Town Commission
Jarvis Hall 4505 N. Ocean Drive

Regular Town Commission

Regular Town Commission

Tuesday, April 12, 2022, 6:30 PM
Jarvis Hall 4505 N. Ocean Drive

1. **CALL TO ORDER, MAYOR CHRIS VINCENT**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **INVOCATION - Pauline Brooks McGuinness representing the Baha'i Faith**
4. **ADDITIONS, DELETIONS, DEFERRALS OF AGENDA ITEMS**
5. **PRESENTATIONS**
6. **PUBLIC COMMENTS**
7. **PUBLIC SAFETY DISCUSSION**

   7.a. BSO March 2022
   4-12-22 AM BSO March Report .pdf
   Ex.1 - TM Report-March 2022.pdf

8. **TOWN MANAGER REPORT**

   8.a. Town Manager Report for April 22, 2022
   04-22-22 AM Town Manager Report.pdf
   EX1 Town Meeting Calendar.pdf
   EX2 Lauderdale by the Sea Public Art Restoration.pdf

9. **TOWN ATTORNEY REPORT**
10. **APPROVAL OF MINUTES**

    10.a. Approval of Minutes: March 22, 2022, Special Town Commission Meeting & March 22, 2022, Town Commission Meeting
    4-12-22 AM Minutes.pdf
    Ex. 1 - 03-22-22 LBTS Special Commission 1st draft minutes.pdf
    Ex. 2 - 03-22-22 LBTS Commission 1st draft minutes.pdf

11. **CONSENT AGENDA**

    11.a. Special Event Application from Even Keel Fish Shack for Rose Wall and Beverage Tasting Sunday, May 8, 2022
    4-12-22 AM Scl Event App Even Keel Mothers Day Rose Wall 5-8-22.pdf
    Ex. 1 - 5-8-22 Special Event App w Maps.pdf

12. **OLD BUSINESS**

    12.a. Discussion of Plaza Policies
    4-12-22 AM Plaza Policies.pdf
    EX1 LBTS Plaza Policies 2022 Final.pdf

13. **NEW BUSINESS**

    13.a. Designation of Vice Mayor
    4-12-22 AM VM Designation.pdf
    EX 1- Resolution 2022-14 Vice Mayor Appointment.pdf

13.b. Appointment of a Town Representative to the AMR Review Board (EMS Review Committee)
4-12-22 AM AMR Review Board.pdf

13.c. 2022-23 Broward League of Cities, Board of Director Appointments
4-12-22 AM Appointment to Browrd League of Cities.pdf
Ex. 1 - Broward League of Cities Board of Director Appointment Letter.pdf

13.d. Appointment of a Town Representative to the Broward County Metropolitan Planning Organization (MPO)
4-12-22 AM MPO Appointment.pdf

13.e. Appointment of a Town Representative to the Hillsboro Inlet District
4-12-22 AM Hillsboro Inlet Appointment.pdf

13.f. Terra Mar Sidewalk Discussion
4-12-22 AM Terra Mar Sidewalk Final.pdf
Ex. 1- Terra Mar Island Bridge Project- City of Pompano Beach.pdf
Ex. 2- Engineers Estimate of Proposed Construction Options.pdf
Ex. 3- Design Alternative 1.pdf
Ex. 4- Design Alternative 2.pdf

13.g. Commission Meeting Procedures
4-12-22 AM Commission Meeting Procedures Final.pdf
Ex1 LBTS 2022 Commission Meeting and Agenda Procedures Resolution Final.pdf

14. COMMISSIONER COMMENTS

15. ORDINANCES 1st Reading

16. ORDINANCES 2nd Reading

17. RESOLUTIONS - PUBLIC COMMENTS

17.a. Resolution 2022-14. A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, PROVIDING FOR THE APPOINTMENT OF AS VICE-MAYOR; PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.
4-12-22 AM Resolution 2022-14 VM Designation.pdf
Ex. 1-Resolution 2022-14 Vice Mayor Appointment.pdf

17.b. Resolution 2022-15 - A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPOINTING RESIDENT MEMBERS TO THE FIREFIGHTERS PENSION TRUST FUND BOARD OF TRUSTEES; PROVIDING FOR CONFLICTS AND FOR AN EFFECTIVE DATE.
4-12-22 AM - Fire Pension Board of Trustees Appointments.pdf
EX1 - Resolution 2022-15 Firefighters Pension Board of Trustees.pdf
EX2 - Sec 2 137 Pension Board of Trustees .pdf
EX3 - Pension Board of Trustees Applications.pdf

