.5
361.104 Pompano Beach-Palm Club Sewer	150,000.00	150,000.00	0.00	0.00	0.00	150,000.00	0.0
Miscellaneous Revenues	153,130.00	153,130.00	11,909.63	3,116.70	0.00	141,220.37	7.8
Revenues	2,303,130.00	2,303,130.00	11,909.63	3,116.70	0.00	2,291,220.37	0.5
Expenditures							
Dept: 519.000 General							
500.120 Regular Salaries	29,000.00	29,000.00	12,452.56	2,200.00	0.00	16,547.44	42.9
500.210 Employer FICA Taxes	2,330.00	2,330.00	925.65	168.30	0.00	1,404.35	39.7
500.220 Retirement	7,300.00	7,300.00	5,358.91	1,266.23	0.00	1,941.09	73.4
500.230 Group Insurance	4,500.00	4,500.00	1,607.79	341.02	0.00	2,892.21	35.7
500.315 Professional Services	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
500.497 Contingency	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0
General	83,130.00	83,130.00	20,344.91	3,975.55	0.00	62,785.09	24.5
Dept: 519.153 Hibiscus- Seagrape to A1A							
500.630 Cap Outlay Imp other than bldg	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
Hibiscus- Seagrape to A1A	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
Dept: 519.154 Neighborhood Street Lighting							
500.630 Cap Outlay Imp other than bldg	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
Neighborhood Street Lighting	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
Dept: 519.162 Town Hall Complex							
500.631 Capital Outlay - ADA	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	0.0
Town Hall Complex	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	0.0
Dept: 534.167 A1A Streetscape: Comm'l to Dat							
500.630 Cap Outlay Imp other than bldg	380,000.00	380,000.00	0.00	0.00	0.00	380,000.00	0.0
A1A Streetscape: Comm'l to Dat	380,000.00	380,000.00	0.00	0.00	0.00	380,000.00	0.0
Dept: 534.169 A1A Commercial Street Lightin							
500.630 Cap Outlay Imp other than bldg	250,000.00	250,000.00	0.00	0.00	0.00	250,000.00	0.0
A1A Commercial Street Lightin	250,000.00	250,000.00	0.00	0.00	0.00	250,000.00	0.0
Dept: 545.161 Sidewalk Compliance Study							
500.630 Cap Outlay Imp other than bldg	20,000.00	20,000.00	3,451.68	3,451.68	0.00	16,548.32	17.3
Sidewalk Compliance Study	20,000.00	20,000.00	3,451.68	3,451.68	0.00	16,548.32	17.3
Dept: 559.023 Dredging Study							
500.630 Cap Outlay Imp other than bldg	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.0
Dredging Study	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.0
Dept: 559.024 East Terra Mar Drive							
500.630 Cap Outlay Imp other than bldg	700,000.00	700,000.00	38,509.83	3,876.61	0.00	661,490.17	5.5
East Terra Mar Drive	700,000.00	700,000.00	38,509.83	3,876.61	0.00	661,490.17	5.5
Dept: 559.025 Bel Air -Seawall Repair- East							

REVENUE/EXPENDITURE REPORT

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Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 300 - Capital Project Fund							
Expenditures							
Dept: 559.025 Bel Air -Seawall Repair- East							
500.630 Cap Outlay Imp other than bldg	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
Bel Air -Seawall Repair- East	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	0.0
Dept: 576.115 Datura Portal							
500.630 Cap Outlay Imp other than bldg	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	0.0
Datura Portal	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	0.0
Dept: 576.129 Palm Club Sewer							
500.630 Cap Outlay Imp other than bldg	400,000.00	400,000.00	25,992.74	4,697.56	0.00	374,007.26	6.5
Palm Club Sewer	400,000.00	400,000.00	25,992.74	4,697.56	0.00	374,007.26	6.5
Dept: 579.169 Greenway- El Mar Drive							
500.630 Cap Outlay Imp other than bldg	300,000.00	300,000.00	0.00	0.00	0.00	300,000.00	0.0
Greenway- El Mar Drive	300,000.00	300,000.00	0.00	0.00	0.00	300,000.00	0.0
Expenditures	2,683,130.00	2,683,130.00	88,299.16	16,001.40	0.00	2,594,830.84	3.3

REVENUE/EXPENDITURE REPORT

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Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 310 - Parking Fund							
Revenues							
Dept: 302.000 Licenses & Permits							
313.101 PILOP Fee	8,000.00	8,000.00	11,710.10	0.00	0.00	-3,710.10	146.4
Licenses & Permits	8,000.00	8,000.00	11,710.10	0.00	0.00	-3,710.10	146.4
Dept: 304.000 Charges for Services							
344.500 Parking Permits	130,000.00	130,000.00	83,243.06	5,502.00	0.00	46,756.94	64.0
344.520 Parking Agreements	62,962.00	62,962.00	62,962.50	0.00	0.00	-0.50	100.0
344.551 South Ocean	150,000.00	150,000.00	71,191.73	18,025.33	0.00	78,808.27	47.5
344.552 Ocean Front Meters	270,000.00	270,000.00	143,986.20	18,956.51	0.00	126,013.80	53.3
344.553 Commercial Blvd. Meters	200,000.00	200,000.00	97,759.31	28,004.43	0.00	102,240.69	48.9
344.554 Parking Meters - Beach	330,000.00	330,000.00	116,013.92	22,813.30	0.00	213,986.08	35.2
344.556 El Prado Parking Lot	301,000.00	301,000.00	157,362.00	39,270.27	0.00	143,638.00	52.3
344.558 Town Hall Parking Lot	15,000.00	15,000.00	3,313.20	518.31	0.00	11,686.80	22.1
344.559 El Mar Parking Lot	195,000.00	195,000.00	103,121.04	21,891.01	0.00	91,878.96	52.9
344.560 A1A Parking Lot	350,000.00	350,000.00	164,371.29	41,082.32	0.00	185,628.71	47.0
344.563 Bougainvillea/ Poinciana	90,000.00	90,000.00	45,895.19	13,102.93	0.00	44,104.81	51.0
344.564 Eastward Strand Parking Spaces	0.00	0.00	25,647.63	5,820.31	0.00	-25,647.63	0.0
Charges for Services	2,093,962.00	2,093,962.00	1,074,867.07	214,986.72	0.00	1,019,094.93	51.3
Dept: 305.000 Fines & Forfeitures							
354.100 Parking Fines	75,000.00	75,000.00	57,270.34	12,680.00	0.00	17,729.66	76.4
Fines & Forfeitures	75,000.00	75,000.00	57,270.34	12,680.00	0.00	17,729.66	76.4
Dept: 306.000 Miscellaneous Revenues							
361.100 Interest Earnings	600.00	600.00	14,275.93	3,838.50	0.00	-13,675.93	2379.3
Miscellaneous Revenues	600.00	600.00	14,275.93	3,838.50	0.00	-13,675.93	2,379.3
Revenues	2,177,562.00	2,177,562.00	1,158,123.44	231,505.22	0.00	1,019,438.56	53.2
Expenditures							
Dept: 545.000 Parking Operations							
500.120 Regular Salaries	151,670.00	151,670.00	59,553.45	11,695.57	0.00	92,116.55	39.3
500.140 Overtime Salaries	2,000.00	2,000.00	1,488.55	17.28	0.00	511.45	74.4
500.210 Employer FICA Taxes	11,650.00	11,650.00	4,378.46	874.43	0.00	7,271.54	37.6
500.220 Retirement	18,300.00	18,300.00	7,464.58	1,877.03	0.00	10,835.42	40.8
500.230 Group Insurance	38,298.00	38,298.00	16,699.03	4,480.00	0.00	21,598.97	43.6
500.345 Contractual Services	356,617.00	356,617.00	132,351.96	27,379.75	0.00	224,265.04	37.1
500.353 Parking Alternatives	201,000.00	201,000.00	74,917.03	17,177.60	0.00	126,082.97	37.3
500.410 Communications	8,316.00	8,316.00	421.73	90.63	0.00	7,894.27	5.1
500.430 Electric Service	4,158.00	4,158.00	1,626.46	375.87	0.00	2,531.54	39.1
500.431 Water Service	16,500.00	16,500.00	8,564.54	2,794.37	0.00	7,935.46	51.9
500.445 Equip Rent/Lease	21,871.00	21,871.00	0.00	0.00	0.00	21,871.00	0.0
500.461 Vehicle Maintenance	5,000.00	5,000.00	2,226.65	1,402.65	0.00	2,773.35	44.5
500.462 Fuel	600.00	600.00	1,625.63	385.01	0.00	-1,025.63	270.9
500.463 Service Maintenance Contracts	24,750.00	24,750.00	16,470.00	0.00	0.00	8,280.00	66.5
500.497 Contingency	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
500.506 Printing & Binding	6,000.00	6,000.00	220.00	0.00	0.00	5,780.00	3.7
500.508 Postage	2,000.00	2,000.00	318.02	44.71	0.00	1,681.98	15.9
500.510 Office Supplies	1,000.00	1,000.00	199.40	111.33	0.00	800.60	19.9
500.525 Uniform Expense	1,665.00	1,665.00	410.86	0.00	0.00	1,254.14	24.7
500.532 Signs	8,000.00	8,000.00	5,649.44	104.00	0.00	2,350.56	70.6
500.533 Parking Meter Parts-Supplies	65,100.00	65,100.00	50,825.80	0.00	0.00	14,274.20	78.1
500.545 Training	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
500.550 Operating Expenses	20,000.00	20,000.00	8,966.78	3,771.41	0.00	11,033.22	44.8
500.630 Cap Outlay Imp other than bldg	393,460.00	393,460.00	151,938.00	0.00	29,144.61	212,377.39	46.0
500.640 Capital Outlay - Equipmt & Mach	75,190.00	75,190.00	40,619.00	0.00	0.00	34,571.00	54.0
500.644 Capital Outlay-Vehicles	18,000.00	18,000.00	0.00	0.00	0.00	18,000.00	0.0
Parking Operations	1,478,645.00	1,478,645.00	586,935.37	72,581.64	29,144.61	862,565.02	41.7
Dept: 581.100 Interfund Transfers							

REVENUE/EXPENDITURE REPORT

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Town of Lauderdale by the Sea