17.c. Resolution 2022-16 - A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPOINTING MEMBERS TO THE PLANNING AND ZONING BOARD; PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.
4-12-22 AM - PandZ Board Appointments.pdf
EX 1 - Resolution 2022-16 Planning and Zoning Board Appointments.pdf
EX 2 - PandZ Board Applications.pdf

18. QUASI JUDICIAL PUBLIC HEARINGS

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.

PROCEDURES FOR PUBLIC COMMENTS:
Public Comments may address issues that are not on this meeting's agenda, but should relate to the business of the Town, and should not contain personal attacks. If your comment requires follow up, the Town Manager will have a staff person respond to your concerns, and will advise us of the outcome.

The Town Clerk will read off the names of those who have signed up to speak. When your name is called, please come to the podium, state your name for the record, and indicate whether you are a Town resident. Do not state your address. You have up to three minutes to make your comments, but there is no requirement to use the entire time. If you wish to address a particular Commissioner or member of Town Administration, please do so by use of their title.

If you wish to approach the Commission dais to hand out a document or for some other reason, please request permission and state your reason for doing so. All documents to be provided to the Commission should be handed to the Town Clerk for distribution.

These procedures have been developed to assure that the Town Commission meeting time is efficiently used, and that meetings are conducted in a polite and respectful manner. More information on the decorum rules for Town Commission meetings is available in Section 2-23 of the Town Code of Ordinances.

Agenda Item No: 7.a

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted By: Captain Thomas Palmer, BSO
Submitting Department: Public Safety
Item Type: Report
Agenda Section: PUBLIC SAFETY DISCUSSION

Subject Title: BSO March 2022

Recommendation: Accept/Approve

Attachments: Exhibit 1 – BSO March 2022 Report

Date: April 6, 2022

To: Linda Connors
Town Manager

From: Captain Thomas Palmer
Commander, Lauderdale by the Sea District

Subject: BSO Public Safety Report- March 2022

PERSONNEL CHANGES:

None.

EMPLOYEE OF THE MONTH: Detectives Glen Genovese and Danny Mursell

In March 2022, a thief entered the Town of Lauderdale by the Sea and specifically targeted and removed the catalytic converters from three Mitsubishi Outlanders that were parked on El Mar Drive. This type of theft has plagued several jurisdictions throughout Florida and beyond. Detectives Glen Genovese and Danny Mursell immediately began canvassing the area and investigating the cases. The detectives discovered surveillance video that provided an investigative lead in the case. The detectives then utilized the town's Automated License Plate Reader (ALPR) system and discovered that the suspect vehicle was also involved in a similar theft in the City of Dania Beach. Detective Genovese then distributed a Law Enforcement ALERT Flyer to several jurisdictions to inquire if any jurisdiction had any similar crimes possibly involving the suspect that was captured on video. A few days later, the detectives discovered that the Coconut Creek Police Department had arrested a suspect that matched the description of our perpetrator. The detectives worked with the detective from the Coconut Creek Police Department and was able to positively identify the suspect captured on surveillance video as Julio Cesar Rodriguez-Vidal. Further investigation revealed that when Rodriquez-Vidal was arrested in Coconut Creek he was found with multiple firearms (to include an assault rifle) and several catalytic converters inside of the suspect vehicle. The suspect was charged with all of the catalytic converter cases that occurred during the month of March bringing this crime wave to an end and a successful conclusion.

Detectives Genovese and Mursell are veteran, tenacious detectives that take pride in their investigations and constantly go the extra mile to ensure "no stone goes unturned." Due to their teamwork and hard work a potentially dangerous felon is off the streets. Due to their actions, I have selected this dynamic duo as the Lauderdale by the Sea District's Deputies of the Month for March 2022.

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

- **Elder Links:** This program offers referral services to elderly residents and other senior citizens in need of medical and mental health care, meal delivery or other social services.

- **Business and Residential Security Surveys:** The Business and Residential Security Survey program teaches participants to secure their business, home or condominium to reduce the likelihood of burglary and theft. Security surveys, conducted by a certified law enforcement security specialist, are provided upon request, at no charge to the business owner or resident.

- **Vacation House Watch Program:** Residents who are traveling out-of-town may register for this program. Deputies will conduct periodic checks of their residence until their return.

- **Neighborhood Crime Prevention Program:** The Neighborhood Crime Prevention program liaison organizes and conducts crime prevention and security seminars at the request of neighborhood civic and condominium associations. We will also help facilitate any Neighborhood Crime Watch programs in which the residents wish to participate.

- **Identity Theft and Scam Prevention Program:** The Identity Theft and Scam Prevention program is designed to inform residents about identity theft and how to lessen their chances of becoming a victim of a scam. Residents are informed on the importance of shredding documents, awareness of suspicious individuals, protection of passwords and use of caution in revealing information. Our Shred-A-Thon to reduce identity theft event is incorporated into this program.

- **Enhanced Marine Law Enforcement Patrol Program:** The BSO Marine Patrol Unit participates in the Enhanced Marine Law Enforcement Grant on behalf of Lauderdale-by-the-Sea. This grant allows for additional maritime patrols throughout the Town's waterways and adjacent ocean area.

- **Citizen Observer Patrol (COP) Program:** COP volunteers are local residents who receive public safety training. They are a tremendous asset to the Town of Lauderdale-by-the-Sea. COP members alternate assisting in administrative duties or patrolling local neighborhoods as an extra pair of eyes and ears to supplement deputy sheriff patrols. COP members also attend monthly patrol information and criminal intelligence briefings. A summary of COP statistical activity is included at the end of this report.

- **Sexual Offender Tracking Program:** There are **no** individuals legally classified as a sexual offender residing within Town limits. The sex offender database is routinely checked by BSO to ensure compliance with State of Florida legal mandates. Existing municipal ordinances prohibit persons classified as sexual offenders or sexual predators from residing within Town limits.

- **Bicycle Patrol:** Deputies utilize specialized patrol bicycles to enhance public safety and community outreach. This mode of patrol allows the deputies to interact one-on-one with our residents and visitors. The patrol bicycles were utilized for a total of 7 hours this month.

- **All-Terrain Vehicle Patrol:** The ATV / Polaris are primarily utilized on the beach areas in order to conduct patrols to deter criminal activity and maintain the security of the beach-area properties. The ATV patrol is instrumental in marine fisheries regulation enforcement and protection. Deputies used the ATV / Polaris for 396.10 miles and 53.75 hours this month.

- **Crisis Intervention Team / Homeless Outreach Team Programs:** The C.I.T. / H.O.T. program is comprised of specially trained patrol deputies and supervisors who are able to intervene in situations involving persons with mental illness or are otherwise experiencing mental health crises or are homeless and in need of services. Five (5) individuals experiencing homelessness were contacted during the month. One of the individuals was arrested for retail theft from the Walgreens, one of the individuals was issued a trespass warning from a commercial establishment and the remaining three (3) individuals refused services.

- **Automated License Plate Reader Camera System:** The ALPR system installation was completed in October 2014. The system is proving to be an effective tool to Public Safety. ***See Notable Incidents/Arrests below.***

- **e – Alerts:** This information initiative allows Town residents to stay informed, via email or text messages, of important topics such as criminal activity, traffic information, upcoming events, security issues and other important public safety information throughout Broward County and Lauderdale-by-the-Sea. Residents can register for this program through either the Lauderdale-by-the-Sea or the Broward Sheriff's Office internet website @ www.sheriff.org .

- **Electronic Message Board:** The BSO Lauderdale-by-the-Sea district continues to utilize the electronic traffic safety message board at various locations within the Town. This allows the district to alert residents about any traffic problems and other important public safety issues impacting them.

- **SaferWatch:** SaferWatch is an application (app) that gives citizens the power to record or report non-emergency incidents as they happen. It provides another option to the "If you see something, say something" message and allows individuals that "If you see something, SEND something" via a mobile application (app) from your smartphone.

- **TWITTER:** The Broward Sheriff's Office has provided an official Twitter account to Captain Palmer and Lieutenant Wesolowski to provide information to the public via social media. Follow us **@BSOLBTS**.