For the Period: 10/1/2019 to 2/29/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 310 - Parking Fund							
Expenditures							
Dept: 581.100 Interfund Transfers							
500.912 Transfer to General Fund	698,917.00	698,917.00	174,729.25	0.00	0.00	524,187.75	25.0
Interfund Transfers	698,917.00	698,917.00	174,729.25	0.00	0.00	524,187.75	25.0
Expenditures	2,177,562.00	2,177,562.00	761,664.62	72,581.64	29,144.61	1,386,752.77	36.3
Grand Total Net Effect:	-1,343,671.00	-1,343,671.00	5,730,411.34	-188,482.40	55,556.93	-7,018,525.41	

Town of Lauderdale-by-the-Sea
Cash and Investment Report
as of February
2020

Bank / Other	GL No.	Bank No.	Account Name	Account Type	Bank/ Pool	Balance 2/29/2020	Interest/ Avg % Yield	Interest/Chg Mkt Value	Interest/ Year to Date
001 General Fund:									
SunTrust	101.000	8015	Master Account	Advantage NOW	SunTrust	10,568,337.65	1.00%	10,114.35	48,435.35
SunTrust	101.009	6876	Emergency Reserve	Advantage NOW	SunTrust	2,500,000.00	1.00%	Included Above	Included Above
GENERAL FUND						BANK SUBTOTAL		10,114.35	48,435.35
SBA	101.300	1471-A	General Fund Invest Acct A	SBA Invest Pool	SBA	173,044.28	1.76%	241.77	1,338.39
SBA	101.400	1472-A	Emergency Reserves Acct A	SBA Invest Pool	SBA	83,954.66	1.76%	117.31	649.34
GENERAL FUND						SBA SUBTOTAL		359.08	1,987.73
GENERAL FUND						GRAND TOTAL		10,473.43	50,423.08
101 Police Forfeiture & Training									
SunTrust	101.100	9613	Police Forfeiture Fund	Advantage NOW	SunTrust	13,743.03	1.00%	Included Above	Included Above
POLICE FUND						TOTAL		0.00	0.00
103 Sewer Enterprise Fund									
SunTrust	101.105	9999	Cash	Advantage NOW	SunTrust	1,360,358.32	1.00%	1,043.55	3,857.26
SEWER FUND						TOTAL		1,043.55	3,857.26
115 Fire Fund:									
SunTrust	101.109	5379	Fire Fund Account	Advantage NOW	SunTrust	1,861,719.49	1.00%	1,031.21	3,684.26
FIRE FUND						GRAND TOTAL		1,031.21	3,684.26
300 Capital Improvement Fund:									
SunTrust	101.115	0010	Cash	Advantage NOW	SunTrust	4,182,246.94	1.00%	3,116.70	11,909.63
CAPITAL IMPROVEMENT FUND						TOTAL		3,116.70	11,909.63
310 Parking Improvement Fund									
SunTrust	101.125	0120	Parking Improvement Account	Advantage NOW	SunTrust	5,231,458.21	1.00%	3,822.37	14,236.29
SunTrust	101.128	8554	PILOP Account	Advantage NOW	SunTrust	21,771.00	1.00%	16.14	39.64
PARKING FUND						TOTAL		3,838.51	14,275.93
ALL FUNDS						GRAND TOTAL		19,503.40	84,150.16

Town of Lauderdale-by-the-Sea
Cash and Investment Report
as of February
2020

Summary by Investment Type		Amount	Percent
Interest Bearing Checking		25,739,634.64	99%
Non-interest Bearing Checking		0.00	0%
SBA Trust Fund/Pool		256,998.94	1%
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		25,996,633.58	100%

Summary by Fund		Amount	Percent
101.000/101-400	General Fund	13,325,336.59	51%
	Police Fund	13,743.03	0%
	Sewer Fund	1,360,358.32	5%
	Fire Fund	1,861,719.49	7%
	Capital Improvement Fund	4,182,246.94	16%
	Parking Fund	5,253,229.21	20%
GRAND TOTAL		25,996,633.58	100%

Summary by Bank/Pool		Amount	Percent
SunTrust		25,739,634.64	99%
Florida Prime/State Board of Admin.		256,998.94	1%
GRAND TOTAL		25,996,633.58	100%



Town Commission Agenda Item Report

Meeting Date: April 28, 2020

Submitted by: Eva Marissa

Submitting Department: LBTS Welcome Center

Item Type: Report

Agenda Section: TOWN MANAGER REPORT

Subject Title:

1st Qtr Welcome Center Report

Explanation:

1st QTR Welcome Center Report

Recommendation:

Approve/Accept

Attachments:

1. 1st Qtr Welcome Center Report

LBTS Welcome Center

Activity Report

Periods: March



LAUDERDALE-BY-THE-SEA
CHAMBER OF COMMERCE

DATE	MONTH	CATEGORY	2020	2019	2018	# CHANGE
03/31/2020	March	Car Rental Inquiries	14	27	14	-13
03/31/2020	March	Diving Inquires	31	95	14	-64
03/31/2020	March	Hotel Accommodation Inquiries	1,514	1,929	1,412	-415
03/31/2020	March	Website Active Users of LBTS.com	1,803	2,509	2,752	-706
03/31/2020	March	Visitor Guides Mailed	14	35	40	-21
03/31/2020	March	Walk-In Visitors	430	1,143	1,338	-713

LBTS Welcome Center

Activity Report Summary

Periods: January - March



LAUDERDALE-BY-THE-SEA
CHAMBER OF COMMERCE

	Category	2020	2019	Change
Year to Date	Car Rental Inquiries	113	50	63
	Diving Inquires	252	209	43
	Hotel Accommodation Inquiries	5,242	6,059	-817
	Website Active Users of LBTS.com	5,978	7,691	-1713
	Visitor Guides Mailed	112	138	-26
	Walk-In Visitors	3,908	3,245	663

LBTS Welcome Center
Profit & Loss Statement
Periods 1st Quarter

Report Prepared By:



LAUDERDALE-BY-THE-SEA
 CHAMBER OF COMMERCE

	January	February	March	2020
Income				
Town LBTS Contribution	\$ -	\$ -	\$ 13,450.00	\$ 13,450.00
CVB Funds	\$ -	\$ -	\$ -	\$ -
TOTAL INCOME	\$ -	\$ -	\$ 13,450.00	\$ 13,450.00
Expense				
Office Supplies & Expense	\$ 27.78	\$ 16.69	\$ 298.98	\$ 343.45
Welcome Center Bags	\$ -	\$ -	\$ -	\$ -
Gross Visitor Center Wages	\$ 3,640.20	\$ 2,722.48	\$ 2,694.90	\$ 9,057.58
Bookkeeper Services	\$ 161.71	\$ 154.98	\$ 121.28	\$ 437.97
CVB Consultant	\$ 1,200.00	\$ 1,200.00	\$ 1,925.00	\$ 4,325.00
Office Maintenance	\$ -	\$ -	\$ 5.50	\$ 5.50
Postage	\$ 428.43	\$ -	\$ 269.22	\$ 697.65
Printing	\$ -	\$ -	\$ -	\$ -
Telephone Expense	\$ 320.32	\$ 308.71	\$ 308.71	\$ 937.74
Computer Maintenance	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 5,778.44	\$ 4,402.86	\$ 5,623.59	\$ 15,804.89
NET INCOME	(\$5,778.44)	(\$4,402.86)	\$7,826.41	(\$2,354.89)

LBTS Welcome Center
Wages Report
Periods 1st Quarter

	January	February	March	2020
Gross Visitor Center Wages/Consultants	\$ 5,001.91	\$ 4,077.46	\$ 4,741.18	\$ 13,820.55
TOTAL GROSS WAGES	\$ 5,001.91	\$ 4,077.46	\$ 4,741.18	\$ 13,820.55
	January	February	March	2020
TOTAL HOURS FOR MONTH	200	190	188	578

Hours of Operation
January 2019



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open				9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close				5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours					8.00	8.00	6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00	8.00	8.00	8.00	8.00	6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00	8.00	8.00	8.00	8.00	6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00	8.00	8.00	8.00	8.00	6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00	8.00	8.00	8.00	8.00	6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	
Total Hours		8.00	8.00	8.00	8.00	8.00	

January 2019

Daily Statistics	SUNDAYS	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS
Daily Total	0	32	32	32	40	40	24
Daily Average	0	8	8	8	8	8	6

Weekly Statistics	Week 1	Week 2	Week 3	Week 4	Week 5
Weekly Total Hours	22	46	46	46	40
Days in Week	3	6	6	6	5

Monthly Statistics

Total Hours of Operation	200
Total Days of Operating	26
Total Days Closed	1 New Years Day

Hours of Operation
February 2020



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open							10:00 AM
Close							4:00 PM
Total Hours							6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00	8.00	8.00	8.00	8.00	6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00	8.00	8.00	8.00	8.00	6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00	8.00	8.00	8.00	8.00	6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00	8.00	8.00	8.00	8.00	6.00

February 2020

Daily Statistics	SUNDAYS	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS
Daily Total	0	32	32	32	32	32	30
Daily Average	0	8	8	8	8	8	6

Weekly Statistics	Week 1	Week 2	Week 3	Week 4	Week 5
Weekly Total Hours	6	46	46	46	46
Days in Week	1	6	6	6	6

Monthly Statistics

Total Hours of Operation During Month	190
Total Days of Operating During Month	25

Hours of Operation
March 2020



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00	8.00	8.00	8.00	8.00	6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00	8.00	8.00	8.00	8.00	6.00
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours		8.00					
Open		9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM	10:00 AM
Close		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM
Total Hours							
Open		9:00 AM	9:00 AM				
Close		5:00 PM	5:00 PM				
Total Hours							

March 2020

Daily Statistics	SUNDAYS	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS	SATURDAYS
Daily Total	0	24	16	16	16	16	12
Daily Average	0	8	8	8	8	8	6

Weekly Statistics	Week 1	Week 2	Week 3	Week 4	Week 5
Weekly Total Hours	46	46	32	32	32
Days in Week	6	6	1	0	0

Monthly Statistics

Total Hours of Operation During Month	188	The Chamber is Officially Closed as of 3/17 but 1 Staff Member is
Total Days of Operating During Month	13	maintaining the office PT and one Volunteer is continuing to keep
Total Days Closed	13	the exterior stocked and take in the mail



Town Commission Agenda Item Report

Meeting Date: April 28, 2020

Submitted by: Debbie Hime

Submitting Department: Administration

Item Type: Report

Agenda Section: TOWN MANAGER REPORT

Subject Title:

LBTS Marketing Update (Debbie Hime, Special Projects Coordinator)

Explanation:

Debbie Hime will give a brief update of current and future marketing efforts in Lauderdale-By-The-Sea

Recommendation:

n/a

Attachments:

None



Town Commission Agenda Item Report

Meeting Date: April 28, 2020

Submitted by: Bill Vance, Town Manager; Neysa Herrera, Assistant to the Town Manager

Submitting Department: Administration

Item Type: Report

Agenda Section: TOWN MANAGER REPORT

Subject Title: Town Manager Report

Explanation:

- ❖ In accordance with Governor's Executive Orders, Lauderdale-By-The-Sea beaches and non-essential businesses remain closed to the public. Staff continues to promote Town restaurants that are open for take-out and delivery.
- ❖ Governor DeSantis has extended the suspension of Vacation Rentals Operations through April 30.
- ❖ Thanks to the coordination of Development Services Director Linda Connors with the CAP administration, the Town now offers online building permitting services. Instructions on how to use the online permitting portal are posted on the Building Department page of the Town website: <https://www.lauderdalebythesea-fl.gov/152/Building-Department>
- ❖ The Pelican Hopper continues to serve our local riders three days a week (Mon-Wed-Fri). Our contractor, Limousines of South Florida (LSF), is disinfecting the bus each day, with an EMT at the gate of their facility to take the temperature of each person entering the yard. The drivers are wearing masks and gloves on the route. Since the shuttle is most likely the sole transportation for some riders this time, the driver will provide masks to those entering the vehicle in the near future.
- ❖ Town staff, in close collaboration with the LBTS Chamber of Commerce continues to keep LBTS businesses up to date with all Coronavirus related assistance and information provided by county and state entities, while also updating residents via Notify Me and Next Door. Residents and businesses can visit the Town website for up to date information and resources related to COVID-19. The Town also urges residents to sign-up for "**Notify Me**", to receive notifications of the latest Town news.
- ❖ The 2020 Census is underway! To date, the Town's response rate is at 34% and continues to be behind the County (47%) and the State (49%). Town staff is encouraging residents to fill out their census forms and ask friends and neighbors to submit their forms in order to increase the response rate. The Census information is used in a variety of ways, most importantly, it is used to determine the financial amount communities may receive in federal assistance. You can complete your census form at www.my2020census.gov. It takes no more than 5 minutes.

Capital Improvement Projects

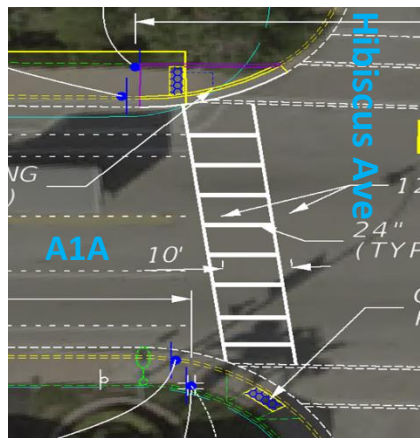
The design of the **Palm Club Septic to Sewer Project** is now at 50%. Ken Rubach, Municipal Services Director, and Jay Flynn, Town Engineer will share the 50% plans with the Palm Club working group.

We have received over 500 responses to the **El Mar Drive Design Survey**. The preliminary results and findings will be presented by EDSA, the design firm selected by the Town Commission, at the April 28th Town Commission Meeting.

Staff is currently evaluating tile options for the **Jarvis Hall Exterior Portico Repairs**.

The **Friedt Park Courtyard Improvements** are underway. Construction fencing has been installed. Park fencing is being relocated and the old pavers are being removed.

In coordination with our Municipal Services Director Ken Rubach, our friends at FDOT worked to slightly reconfigure the **crosswalk at A1A and Hibiscus** due to issues with the high curb and landing. The new diagonal design allowed the Town to keep its preferred location for the crosswalk.



Other Projects

Painting of **Friedt Park bathroom** was completed along with reconditioning of the floors within the bathroom.

Development Services Staff has advised Avirom, the Town's survey company, to move forward with the surveys necessary to begin the permitting process for the first five (5) **bus shelters** in Town, funded through the Broward Transportation Surtax Program. The proposed locations are:

- SB A1A, north of Hibiscus Avenue (east of Visitors Center)
- NB Town parking lot on A1A, north of Datura Ave
- SB A1A, east of Jarvis Hall
- NB immediately north of the beach access point between 6002 N Ocean and 2000 S Ocean
- SB at 1541 S Ocean Blvd (Gardens by the Sea)

Municipal Services staff continues to perform routine operations such as landscaping, sweeping, and garbage collection around town, as well as, general maintenance such as pressure washing garbage cans and pavers.

Parking Services continues to paint various areas throughout town, and address equipment issues.

Additional staff activities being performed include removing debris that washes up on the beach and the installation of a sanitizing station on the outside of the Public Safety Building.

Marketing Updates

In a collaborative effort, Town staff, the LBTS Chamber of Commerce, and Lodging Association have started a workgroup to help generate ideas for post COVID-19 marketing and events that can support our businesses.

Through the coordination of Debbie Hime, Special Projects Coordinator and Marketing Specialist, the Town has launched the [LBTS Online Retail Business Landing Page](#) with Facebook and Insta ads geotargeted to a 5 mile radius, since customers will be shopping online.

Also, soon, staff will be sharing information on an “all town” branding initiative. At this time, we are encouraging retailers and businesses to participate in making a greater impact in our destination marketing campaigns coming up in the future.

Recommendation: N/A

Attachments:

1. Action Plan

AREA 1: SUSTAINABILITY ● RESILIENCY ● ENVIRONMENT		
Goal 1.1	PROTECT THE BEACH	
1.1.1	Planting took place at Coastal Arms Dune on 1-18-20 & 2-8-20 Post and rope was added around the new dune in February 2020	Ken Rubach
1.1.2	January 2020 Staff has begun working with a consultant on the initial steps to creating a dune management plan, this is expected to continue throughout the rest of 2020 and reaching into 2021	
Goal 1.2	PROTECT EXISTING CORAL REEFS AND DEVELOP NEW ONES	Steve d'Oliveira
1.2.1	Update Commission in March/April on latest out-planting. Explore media coverage for our second 5-year coral restoration project	
1.2.2	Coordinate with county on their mitigation reef project stemming in the Segment II beach re-nourishment. The County plans to deploy 9 acres of concrete reef modules in 20 feet of water north and south of the pier. The Commission was briefed on this project at meeting about a year ago. The project will provide substantially more underwater habitats for a variety of Florida Marine Life.	
1.2.3	Fund Phase II plantings of the NSU Staghorn Coral project in LBTS. COMPLETE 2-20-2020 1,000 corals were out-planted in December 2019. NSU plans to plant 500 more corals by April and 500 more in the fall.	
1.2.4	Implement a limestone boulder project to create a new habitat for tropical fish that can be easily accessed by snorklers. The proposal calls for placing several tons of limestone boulders in 12 feet of water off El Prado Park close to swim buoys.	
Goal 1.3	PROACTIVELY ADDRESS LOCAL LEA LEVEL RISE ISSUES	
1.3.1	Evaluate seawall standards and recommend ordinance 9-26-18 - Collected recent seawall ordinances. Waiting for County and Corp of Engineers' study 10-23-18 - Municipal seawall workshop on Nov. 16, 2018 - staff attended 9-26-19 - The Planning Council will review language regarding resiliency that includes regulations regarding sea wall height at the September 26, 2019 meeting	Linda Connors
1.3.2	Stormwater Master Plan study is underway, it will be completed later this year	
AREA 2: PARKING & TRANSPORTATION		

Goal 2.1	IMPROVE OUR PARKING SYSTEM	Bill Vance Neysa Herrea Ken Rubach
2.1.1	Change to staff, will install EV charging station in A1A lot in March 2020	
2.1.2	Implement a system that notifies the driving the public of available parking spaces. i. Analyze the cost of the technology to identify and display available parking spaces in lots. ii. Decide whether to proceed to Requests for Proposals 4-28-20: Staff participated in call with Parking Consultant (Desman) on Thursday, April 23, to discuss potential software options and mobile applications that notifies drivers of available spaces. Consultant will submit recommendations to staff by May 8.	
2.1.3	January 2020 - Installation of Bollards along the path of the new island adjacent to Bougainvilla/Poinciana is scheduled for Spring 2020. 4-28-20 - Conduit for bollards have been run and pouring of concrete footers anticipated the week of 4/27. Bollards will be installed once they arrive, anticipated delivery date is in May 2020 barring any COVID related delays	
Goal 2.2	EVALUATE THE TOWN'S TRANSIT SERVICES / BUS SHELTERS	
2.2.1	Evaluate public transportation options and report to Commission: (Debbie Hime and Lucila Lang) i. Identify the current services. (Broward County Transit (BCT), Pelican Hopper) Broward County Transit currently has Routes 11 (North/south on A1A) and 55 (east/west on Commercial) in LBTS ii. Evaluate option to improve the efficiency of the Pelican Hopper (hours, route and frequency) 1-24-20 BCT/Penny Surtax began reimbursing Town for our current \$44 hourly rate beginning FY20 2-1-20 The new Community Shuttle route is expected to go into effect in April with a new app that is already being tested on the current route. iii. What alternative services could be offered? (door-to-door, ridesharing or ?) Evaluate the need for a parking shuttle on Friday evenings, Saturdays (day & night), and Sunday (day & night) during season to determine cost, utilization and impact on parking perceptions and utilization. Town has designated a location for a ride share pickup/drop off and we are researching funding for a shelter. We have begun research for on demand rideshare in Town; first estimates are \$180k per car per year; ADA compliancy is also an important factor. 1-24-20 BCT is testing on demand for a year in three west Broward areas and will advise us of their test next year. Bus Shelters: There are three new BCT bus shelters proposed for FY20 which are being coordinated at this time. 4-24-20 Due to COVID-19, BCT has suspended all updates to routes until further notice, so they may focus all resources on the current environment	