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

N/A

NOTABLE INCIDENTS / ARRESTS:

CASE: 13-2203-000064
DATE/TIME: 03/02/22 @ 0957hrs
LOCATION: 4417 El Mar Dr.
VEHICLE: 2020 Mitsubishi Outlander
ARRESTEE: Julio Cesar Rodriguez-Vidal, W/M, 7/19/87
INCIDENT: Grand Theft (auto parts)-**ARREST**
SUMMARY: Between 2200 hours 3-1-22 and 0900 on 3-2-22, unknown subject(s) removed the catalytic converter from the listed vehicle. Detectives Mursell and Genovese immediately investigating the cases and thru investigative means, developed investigative leads that lead to the arrest of the suspect. It was determined that the individual was responsible for similar thefts throughout Broward and Dade counties. The suspect was arrested without incident.

CASE: **13-2203-000066**
DATE/TIME: 03/02/22 @ 1033hrs
LOCATION: 4308 El Mar Dr.
VEHICLE: 2020 Mitsubishi Outlander
ARRESTEE: Julio Cesar Rodriguez-Vidal, W/M, 7/19/87
INCIDENT: Grand Theft (auto parts)- **ARREST**
SUMMARY: Between 2130 hours 3-1-22 and 0930 hours on 3-2-22, unknown subject(s) removed the catalytic converter from the listed vehicle. Detectives Mursell and Genovese immediately investigating the cases and thru investigative means, developed investigative leads that lead to the arrest of the suspect. It was determined that the individual was responsible for similar thefts throughout Broward and Dade counties. The suspect was arrested without incident.

CASE: 13-2203-000068
DATE/TIME: 03/02/22 @ 1116hrs
LOCATION: 4220 El Mar Dr
ARRESTEE: Julio Cesar Rodriguez-Vidal, W/M, 7/19/87
INCIDENT: Grand Theft (auto parts)-**ARREST**
SUMMARY: While canvassing the area for additional auto parts being stolen, Deputy Hopkins located another vehicle with a missing catalytic converter located at Casa Del Sol resort. Detectives Mursell and Genovese immediately investigating the cases and thru investigative means, developed investigative leads that lead to the arrest of the suspect. It was determined that the individual was responsible for similar thefts throughout Broward and Dade counties. The suspect was arrested without incident.

CASE: 13-2202-000111
DATE/TIME: 3/3/2022 1320hrs
LOCATION: 4653 N Ocean Dr.
ARRESTEE: Jose M. Reyes-Sanchez W/H/M 11/24/1979
INCIDENT: Warrant Arrest (Violation of Probation (VOP) Battery – No Bond)
INCIDENT Dep. Koos & Kratz responded to the event location after receiving information that the listed subject had a Capias for VOP Battery. The subject was located, arrested and transported to the BSO Main Jail without incident.

CASE: 13-2203-000080
DATE/TIME: 03/02/22 @ 2028hrs
LOCATION: 1 Commercial Blvd
ARRESTEE: Jacobs Dawkins, BM, 02/01/1996
INCIDENT: Warrant Arrest/Driving While License Suspended (DWLS)
SUMMARY: While conducting traffic enforcement (speed enforcement), Deputy Almodovar conducted a traffic stop and arrested to driver for an active warrant reference DWLS.

CASE: 13-2203-000170
DATE/TIME: 03/05/22 @ 1100-1115 hrs.
LOCATION: 1501 S Ocean Blvd #108
VEHICLE: Unknown
SUSPECT(S): 2x W/M's wearing 'Orkin" vests & red/black masks
INCIDENT: Grand Theft-Distraction
SUMMARY: Deputies responded to a delayed report of a grand theft where the 70 YOA victim reported 2 males, approx. 30-40 YOA, knocked on her screen door and advised they were from "Orkin Pest Control", and were sent by building management to treat her apartment for 'ants.' The suspects were wearing facial coverings and green vests emblazoned with the Orkin name. One suspect immediately directed her to various locations within the apartment and instructed her to move objects so they could spray for insects. The other suspect entered her bedroom and took numerous pieces of Cartier and Tiffany watches/jewelry from a large Tiffany glass bowl atop her dresser. Schubert described the men were carrying plastic garden sprayers and not the typical metal cans used by pest control workers. The suspects were careful not to touch anything and left via unknown means. At least one suspect was observed wearing gloves. Schubert later went to her bedroom and discovered her heirloom jewelry was missing. Responding deputies located a pest control truck on nearby Bel Air Ave occupied by a self-employed Hispanic father and young son, who were determined not to be involved in the crime. The area canvass produced no witnesses or video surveillance. Numerous cases have been reported in various locations across the county with different subject descriptions but the same modus operandi. Investigation is ongoing.

CASE: 13-2203-000194
DATE/TIME: 03/05/22 @ 2350hrs
LOCATION: 4319 N. Ocean Drive (Walgreens)
ARRESTEE: Scott Ridley BM 12/14/91
INCIDENT: Retail Theft-Resist without violence
SUMMARY: Deputies responded to the Walgreen's reference a suspect acting erratically and stealing from the business. Deputies made contact with the suspect in front of the business and the investigation revealed that the suspect had numerous items in his pockets that were not paid for during his time inside the business. The suspect was arrested for retail theft and became physically non-compliant and while no force was used on the suspect his acts and actions rose to the level of Resist W/O Violence. The suspect was charged and transported to the BSO Main Jail without incident.

CASE: 13-2203-00018
DATE/TIME: 03/10/22 @ 1251 hrs.
LOCATION: 4653 N Ocean Drive
ARRESTEE: Oje Ifatolu Akinkana B/M 10/10/1997
INCIDENT: Warrant Arrest
SUMMARY: At approx. 12000 hrs., Fugitive Task Force detectives from BSO/FLPD/US Marshals advised BSO Dispatch they were conducting surveillance at 4653 N Ocean Dr, in reference to a case from New York State. Contact was made with the lead detective, who advised they were attempting to locate Oje Akinkana for a felony warrant related to a road-rage incident in which he fired a gun at another motorist/vehicle. The suspect was arrested and transported to the BSO Main Jail without incident.

CASE: 13-2203-000390
DATE/TIME: 03/10/2022 @ 1833 hrs.
LOCATION: 4319 N. Ocean Dr, Walgreens
ARRESTEES: Smolic, Anton W/M 4/17/ & Ciuraru, Ion W/M 3/3/83
INCIDENT: Retail Theft, Trespass after Warning
INCIDENT: Deputies were dispatched to a call where two males causing a disturbance at the Walgreens. Upon arrival, deputies contacted two subjects loitering in the breezeway of the former rental car agency. Deputy Hernandez contacted management and reviewed surveillance footage that showed the two suspects stealing alcohol and other items. Further investigation revealed that both suspects had previously received a trespass warning from the business and the subjects were arrested and charged accordingly.

CASE: 90-2203-000136
DATE/TIME: 03/15/22 @ 1210hrs
LOCATION: 4020 Galt Ocean Dr, Fort Lauderdale
ARRESTEE: Anthony Calderone W/M 7/14/85
INCIDENT: Warrant Arrest (Solicitation of a Minor)
SUMMARY: Deputy Redl assisted the BSO Internet Crimes Against Children (ICAC) Task Force with the arrest of a suspect who was attempting to solicit a 14 year old female for sex. The 14yr old was an undercover Palm Beach County Detective with the ICAC task force. The arrestee was transported to jail.

CASE: 13-2203-000812
DATE/TIME: 03/22/22 @ 0022hrs
LOCATION: 1 Commercial Blvd
ARRESTEE: Jennifer Velez, W/L/F, 2/12/1992
INCIDENT: Aggravated Battery and Burglary Conveyance-**ARREST**
SUMMARY: Deputies were dispatched reference two females possibly attempting to drive a vehicle while intoxicated. Upon Deputy Pitulan arriving at the scene, he started speaking with one of the witness in the parking lot when all of the sudden the arrestee ran from behind a covered golf cart and started attacking the victim who is a bartender at Aruba Beach Café. Deputy Pitulan was able to separate the arrestee from the victim and take her into custody. The victim sustained abrasions to the left breast tissue and heavy teeth marks on the outer thigh area. The skin appears to be nearly removed from the body and a visible scar is most likely to occur from such tissue damage. The arrestee was transported for medical clearance reference a broken tooth which more than likely occurred during the assault (biting) and then transported to main jail.