Goal 2.3	REDUCE CUT-THROUGH TRAFFIC IN RESIDENTIAL NEIGHBORHOODS THROUGH THE USE OF TRAFFIC CALMING INITIATIVES IN NEIGHBORHOODS	
2.3.1	Analyze results and determine whether to continue on a more permanent basis	Tom Palmer Ken Rubach Jay Flynn
2.3.2	February 2020 portable signs use is ongoing in several areas throughout Town. FDOT is still testing the manufacturers usage of speed sign on their roadways	
Goal 2.4	REDUCE TRAFFIC, PEDESTRIAN, AND BICYCLE VIOLATIONS THROUGH INCREASED TRAFFIC ENFORCEMENT	
2.4.1	Analyze results and report to the Commission Semi Annually In 2019 there was a 5.5% decrease in traffic crashes and an increase of 10.8% in traffic citations issued as compared to 2018. The breakdown are as follows: 2018 crashes 182 vs 2019 crashes 172, 2018 citations 2,288 vs. 2019 citations 2,535. It is nearly a 50/50 split between written warnings and non-moving violations	Tom Palmer
Goal 3.1	PRESERVE THE TOWN'S HISTORY	Linda Connors
3.1.1	Develop historic information markers or boards. FY17 – FY 21 Create a Mid Century Modern Map (MIMO)	Debbie Hime Linda Connors Steve d'Oliveira
Goal 3.2	MAINTAIN AND IMPROVE THE WALKABILITY OF THE TOWN	
3.2.1	Develop Walkability and Bike Master Plan for the main streets in Town. The FY19 budget includes \$20,000 to develop the plan. 2-26-19 Staff is drafting RFP for release in March 9-26-19 The RFP was released this summer. One firm responded. We are currently reviewing their submittal and anticipate a contract to be scheduled for the Commission agenda in November. 2-25-20 Commission approved the Corradino Group. Staff has held kick-off meeting. Consulting are gathering public information. We expect a public meeting in April. 4-28-20 The Commission hired a consultant to develop the pedestrian plan. However, the public meeting was cancelled due to COVID19. With the success of the El Mar design project's online participation efforts, the staff will propose an online participation meeting for this project as well.	Linda Connors
Goal 4.1	IMPROVE NEIGHBORHOODS	Linda Connors Ken Rubach

4.1.1	Neighborhood Plans. Work with neighbors that want to create a plan to improve their neighborhood. Elements of the plan may include streetscape, swate restoration, sidewalks and streetlights	
Goal 4.2	ADDRESS STORMWATER FLOODING	Ken Rubach
4.2.1	Promote the merits of swale restoration - Ongoing 9-20-19 - staff is examiing where swales would have the most impact. This will be a part of the stormwater master plan	
	9-20-19 Staff is examining where swales would have the most impact. This will be a part of the stormwater plan	
Goal 4.3	DEVELOP CONCEPTS FOR A TOWN HALL/PUBLIC SAFETY COMPLEX	Ken Rubach Tom Palmer Jud Hopping
4.3.1	February 2020 - a space needs analysis is currently being conducted by a firm who met with FIRE and BSO to determine the amount of sq footage and the types of usage needed for their operations 4-28-20 - Study has been completed and will be reviewed by staff. Commission Assignment- Striping- 4-23-20 Contractor completed thermal striping identified areas in the week of 4/20 with the exception of Commercial Blvd between El Mar & A1A, anticipated completion the week of 4/27. Staff continues to refresh lines for parking spaces town wide on an as needed basis.	
Goal 4.4	SEWER RESTORATION	
4.4.1	January 2020 - staff will line several laterals this year to test out the process and request additional funding for next year. January 2020 - staff will incorporate schedule for televising and cleaning of sewer mains.	
AREA 5: ECONOMIC DEVELOPMENT		
Goal 5.1	PROMOTE THE HOTEL HOSPITALITY SECTORS	Linda Connors
5.1.1	Fast track develop reviews for hotels. Ongoing	
5.1.2	The Thunderbird (4521 N Ocean) was cited for property maintenance issues and the case was heard by the Special Magistrate at the April 26, 2018 hearing. Compliance is required by May 22 nd or fines will begin to run. This property already has fines running for the lack of maintenance on its sign. These fines totaled \$730,000 as of May 2 nd . Awaiting update from attorney	

Goal 5.2	Assist in making business viable on Commercial Boulevard west of Bougainville Drive	
5.2.1	January 2020- Wiring of banner poles will take place in Feb/March. Once these are wired new lights will be installed upon receiving them. Additional outlets in the islands adjacent to the businesses in the plazas will also be installed in Spring 2020 to provide additional opportunities for lighting/decorations.	
	· New benches and chairs are on order for the West Business	Ken Rubach
	· A landscaping company has been hired to focus on enhancing the West Commercial District's overall attractiveness	
	· Address guidelines with w may help businesses west of Bougainville to enhance their outside promotional efforts	Debbie Hime
	· New Holiday and Generic plaza banners are being produced	Debbie Hime
	· A giant Addy chair is on order t and will be tested in a plaza too gauge whether a large decorative piece will bring more foot traffic to the area	Debbie Hime
	· Coordinating a May "Addy Stroll" with West Businesses and local artists showcased in LBTS businesses for the "Addy Chair Art Project " where wooden Addy chairs will be sponsored by local businesses, painted by local artists, and showcased in the four plazas.	Debbie Hime
AREA 6: IT /PIO		
6.1.1	Complete Jarvis Hall / Community Center AV upgrades	
6.1.2	Town Computers/Monitors	
6.1.3	Granicus Dais voter encoder - Researching	Town Clerk
6.1.4	Proposed cyber-security measures (subscription & 45 minute test)	
6.1.5	Explore possible IT class/course	
6.1.6	Explore AT&T cyber-security options	
6.1.7	Possible network assessment Konica-Minolta	
6.1.8	Lunch & learn seminar in January for all employees with computers	
6.1.9	January town topics	
6.1.10	Website updates (ongoing) / new environmental pages	Debbie Hime
6.1.11	Hire vendor for fillable forms / front page back-up	
6.1.12	Explore no index uploads for docs with time-sensitive documents	
6.1.13	Create Town Facebook page	
6.1.14	Promote notify me to Town residents (ongoing)	
6.1.15	Update channel 78 graphics	

6.1.16	BugFest Set-up February kickoff meeting	
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COMMISSION ASSIGNMENTS

4/10/2018	Commission Malkoon asked that the Town evaluate the condition of the seawall on Bel Air Drive (SE 15 th Street), which is owned by the Palm Club, Leisure Gardens and the Town. 	
4/10/2018	Commissioner Strauss asked that we request FDOT to conduct a safety studies of the Commercial Boulevard and West Tradewinds intersection. This would also include the concepts to relocation the west to south turn lane on Commercial at this intersection. 	
9/20/2018	Money has been budgeted in FY20 budget to repair Town owned section of the wall. Prior to repairs a survey will do done to ensure all Town owned areas are repaired.	
9/26/2018	Commissioner Oldaker requested staff to check street striping though out Town and replace when appropriate.	Ken Rubach
9/20/2019	Staff reached out to Broward County and striping within their jurisdiction has been done. Several areas throughout town have also been refreshed e by staff. Striping has been included within the FY20 budget in order to install thermal striping which lasts much longer than paint or "tape" stripes.	

FY 19 BUDGETED PROJECTS & STAFF PROJECTS

1.	Evaluate switching from the quarterly Town Topics written format to an e-newsletter. FY18	Steve d'Oliveira
2.	9/20/19 We have purchased software are prepared for e-newsletter deployment	Debbie Hime
3.	Monitor the request to FDOT to move the turn lane at the foot of the Intracoastal Bridge to the east thus closing the Commercial median at West Tradewinds. 9-20-19 Discussed with FDOT and MPO at 9/17/19 Meeting; FDOT asked Staff to formally recommend the project as they have an upcoming Commercial Blvd plan being developed.	
4.	Evaluate hardening off-site warehouse for use after a hurricane. FY18	
5.	9/20/19: Staff has begun the process of reviewing what work needs to be done to improve site.	
6.	Evaluate the feasibility of offering beach concessions.	TBD



Town Commission Agenda Item Report

Meeting Date: 4/28/2020

Submitted by: Ken Rubach, Municipal Services Director

Submitting Department: Municipal Services

Item Type: Consent

Agenda Section: Consent

Subject Title: Tree Trimming Contract

Explanation:

The Town has traditionally contracted out tree trimming services in order to ensure the health of the trees and maintain the aesthetics that our community is known for. All Town-owned palm trees are trimmed yearly and the coconut palms are trimmed twice a year to remove any additional coconuts that might pose a hazard to the public. Canopy trees are trimmed on an as needed basis, typically every few years. This is done to thin the canopy in order to promote healthy new growth, remove any low hanging or damaged branches, as well as to shape the trees to provide an aesthetically pleasing look.

On February 27, 2020, the Town issued Request for Proposals No. 20-03-01 for tree trimming services ("RFP"). Staff included an optional section in the RFP, which provides hourly rates for equipment and labor for emergency storm assistance should it ever be needed. Although staff is not anticipating needing such services in the near future, such pricing provides us with an additional resource should we need it during the life of the contract. These optional prices were not considered during the scoring of the proposals and was not submitted by all the vendors with their proposals.

Due to COVID-19 the Town extended the submittal deadline from April 6th to April 10th to encourage electronic submittals of the RFP. The Town received six (6) proposals for the RFP. The contractors and their pricing for trimming and stump grinding are as shown in Table 1.

Table 1 – RFP Respondents

Business	Cost per Palm Tree	Hourly Rate for Canopy Tree Crew	Hourly Rate for Stump Grinding
Mainguy Landscape Services	\$ 25.00	\$130.00	\$65.00
Real Tree Trimming & Landscaping, INC.	\$ 29.95	\$155.00	\$100.00
Superior Landscaping and Lawn Service, INC.	\$ 33.00	\$170.00	\$95.00
Nanaks Landscaping, LLC	\$ 25.00	\$290.00	\$130.00
Southeast Landscape Management, LLC	\$ 25.00	\$325.00	\$310.00
EDJ Tree Service	\$ 28.00	\$358.00	\$156.00

After evaluating all the proposals submitted and speaking with references, staff recommends that the Commission award a three (3)-year contract with two (2) additional one (1)-year extensions for tree 39

trimming services to Mainguy Environmental Care, Inc. d/b/a Mainguy Landscape Services (“Mainguy”), the highest ranked responsible, responsive respondent to the RFP.

Recommendation:

Authorize the Town Manager to execute a contract with for tree trimming services, in substantial conformity with the contract attached hereto as Exhibit “A,” together with such non-substantial changes as are acceptable to the Town Manager and approved as to form and legal sufficiency by the Town Attorney.

Funds are budgeted for Tree Trimming Services in the General Fund Contractual Services account: (001.541.100-500-345)

Attachments:

1. Exhibit A- Tree Trimming Services Contract
2. Resolution 2020-19

Town of Lauderdale-By-The-Sea
PROFESSIONAL SERVICES AGREEMENT

This Agreement for Tree Trimming Services (“Agreement”), made and entered into this ____ day of ____ 2020, by and between the Town of Lauderdale-By-The-Sea, a Florida municipal corporation (the “Town”) and Mainguy Environmental Care, Inc. d/b/a Mainguy Landscape Services (the “**Contractor**”).