CASE: 13-2203-000762
DATE/TIME: 03/22/22 @ 0333hrs
LOCATION: 4105 N Ocean Dr
SUSPECT: Christopher Beckford (B/M, 12/29/1998)
INCIDENT: DUI
SUMMARY: Deputies located a vehicle stopped in the middle of A1A and noticed that the driver was asleep in the driver's seat with the vehicle running. After the suspect was awakened, he displayed signs of driving under the influence of drugs and/or alcohol and was transported to jail.

CASE: 13-2203-000737
DATE/TIME: May 2020 – March 11, 2022
LOCATION: 3900 N Ocean Dr
INCIDENT: Burglary Residence
SUMMARY: After a two-year hiatus from their vacation home, the victims returned and observed items missing from the residence. Several workers had accessed the home over the past two years. No forced entry was evident. Investigation is ongoing.

CASE: 13-2203-0000944
DATE/TIME: 03/26/22 @ 0046hrs
LOCATION: 1 Commercial Blvd
ARRESTEE: Warren Scott W/M 9/2/66
INCIDENT: Misdemeanor Trespass after Warning, Resist W/O, Disorderly Intoxication Arrest
SUMMARY: The suspect was causing a disturbance inside of Aruba's and refused to leave the business. Additional deputies arrived and the suspect became verbally abusive to the deputies. As the deputies attempted to place the suspect into custody, the suspect became physically non-compliance and attempted to "mule kick" Deputy Figueroa but luckily missed. The suspect was placed into custody and transported to the BSO Main Jail.

CASE: 13-2203-0001163
DATE/TIME: 03/30/22 @ 1700 – 0030hrs
LOCATION: 4425 N Ocean Drive
INCIDENT: Petit Theft (Diamondback Mountain Bicycle/ Model Overdrive 29ER)
SUMMARY: Victim called 911 to report a delayed theft of a bicycle. At 5pm this date (03/30/2022), the victim parked his bicycle at the above lot and secured it with a lock. The victim returned several hours later and noticed that the bike was stolen. Detectives have developed an investigative lead and the investigation is ongoing.

CASE: 13-2203-0001150
DATE/TIME: 03/30/22 @ 1656hrs
LOCATION: 112 Commercial
INCIDENT: Disorderly conduct, trespass after warning and resisting arrest
SUMMARY: Deputy Redl was dispatched to a drunk and disorderly suspect harassing customers. The suspect was located and was asked numerous times to leave the establishment, but he refused. Deputy Redl attempted to physically escort the suspect out of the establishment and the suspect physically resisted and was arrested and transported to the BSO Main Jail.

MONTHLY ARREST LOGS:

F	Aggravated Battery	1	Commercial Blvd
F	Battery-Touch or Strike	100	Commercial Blvd
M	Capias-Violation of Probation -No Bond	4653	N Ocean Dr
M	Disorderly Intoxication	1	Commercial Blvd
M	DUI Alcohol or Drugs 1st Offense	4105	N Ocean Dr
M	Larceny-Grand Theft Greater Than $750 Less Than $5K	4417	El Mar Dr
M	Larceny-Grand Theft Greater Than $750 Less Than $5K	4308	El Mar Dr
M	Larceny-Grand Theft Greater Than $750 Less Than $5K	4220	El Mar Dr
M	Larceny-Petit Theft 2nd Degree 1st Offense	4319	N Ocean Dr
M	Larceny-Petit Theft 2nd Degree 1st Offense	4301	N Ocean Dr
M	Larceny-Petit Theft 2nd Degree 1st Offense	4327	N Ocean Dr
M	Warrant Arrest	4321	N Ocean Dr

CRIME STATISTICS:

CRIME	CURRENT MONTH	PRIOR MONTH	2021 YTD	2022 YTD
AUTO THEFT	1	0	3	2
BURGLARY-BUSINESS	0	0	0	0
BURGLARY-CONVEYANCE	1	0	9	1
BURGLARY-RESIDENCE	0	0	0	2
BURGLARY-STRUCTURE	0	0	0	0
FORCIBLE SEX	0	0	0	0
ARSON	0	0	0	0
ASSAULT-AGGRAVATED	0	0	2	0
HOMICIDE	0	0	0	0
ROBBERY	0	0	1	0
THEFT-GRAND	5	2	2	11
THEFT-PETIT	4	5	5	13
TOTALS	**11**	**7**	**22**	**29**