WITNESSETH:

WHEREAS, on February 27, 2020, the Town issued Request for Proposals No. 20-03-01 for tree trimming services (“RFP”); and

WHEREAS, on _____, the Town Commission approved the award of the RFP to Contractor, the lowest, responsible, responsive bidder whose bid is in the best interest of the City; and

WHEREAS, the Town desires to contract with Contractor for the provision of tree trimming services as provided for in the RFP (“Services”), and the Contractor desires to contract with the Town to provide the Services.

NOW THEREFORE, in consideration of the mutual covenants set forth in this Agreement, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Services. Contractor, as an independent contractor, at its own cost and expense, shall perform the Services provided below:

- 1.1 The Contractor shall meet the requirements and perform the services described herein and as described in the RFP, attached hereto and incorporated herein as **Exhibit A** and the Contractor’s Proposal, attached hereto and incorporated herein as **Exhibit B**.
- 1.2 Contractor agrees and acknowledges that Contractor did not take any exceptions to the RFP and is prohibited from exempting any provision of the RFP or of this Agreement in any of Contractor’s Services pursuant to this Agreement. The provisions and requirements of the RFP, attached as **Exhibit A**, are hereby ratified and confirmed and are incorporated herein by this reference. Contractor shall comply with each and every provision of the RFP.

Contractor shall provide all materials, tools, labor, appliances, machinery and appurtenances necessary to perform the Services. Contractor shall obtain and keep in effect for the term of this Agreement any special licenses and permits necessary for Contractor to provide the Services required hereunder.

2. Term. This Agreement is for three (3) years from the date of execution by the parties, with two (2) additional one (1) year renewal options.

3. Compliance with Applicable Law. All work hereunder shall be performed in a professional manner and form as required by all applicable federal, state, and local rules, regulations, laws, codes, and ordinances and as may be further specified by Town. Contractor shall at all times protect Town’s property from all damage and shall repair or replace any damaged property as required by Town.

4. Compensation. Compensation hereunder shall be paid to Contractor as provided in Contractor’s Proposal, attached hereto as **Exhibit B**. The Town shall pay the Contractor within 30 days of receipt of an approved invoice.

5. Books and Records. Contractor shall keep, for the statutorily required period, accurate books and records with the supporting documents, statistical records, transactions and any other underlying documents supporting the services provided hereunder, and shall comply with Section 14. The Town shall have the right to audit the books and records of Contractor related to the services authorized herein upon reasonable notice provided to Contractor. Any incomplete

Town of Lauderdale-By-The-Sea
PROFESSIONAL SERVICES AGREEMENT

or incorrect entry in such books and records shall be a basis for Town's disallowance and recovery of any payment to Contractor based upon such entry.

6. Indemnity. Contractor shall defend, indemnify, and hold harmless the Town, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising out of, related to, whether directly or indirectly, or any way connected with Contractor's performance or non-performance of any provision of this Agreement, including, but not limited to, liabilities arising from contracts between the Contractor and third parties for work or materials required under or related to this Agreement. Contractor shall reimburse the Town for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising out of, related to, whether directly or indirectly, or in any way connected with Contractor's performance or non-performance of this Agreement. The provisions of this section shall survive termination of this Agreement. Nothing in this Agreement shall be deemed or treated as a waiver by the Town of any immunity to which it is entitled by law, including but not limited to the Town's sovereign immunity as set forth in Section 768.28, Florida Statutes.

7. Termination. Town Manager may, with or without cause, terminate this Agreement upon sixty (60) days written notice to the Contractor, effective on the date specified in the notice.

8. Notice. Any notices required by this Agreement shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery, by registered or certified mail with postage prepaid return receipt requested, or by a private postal service, addressed to the parties (or their successors) at the following addresses:

For the Town: Town Manager
 Town of Lauderdale-By-The-Sea
 4501 Ocean Drive
 Lauderdale-By-The-Sea, Florida 33308

With a copy to: Town Attorney
 Town of Lauderdale-By-The-Sea
 4501 Ocean Drive
 Lauderdale-By-The-Sea, FL 33308

For The Contractor:

9. Assignment and Changes. Contractor may not assign this Agreement. Any changes to this Agreement must be by written amendment, executed by the parties hereto.

10. Insurance. Contractor shall submit certificate(s) of insurance evidencing the required coverage and specifically providing that the Town and the Town Volunteer Fire Department are named as additional insureds with respect to the required coverage. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the term of this Agreement, then Contractor shall furnish, at least thirty (30) calendar days prior to expiration of the date of the insurance, a renewed certificate of insurance as proof that equal and like coverage and extension is in effect.

All insurance policies required of the Contractor shall be written by a company with a Best's rating of B+ or better and duly authorized and licensed to do business in the State of Florida and be executed by duly licensed managers upon whom service of process may be made in Broward County, Florida. The Town may accept coverage carriers having lower Best's ratings upon review of financial information concerning Contractor and the insurance carrier.

Town of Lauderdale-By-The-Sea
PROFESSIONAL SERVICES AGREEMENT

Contractor shall maintain in full force and effect throughout the contract the following types and limitations of insurance coverage:

1. **Comprehensive General Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily Injury and Property Damage and \$2,000,000 general aggregate for Products/Completed Operations, Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent contractors coverage.
2. **Workers' Compensation Insurance** – Statutory.
3. **Comprehensive Automobile Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence for Bodily Injury and Property Damage; \$1,000,000 Hired & Non Owned Auto Liability.
4. **Professional Liability** –

11. Entire Agreement. This writing contains the entire Agreement of the parties and supersedes any prior oral or written representations. No representations were made or relied upon by either party, other than those that are expressly set forth herein.

12. Contractor Representations. Contractor represents the following: Contractor is properly authorized to do business in the State of Florida; the execution, delivery and performance of this Agreement by Contractor have been duly authorized; this Agreement is binding on Contractor and enforceable against Contractor in accordance with its terms; and no consent of any other person or entity to such execution, delivery and performance is required. Contractor represents that it has the ability, skill and resources to complete its responsibilities as required by this Agreement.

13. Independent Contractor. This Agreement does not create an employee/employer or joint venture relationship between the parties. Contractor has been procured and is being engaged to provide Services to the City as an independent contractor, and not as an agent or employee of the City. Accordingly, Contractor shall not attain nor be entitled to any rights or benefits of the City, nor any rights generally afforded to classified or unclassified employees of the City. Contractor further understands that Florida Workers' Compensation benefits available to employees of the City are not available to Contractor, and agrees to provide workers' compensation insurance for any employee or agent of Contractor rendering Services to the City under this Agreement.

14. Chapter 119 (Public Records). The CONTRACTOR shall comply with Chapter 119, Florida Statutes, as applicable, and shall comply with the following:

- (a) CONTRACTOR agrees to keep and maintain public records in CONTRACTOR's possession or control in connection with CONTRACTOR's performance under this Agreement. CONTRACTOR additionally agrees to comply specifically with the provisions of Section 119.0701, Florida Statutes. CONTRACTOR shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the Agreement, and following completion of the Agreement until the records are transferred to the TOWN.
- (b) Upon request from the TOWN's custodian of public records, CONTRACTOR shall provide the TOWN with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Chapter 119, Florida Statutes, or as otherwise provided by law.

Town of Lauderdale-By-The-Sea
PROFESSIONAL SERVICES AGREEMENT

(c) Unless otherwise provided by law, any and all records, including but not limited to reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of the TOWN.

(d) Upon completion of this Agreement or in the event of termination by either party, any and all public records relating to the Agreement in the possession of the CONTRACTOR shall be delivered by the CONTRACTOR to the Town Manager, at no cost to the TOWN, within seven (7) days. All such records stored electronically by CONTRACTOR shall be delivered to the Town in a format that is compatible with the TOWN's information technology systems. Once the public records have been delivered upon completion or termination of this Agreement, the CONTRACTOR shall destroy any and all duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

(e) Any compensation due to CONTRACTOR shall be withheld until all records are received as provided herein.

(f) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 954-640-4200, Tedraa@lauderdalebythesea-fl.gov, or by mail: Town Clerk, 4501 N. Ocean Drive, Lauderdale-By-The-Sea, FL 33308.

15. Scrutinized Companies

- a. Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
- b. If this Agreement is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
- c. The Contractor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Agreement.
- d. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

16. Severability. Should any provision, paragraph, sentence, word, or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal, or otherwise unenforceable under the laws of the State of Florida, such provision, paragraph, sentence, word, or phrase shall be deemed modified to the extent necessary in order to conform with such laws, and the remainder shall remain unmodified and in full force and effect.

17. Waiver of Jury Trial. The Town and Contractor **knowingly, irrevocably, voluntarily and intentionally waive any right either may have to a trial by jury in state and**

Town of Lauderdale-By-The-Sea
PROFESSIONAL SERVICES AGREEMENT

or federal court proceedings in respect to any action, proceeding, lawsuit or counterclaim based upon this Agreement and/ arising out of, under, or in connection with the services performed hereunder, or any course of conduct, course of dealing, statements or actions or inactions of any party hereto.

18. Venue. This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Venue for any litigation arising out of this Agreement shall be proper exclusively in Broward County, Florida. If either the Town or Contractor is required to enforce the terms of this Agreement by court proceedings or otherwise, whether or not formal legal action is required, the prevailing party shall be entitled to recover from the other party all such costs and expenses, including, but not limited to, court costs, and reasonable attorneys' fees.

19. No Contingent Fees. Contractor warrants it has not employed or retained any company or person, other than a bona fide employee working solely for Contractor to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

20. Ethics.

- a. Contractor warrants and represents that its employees shall abide by the Code of Ethics for Public Officers and Employees, Chapter 112, Florida Statutes.
- b. No officer or employee of the Town, during his or her term of employment or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof. Any subcontractors hired by the firm must also adhere to this policy and it must be included in their contracts as well.
- c. No vendor shall give, solicit for, deliver or provide a campaign contribution directly or indirectly to a candidate, or to the campaign committee of a candidate, for the offices of Mayor or Commissioner.
- d. Contractor covenants to promptly comply with all applicable federal, state, county, and municipal laws, ordinances, regulations, and rules relating to the Services to be performed hereunder and in effect at the time of performance. CONTRACTOR covenants that it will conduct no activity or provide any service that is unlawful or offensive.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Town of Lauderdale-By-The-Sea
PROFESSIONAL SERVICES AGREEMENT

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and date first above written.

TOWN:	CONTRACTOR:
TOWN OF LAUDERDALE-BY-THE-SEA	
By: _____ William Vance, Town Manager	By: _____

By: _____
Lucila Lang, Finance Director

Attest: _____
Tedra Allen, Town Clerk

Approved as to Form and Legal Sufficiency:

Town Attorney Susan L. Trevarthen

RESOLUTION NO. 2020-19

A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING AND AUTHORIZING AN AGREEMENT WITH MAINGUY ENVIRONMENTAL CARE, INC. D/B/A MAINGUY LANDSCAPE SERVICES FOR TREE TRIMMING SERVICES; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on February 27, 2020, the Town issued Request for Proposals No. 20-03-01 for tree trimming services (“RFP”); and

WHEREAS, Mainguy Environmental Care, Inc. d/b/a Mainguy Landscape Services (“Mainguy”) was the highest ranked responsive, responsible respondent to the RFP; and

WHEREAS, the Town Commission deems it to be in the best interests of the Town to approve and authorize an agreement with Mainguy for tree trimming services.

**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. Agreement Approved. The Agreement with Mainguy for tree trimming services, attached hereto as Exhibit “A,” is hereby approved.

Section 3. Authorization to Execute Agreement. The Town Manager is hereby authorized to execute the Agreement with Mainguy for tree trimming services, in substantial conformity to the attached Exhibit “A,” together with such non-substantial changes as are deemed

acceptable to the Town Manager and approved as to form and legal sufficiency by the Town Attorney.

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

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

PASSED AND ADOPTED this _____ day of April 2020.

Mayor Chris Vincent

Attest:

Town Clerk Tedra Allen, CMC
(CORPORATE SEAL)

APPROVED AS TO FORM:

Susan L. Trevarthen, Town Attorney



Town Commission Agenda Item Report

Meeting Date: April 28, 2020

Submitted by: Linda Connors

Submitting Department: Development Services

Agenda Section: Old Business

Subject Title: El Mar Drive Project – Public Participation Meeting #1

Explanation: At your April 14, 2020 meeting, the Commission approved the Town staff moving forward with an online survey to gather the community's input regarding the El Mar Drive streetscape design. Banners were placed in the median of El Mar Drive, signs were scattered throughout the Town and an article appeared in the Town Topics advertising the survey. We received over 400 survey responses!

At tonight's Commission meeting, the consultants will review the survey results with the Commission. The next step is for our consultants to move forward in creating design alternatives for the street. A second public participation effort will follow. Depending on the environment, this may or may not include an in-person public meeting. However, based on the overwhelming success of the first survey, staff suggests including an online component to the second meeting even if we are able to meet in person.

Recommendation: Staff recommends that the Commission authorize the consultants to move forward with the design element of the El Mar Drive streetscape program.

Attachments:

1. None



Town Commission Agenda Item Report

Meeting Date: April 28, 2020

Submitted by: Linda Connors

Submitting Department: Development Services

Agenda Section: New Business

Subject Title: Unsafe Structure – 4116 Ocean Drive

Explanation: On February 13, 2020, the Town received a complaint regarding a hanging object from the rooftop of 4116 Ocean Drive. To properly investigate, the Fire Department inspected the building by use of the ladder truck and found that in addition to the flashing that had become separated from the building, the condition of the roof was significantly deteriorated. Based on this inspection, on February 28, 2020, the Building Official and associated staff conducted a further review of the building to determine the general safety of the building. The inspection results found that the building is in a deteriorated condition and the Official posted the building as an unsafe structure. The associated report is attached as Exhibit 1.

A notice of violation (“NOV”) will be issued to the property owner based on the unsafe conditions. The Building Official will also post notice of the violations to the structure at issue. If the structure is not repaired and the violations continue to exist, the Building Official will proceed to apply for a hearing before the County’s Unsafe Structure Board. At the hearing, the Town will present its case to the Board and request that an order be issued requiring that the structure be repaired or demolished within 30 days. If the Board agrees with the Town and issues an order accordingly, the property owner will have to comply with that order to avoid the Town demolishing the structure.

Recommendation: None

Attachments:

1. Unsafe Structure Report for 4116 Ocean Drive

March 11, 2020

BUILDING INSPECTION REPORT

Date of Inspection: February 28, 2020

Location: 4116 North Ocean Drive, Lauderdale-By-The-Sea, Florida 33308

Owners: FDG South, LLC (Florida Development Group).

Purpose: To examine the building or structure for unsafe conditions.

Attendance: Steve Paine, Fire Marshall
Captain Palmer, Town Police
Linda Connors, Development Services Director
Jay Flynn, Town Engineer
Randal Clutter, Building Official
Eugene Adach, Structural Inspector
Walt Witzen, Electrical Inspector
Marc Ferrara, Owner's Agent

I. BACKGROUND

The structure at issue is a five-story concrete commercial building built in 1970. It was once a Holiday Inn and a Denny's Restaurant. The Fire Marshall closed the restaurant and hotel due to fire safety issues on March 30, 2011.

ANALYSIS

On February 28, 2020, I inspected the structure and found it to be in severe disrepair. Because of the unsafe and hazardous conditions, which I'll soon describe, my on-site inspection was limited to the first floor of the five-story building.

Prior to my inspection, the Fire Department inspected the roof of the structure, which was accessed by the Fire Department's ladder truck. At that time, the Fire Marshal observed that the roof was severely deteriorated. I reviewed the photos from the Fire Marshal's inspection and found that the roof membrane was disintegrated down to the bare concrete, along the east side, and northeast corner with about 20% damage. There is water intrusion from the roof and the interior of the structure is directly exposed to the weather.

II. BUILDING CODE VIOLATIONS

Pursuant to 2017 Florida Building Code (FBC) Section 116.1.1, buildings or structures that in the opinion of the Building Official are, or hereafter shall become unsafe, unsanitary or deficient in adequate facilities for means of egress, or which constitute a fire or windstorm hazard, or illegal or improper use, occupancy or maintenance, or which do not comply with the provisions of the applicable Minimum Housing Code, or which have been substantially damaged by the elements, acts of God, fire, explosion or otherwise shall be deemed unsafe buildings and a permit shall be obtained to demolish the structure or bring the building to comply with the applicable Codes.

116.1.3 Unsafe buildings or structures shall be demolished and removed from the premises concerned, or made safe, sanitary and secure in a manner required by the Building Official and as provided in this Code, provided that where replacement, repair, alteration or demolition is required on Buildings or structures within the purview of the applicable Minimum Housing Code, the provisions of such Code shall be complied with and shall control.

116.1.4 A permit shall be issued for the demolition of any unsafe building or structure in accordance with Section 105.18 of this Code.

116.2 Criteria. When any one (1) of the following conditions exist, a building may be deemed unsafe or a fire hazard:

116.2.1.1.1 It is vacant, and open at doors or windows.

The following photos dated February 28, 2020 clearly indicate the property is unoccupied and vacant. Automobile in photo belongs to the on-site security guard.





Denny's Restaurant drive and entry – vacant and closed.



116.2.1.1.2 There is an unwarranted accumulation of dust, debris or other combustible material therein.

Holiday Inn ground level corridor with debris and plant overgrowth. Denny's interior showing debris.





116.2.1.1.3 The building condition creates hazards with respect to means of egress and fire protection as provided herein for the particular occupancy.

Holiday Inn exterior balcony and interior elevator lobby showing unsafe and hazardous means of egress conditions.



Denny's interior showing non-functional fire hose cabinet in disrepair. Denny's interior photo showing hazardous conditions with entry door in background



116.2.1.2.1 There is a failure, hanging or loosening of any siding, block, brick, or other building material.

Holiday Inn hanging roofing membrane. Denny's interior hanging and unsafe mechanical ducts and electrical conduit, wiring and other components.



116.2.1.2.2 There is a deterioration of the structure or structural parts.

Holiday Inn building exterior showing concrete spalling and disrepair.



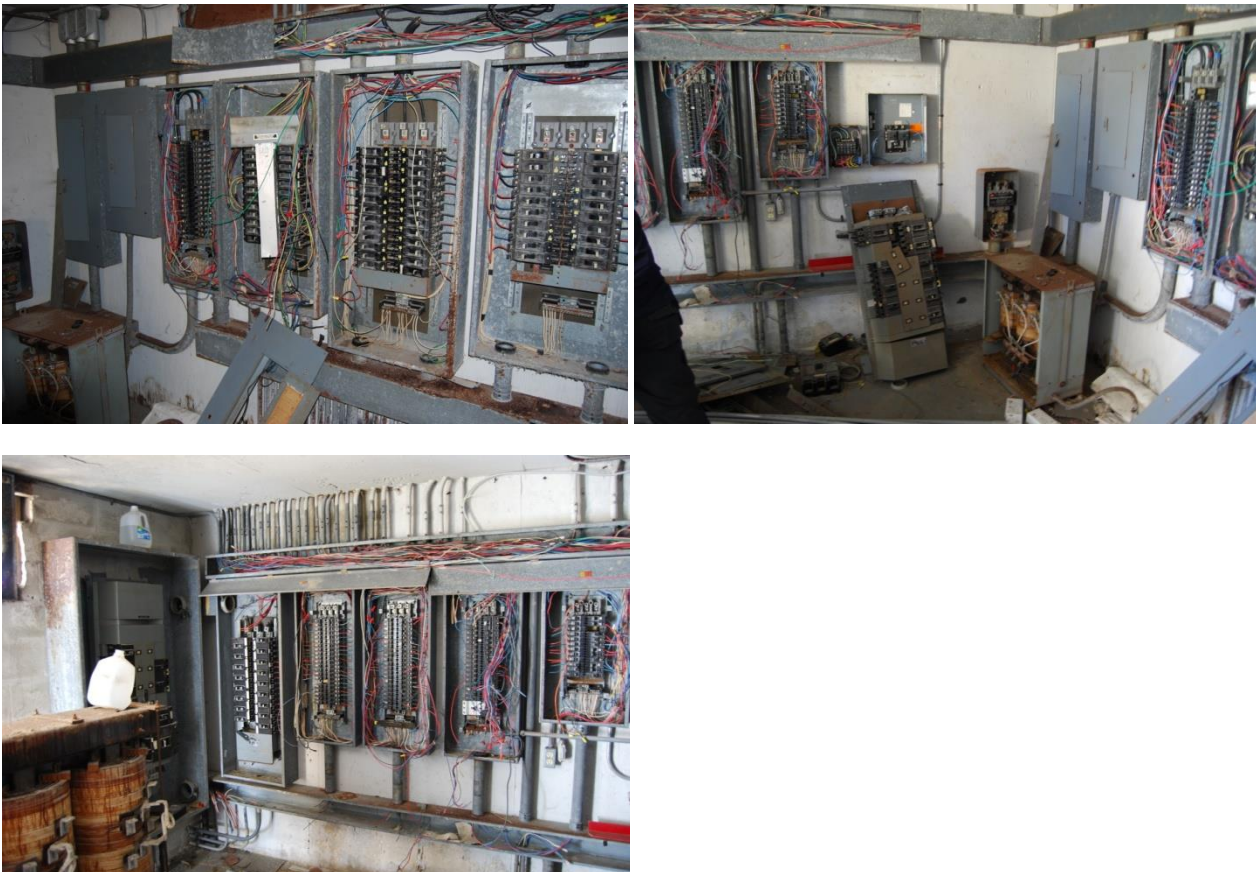
116.2.1.2.3 The building is partially destroyed.

Holiday exterior and interior photos showing partially destroyed building.



116.2.1.2.5 The electrical or mechanical installations or systems create a hazardous condition in violation of this Code.

Holiday Inn main electrical room showing disrepair and hazardous conditions pursuant to the NEC (National Electric Code). Building is not electrically energized.



116.2.1.2.6 An unsanitary condition exists by reason of inadequate or malfunctioning sanitary facilities or waste disposal systems.

Denny's interior kitchen showing unusable equipment.



116.2.1.2.7 Swimming pools that contain stagnant water are deemed unsanitary and dangerous to human life and public welfare and shall be presumed and deemed unsafe.

Holiday Inn swimming pool showing stagnant water, filth and debris.



116.2.1.2.8 By reason of use or Occupancy the area, height, type of construction, fire-resistivity, means of egress, electrical equipment, plumbing, air conditioning, or other features regulated by this Code do not comply with this Code for the use and Group of Occupancy.

Holiday Inn exterior photo showing boarded-up building and Denny's Restaurant interior photo showing partially demolished building.



116.3 Inspection of Unsafe Buildings and Structures.

The Building Official, on his or her own initiative or as a result of reports by others, shall examine or cause to be examined every building or structure appearing or reported to be unsafe, and if such is found to be an unsafe Building or structure as defined in this Section, the Building Official shall post the property concerned and shall furnish the owner of such Building or structure with written notice, the manner of posting and furnishing of written notice is provide hereinafter.

116.4 Posting.

The Building Official shall post a signed notice in a conspicuous location on the Building.

The building property was posted with an UNSAFE BUILDING NOTICE by the Building Official on 2/28/2020.

Please contact the Building Department and a copy of the above Section 116.4 will be provided.

Signed,

Randal Clutter / Building Official

Co-signed,

Eugene Adach / Structural Inspector



Town Commission Agenda Item Report

Meeting Date: April 28, 2020

Submitted by: Bill Vance, Town Manager

Submitting Department: Administration

Item Type: Discussion Item

Agenda Section: New Business

Subject Title: Community Center Manager Position

Explanation:

The Town of Lauderdale-By-The-Sea currently has a contract with Bien-Aime, Inc. for the provision of programming and management of the Community Center and is set to expire on September 30th, 2020. Attached, for your information, is a draft of the duties and responsibilities of this position.

On April 14, the Town Commission discussed the possibility on making Armilio Bien-Aime a full-time employee. In response to Commission inquiries generated during the meeting, Town Manager Bill Vance is proposing the following budget figures associated with the Community Center Manager position for discussion:

- Proposed Annual Salary: \$77,000.00
- Benefit Package- please see Table 1

Table 1: Benefit Package Breakdown

	Annual Town Contribution
NHP-HMO Access-Employee only	\$8,625.96
Dental HMO-Employee only	\$148.92
Vision-Employee only	\$71.16
Benefits card	\$1,500.00
Gap Insurance – Employee only	\$666.84
Life Insurance	\$767.64
Florida Retirement System (FRS)	\$6,521.90
Federal Insurance Contributions Act (FICA)*	\$5,890.50
Benefit Package Total	\$24,193.00

*The Federal Insurance Contributions Act (FICA) tax rate, which is the combined Social Security tax rate of 6.2% and the Medicare tax rate of 1.45%, will be 7.65% for 2020 up to the Social Security wage base. The maximum Social Security tax employees and employers will each pay in 2020 is \$8,537.40.

Table 2: Financial Impact

Annual Salary	\$77,000.00
Benefit Package	\$24,193.00
Total	\$101,193.00

Recommendation: N/A

Attachments:

1. Armilio Bien-Aime Vision Statement
2. Community Center Manager Job Description – DRAFT



Bien-Aime Inc.

2851-2 E. Aragon Boulevard Sunrise FL. 33313

04/20/2020

Mr. William Vance
Town Manager
4501 N. Ocean Drive
Lauderdale by the Sea, FL. 33308

Dear Mr. Vance

I would like to start this note by thanking you for your leadership as the Town manager. From the time you took office you've been very supportive of the staff and community center. Thank you for all that you do.

My relationship with the Town of Lauderdale by the Sea began in 1999 I accepted an offer from my employer at the time Goodwill Industries of Broward County to enter into a partnership with the Town Lauderdale by the Sea on their behalf in an effort to provide a range of activities to their senior population. I'm very familiar and feel right at home already with the Town residents as well as employees and Town officials. This next phase of me possibly joining the Town as an employee should prove to be seamless. Most folks assume that's the case already. I spend very little time distinguishing my work there as an Independent Contractor from that of a Town employee.

My vision for the community center for the next 5 years or so:

I envision a lot of great things happening as they have throughout my tenure. First of all, let's talk of where we are at this time. Every month, we are offering well over 100 opportunities for our residents to participate in on going activities. We often have 3 to 5 activities taking place at the same time and in some cases up to 10 activities during the course of the day. Last month's (March 2020) statistical report already have us exceeding where we were in terms of attendance this time last year and that was a record-breaking year. We are meeting yearly goals set for us by Broward County in record time as indicated in March 2020 monthly report. We've exceeded all expectations. Looking ahead will be equally as impressive, we will continue to tweak daily activities as warranted to meet the needs of our residents. If I could wave a magic wand, I would ask for more programming space. Our Town is growing by leaps and bounds however our working space is shrinking due to overwhelming demand for it due to our exponential growth. The same community center that use to accommodate 300 participants is now accommodating well over 800 plus participants. Thank God for the usage of the Jarvis Hall.

In order to expand our program to take it to the next level with our existing space will require the use of the Jarvis Hall with minimum interruptions for our daily class schedule. This can happen if we are willing to make the hard decision of suggesting to those groups that want to use the space during program hours with exceptions of course (The Gardens Club and The Women's Club) that they're welcome to use the space before and after regular MondayFriday daily programming (10:00 AM - 4:00 PM) or weekends. I understand that administrative Town business must take priority that's not what's in question. In the absence of that measure we will have to continue our existing program schedule tweaking it for maximum benefit. My intention is not to deny anyone the use of the Jarvis Hall a matter of fact I think it's a wonderful thing that the Hall is in such demand. Mr. Jarvis would have been proud to see that the Hall that bears his name is being utilized in the manner that it is. Regardless of what is decided I will make the best of the decision, after all we are all in this together.

First and foremost, I want to provide our residents with the kind of program that they can continue to be proud of. I want to continue offering them a safe environment as well as one that is conducive for creative learning, entertaining and a socially progressive array of activities.

My biggest concern at this time is what kind of toll will the coronavirus pandemic take on us as a community and how will the new normal impact us going forward. What resources will we need to draw from to accommodate families of the fallen and how do we go about projecting a brighter future to our residents.

With your continued support as well as that of your staff, commissioners, the mayor, our residents and me being an optimist, I see a very bright future ahead for our community and community center. I've attached several months of activities calendars and flyers to give you a glimpse at what transpires at the community center during the course of a fiscal year.

Sincerely,
Armilio Bien-Aime
Community Center Director

(954) 640-4225 • (954) 548-4219
E-mail: armiliob@yahoo.com

JOB TITLE: COMMUNITY CENTER MANAGER
DEPARTMENT: TOWN MANAGER
REPORTS TO: TOWN MANAGER

PAY GRADE:
ROLE & LEVEL: P4
FLSA STATUS: Non-exempt

JOB SUMMARY:

Develops and administers a comprehensive program of recreation services for the Town of Lauderdale-by-the-Sea (LBTS) community. Manages all operational and program activities from a recreation facility; ensures a safe, healthy, educational, and robust social environment for participants.

Work is performed under nominal direction with considerable latitude in the use of initiative and independent judgment. Position develops solutions to non-routine issues, without appreciable guidance from others and exercises significant latitude in determining best approaches to critical assignments. Schedule includes nights, weekends and holidays as dictated by events and programs.

EXAMPLES OF WORK PERFORMED:

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. **Employees may also perform other duties as assigned.**

- Develops and reviews the operating strategies, plans, and procedures and the coordinating documentation to uphold as policies and/or standard operating procedures
- Administers and monitors established budget for programs, equipment, and services; recommends annual operating budget based on objectives and needs; maintains complete and precise records of expenses
- Participates in the set up and break down of programming equipment and supplies
- Oversees the maintenance of the facility and its equipment; coordinates all preventative, routine, and repair maintenance with the Public Works department
- Administers the operations of Jarvis Hall, including but not limited to, reservations for the Hall from the public, and preventative, routine, and repair maintenance with the Public Works department
- Plans, sources, and initiates purchases, up to an established dollar amount, for all items, goods, and sundries related to the center and its programming; maintains responsible inventory of all daily operating essentials
- Plans daily, weekly, and monthly program calendars; processes registrations and schedules volunteer staff to meet the needs of program delivery

COMMUNITY CENTER MANAGER JOB DESCRIPTION



- Develops a wide variety of programming, including but not limited to, art, theater, computer and foreign language classes, as well as activities such as games and entertainment, physical fitness and health; participates as an instructor and/or guide for some classes and activities
- Maintains records of program participation, payments collected, and other administrative and program related activities
- Responds to the public's inquiries, via phone and in writing; resolves customer concerns, complaints, and problems
- Recruits, interviews, on boards, and supervises volunteers for administrative support, class instruction, and other areas of need; creates all necessary training materials needed for staff; manages the volunteer work stipend program
- Participates in community outreach efforts and marketing to promote the programs available and sustain participant registration and expansion
- Coordinates activities with LBTS staff, department heads, and the Town Manager
- Establishes and maintains relationships with other agencies and organizations in the community to ensure community satisfaction and to ensure that programs and services are not duplicated
- Conducts opinion surveys or needs assessments; researches and analyzes competitive market data, member or community needs to determine program directions and goals
- Responds to the county goals for programs and attendees; coordinates all regulatory audits with external parties/regulatory agencies
- Prepares and presents required and/or requested reports for Town management
- Maintains a safe environment for volunteer staff and attendees

Supervision:

- Schedules, trains, motivates, and evaluates volunteers; provides or coordinates staff training; works with volunteers to correct deficiencies; makes recommendations regarding the acceptance of volunteers into the program and/or the termination of volunteers from the program

MINIMUM QUALIFICATIONS:

Bachelor's degree in social work, human services, community development, recreation or a related field; supplemented by more than five (5) years of directly-related experience; or an equivalent combination of education, certification, training, and/or experience.

Certifications: First Aid, cardiopulmonary resuscitation (CPR), automated external defibrillator (AED)

Technology:

Must possess, or be able to obtain, a valid State of Florida Driver License **with an acceptable driving record.**

Created: March 2020

Revised:

PREFERRED QUALIFICATIONS:

Generally requires at least 7 years of directly-related experience **OR** master's degree and 5 years of directly-related experience

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of emergency procedures, including First Aid and CPR
- Considerable knowledge of management and operation of recreation facilities and equipment
- Considerable knowledge of events coordination and planning
- Working knowledge of current practices and program offerings for public recreation centers/organizations
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software
- Skill in collaborating with all types of groups and organizations
- Skill in public speaking and group engagement
- Skill in providing good customer service
- Skill in using mathematics to solve problems
- Skill in setting priorities that move projects through efficiently to achieve customer and quality objectives
- Ability to develop, organize and implement a well-rounded activities program
- Ability to handle emergency situations calmly and completely, following established protocol
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to use reasoning skills that minimize duplication of efforts, including but not limited to comparing, classifying, analyzing and coordinating
- Ability to prepare a variety of reports and presentations and understand contract documents
- Ability to correctly interpret and efficiently implement all applicable policies and procedures
- Ability to perform detail-oriented tasks in a high-volume work environment
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to handle confidential client and employment information with tact and discretion
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to work at nights and on weekends, as the program schedule of the center dictates



Town Commission Agenda Item Report

Meeting Date: April 28, 2020

Submitted by: Tedra Allen

Submitting Department: Administration

Item Type: Resolutions

Agenda Section: RESOLUTIONS - PUBLIC COMMENTS

Subject Title:

Resolution 2020-18 - A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, PROVIDING FOR THE APPOINTMENT OF MEMBERS TO THE AUDIT COMMITTEE; PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

Explanation: Pursuant to Section 7.3 of the Town Charter, the Town Commission at any time may by resolution appoint advisory boards. The primary purpose of the Audit Committee is as follows:

1. Meet with the auditor to review the Comprehensive Annual Financial Report and review the auditor's findings; and
2. Perform other duties assigned to them by the Town Commission.

The Audit Committee currently consists of three members and an alternate. Audit Committee members must be Town residents with experience and knowledge relevant to municipal accounting and financial matters.

The prior Audit Committee was comprised of the following persons:

Ken Brenner
W. Patrick Murphy
Jeffrey Whyte

As of April 24, 2020, the following individuals have submitted applications (**Exhibit 2**) for consideration to become members of the Audit Committee:

Howard Goldberg
Jill Bonin
Jeff Yocom
Ken Brenner

Recommendation:

Adopt Resolution 2020-18 appointing Audit Committee members

Attachments:

1. Resolution 2020-18
2. Applications

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A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, PROVIDING FOR THE APPOINTMENT OF MEMBERS TO THE AUDIT COMMITTEE; PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Town Charter Section 7.3, the Town Commission at any time may by resolution appoint advisory boards, comprised of Town residents, to serve without compensation at the pleasure of the Town Commission; and

WHEREAS, the Charter provides that the duties of such boards are to consult and advise the Town Commission, the Town Manager, or any Town department and make written recommendations which shall become part of the records of the Town; and

WHEREAS, Resolution 2018-15, adopted by the Town Commission on April 10, 2018 created an Audit Committee comprised of persons from the community with experience and knowledge relevant to municipal accounting and financial matters; and

WHEREAS, the primary purpose of the Audit Committee is to meet with the auditor to discuss the Comprehensive Annual Financial Report and review the auditor's findings ; however, the Commission may choose to assign other responsibilities to the Audit Committee from time to time.

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

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

SECTION 2. Appointments. The Town Commission hereby officially designates the following persons as members of the Audit Committee pursuant to the Town Charter and state that they shall serve at the pleasure of the Town Commission:

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_____ **alternate**

SECTION 3. Conflicts. All Resolutions or parts of Resolutions in conflict herewith, be
and the same are repealed to the extent of such conflict.

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 28th day of April, 2020.

MAYOR CHRIS VINCENT

ATTEST:

Town Clerk Tedra Allen, CMC

APPROVED AS TO FORM:

Susan L. Trevarthen, Town Attorney



TOWN OF LAUDERDALE-BY-THE-SEA APPLICATION FOR BOARDS & COMMITTEES

Name of Board: Audit committee
Applicant Name: Jeff Yocom
Street Address: 4561 Bougainvillea Dr Unit W
City State Zip Code: Lauderdale By The Sea, FL 33308
Home Phone: 610-316-2121 Cell Phone: 610-316-2121
Email Address: Jeffyocom@gmail.com
Occupation: Currently seeking employment
Business Address: _____
Work Phone: _____
Fax Number: _____
Are you a Town resident? Yes ☒ No ☐ How long? ____ Years ¹⁰____ Months
Are you a registered voter within the Town? Yes ☒ No ☐
Are you presently serving or have you ever served on any other board/committee? Yes ____ No ☒
If so, which one(s)? _____

Please list your background experience, education, experiences, interests/hobbies which qualify you to serve on this board/committee:

Experience:
Worked in shareholder reconciliation for a large mutual fund company. Managed a technical team of financial analysts for a financial software company. Was Director of a product development division for a company that made quality and safety audit software for hospitals.

Education:
Bachelor's of Science in Economics from Pennsylvania State University

Interests/Hobbies:
Fishing, dog walking, paddle boarding, bike riding

Applicant Signature 
Key: a7bdc4ae27e2c5fb17a6f69ca495cceb

Please attach additional page, if needed

Name (printed) Jeffrey Yocom Date: 04/21/2020

- ☐ Making false statements herein may be cause for removal by the Town Commission.



TOWN OF LAUDERDALE-BY-THE-SEA APPLICATION FOR BOARDS & COMMITTEES

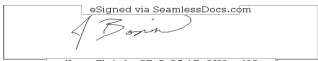
Name of Board: Audit Committee
Applicant Name: Jill Bonin
Street Address: 267 N Tradewinds Ave
City State Zip Code: Lauderdale by the Sea, FL 33308
Home Phone: 609-675-6670 Cell Phone: 609-675-6670
Email Address: boninjill@netzero.net
Occupation: Self Employed IT Consultant
Business Address: 267 N Tradewinds Ave, Lauderdale by the Sea, FL 33308
Work Phone: 609-675-6670
Fax Number: _____
Are you a Town resident? Yes ☒ No ☐ How long? 9 Years Months
Are you a registered voter within the Town? Yes ☒ No ☐
Are you presently serving or have you ever served on any other board/committee? Yes ☐ No ☒
If so, which one(s)? _____

Please list your background experience, education, experiences, interests/hobbies which qualify you to serve on this board/committee:

Experience:
College degree in Accounting and Computer Science (double major). IT professional for over 35 years working in Financial software. Majority of my career was in the casino industry working with all their Accounting systems (including interaction with regulators and auditors).

Education:
Bachelor of Science degree from Rider University

Interests/Hobbies:
Currently a licensed realtor (inactive - not affiliated with a broker)

Applicant Signature  Please attach additional page, if needed
Name (printed) Jill Bonin Date: 04/21/2020

- ☐ Making false statements herein may be cause for removal by the Town Commission.



TOWN OF LAUDERDALE-BY-THE-SEA APPLICATION FOR BOARDS & COMMITTEES

Name of Board: Audit Bd Of Adjustment Planning & Zoning
Applicant Name: Howard Goldberg
Street Address: 1960 Ocean mist dr
City State Zip Code: LBTS, FI 33062
Home Phone: 954 937 1790 Cell Phone: 954 937 1790
Email Address: Howard@goldbergsells.com
Occupation: real estate realtor
Business Address: _____
Work Phone: _____
Fax Number: _____
Are you a Town resident? Yes ☒ No ☐ How long? ____ Years ____ Months
Are you a registered voter within the Town? Yes ☒ No ☐
Are you presently serving or have you ever served on any other board/committee? Yes ☒ No ☐
If so, which one(s)? Bd of Adjustment Planning & Zoning

Please list your background experience, education, experiences, interests/hobbies which qualify you to serve on this board/committee:

Experience:

Education:
BA degree Brooklyn College

Interests/Hobbies:

Applicant Signature  Please attach additional page, if needed
Name (printed) Howard Goldberg Date: 03/06/2020

- ☐ Making false statements herein may be cause for removal by the Town Commission.



TOWN OF LAUDERDALE-BY-THE-SEA APPLICATION FOR BOARDS & COMMITTEES

Name of Board: Audit Committee
Applicant Name: Kenneth Brenner
Street Address: 258 Commercial Blvd
City State Zip Code: Lauderdale By The Sea, FL 33308
Home Phone: 954-612-9571 Cell Phone: 954-612-9571
Email Address: kenbrenner258@gmail.com
Occupation: Former Accountant/Property Manager & Business Owner
Business Address: _____
Work Phone: _____
Fax Number: _____

Are you a Town resident? Yes ☒ No ☐ How long? 10 Years 9 Months

Are you a registered voter within the Town? Yes ☐ No ☐

Are you presently serving or have you ever served on any other board/committee? Yes ☒ No ☐

If so, which one(s)? LBTS VFD Pension Board

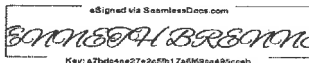
Please list your background experience, education, experiences, interests/hobbies which qualify you to serve on this board/committee:

Experience: Coopers & Lybrand Tax Accountant, Grant Thornton Property Manager for family owned properties and business owner/manager.

Education: Bachelor Degree in Account

Interests/Hobbies:

Applicant Signature


eSigned via SeamlessDocs.com
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Please attach additional page, if needed

Name (printed)

KENNETH BRENNER

Date: 04/03/2018

- ☐ Making false statements herein may be cause for removal by the Town Commission.