CITIZEN OBSERVER PATROL STATISTICAL SUMMARY:

COP Activity	Total
Number of Volunteers	36
COP Hours Worked - Month	297
COP Patrol Miles - Month	517
COP Hours Worked - YTD	541
COP Patrol Miles - YTD	995

COP Bike Patrol Hours - Month	7
COP Bike Patrol Hours - YTD	14

COP Beach Patrol Hours – Month	51
COP Beach Patrol Hours - YTD	111

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

	Month	2022 YTD
Reserve Deputy - Days Worked	8	18
Reserve Deputy - Hours Worked	66	164.5

MONTHLY STAFFING AND STATISTICAL REPORT:
The March 2022 Monthly Staffing and Statistical Report is attached.

Lauderdale by the Sea
Monthly Activity
March 2022

Reports/Calls	
Miscellaneous Service	
Event Reports	53
Accidents	16
Calls for Service	1,195

Traffic	
Types of Citation	
Non-Moving / Moving Citation	96
Parking	0
Warnings	224
Total Citations	**320**

Arrests	
Type of Arrest	
Felony	4
Misdemeanor	5
NTA	0
Warrant	2
DUI	1
NIC (Felony)	0
NIC (Misdemeanor)	1
DV (Felony)	0
DV (Misd.)	0
Total Arrests	**13**

Time Worked	
Hours Worked	
Bike Patrol	7
Court Overtime	9
Training	174
Detached	49.5
Other Overtime	80
Days Worked	31

General	
FI	18
Truant	0
Truant Debriefed	0
Elder Link	0

Narrative

ATV/UTV: 396.10 Miles / 53.75 Hours
Reserve Deputies worked 8 shifts (66 hrs)

MONTHLY STAFFING AND STATISTICAL REPORT
LAUDERDALE-BY-THE-SEA DISTRICT
March 31, 2022

CURRENT STAFFING ALLOCATIONS

Position	Budgeted Positions	Actual Positions	Vacant Positions
District Chief	1	1	
Executive Lieutenant	1	1	
Sergeant	4	4	
Deputy Sheriff	19	19	
Community Service Aide	1	1	
Administrative Specialist	1	1	
Clerical Specialist (P/T)	1	1	
TOTAL	**28**	**28**	**0**

PERSONNEL ON LIGHT DUTY, PROMOTED, TRANSFERRED, ETC.

Name	CCN	Status	Circumstances
Deputy Jeffrey Bickel	15551	Light Duty	Illness

DETACHED PERSONNEL / LOCATION

Name	CCN	Detached to	Reason	Hours
Deputy Brann Redl	10365	Training Division	Adjunct Training	24
Deputy Javier Barrios	16797	RTU	Youth Day Parade	4
Detective Glen Genovese	13738	QRF	Adjunct Training	10
Deputy Alain Dubreuil	15658	Weston District	Tour de Broward	8
Deputy Michael Kratz	11289	Copper City District	Founders Day Parade	3.5
			TOTAL	**49.5**

LAUDERDALE BY THE SEA DISTRICT

NEARBY SEX OFFENDERS (2 Mile Radius) – MARCH, 2022

ANTHONY MANGANARO JR.

11/08/1965

2751 NE 58th St

Fort Lauderdale, FL 33308

SEX OFFENSE, OTHER STATE (ATTEMPTED DISSEMINATE INDECENT MATERIAL TO MINORS 1ST DEGREE)

(GUILTY/CONVICTED – 11/20/2003)

New York, NY

MICHAEL DAVID SCHMEHL

05/26/1974

4141 Bayview Dr.

Ft. Lauderdale, FL 33308

SEX OFFENSE, OTHER STATE (SEXUAL ASSAULT)

(GUILTY/CONVICTED – 08/26/1998)

Bucks, PA

ANGEL MAURY

01/22/1966
4011 N Ocean Blvd. #314
Fort Lauderdale, FL 33308

SEX BAT/COERCES BY THREAT; F.S. 794.011(4)(b)

SEX BAT BY ADULT/VCTM UNDER 12; F.S. 794.011(2) **TIMES 2**

Lewd or lascivious molestation victim under 12 years offender 18 or older; F.S. 800.04(5)(b) ((2 COUNTS)) **TIMES 2**

Lewd, Lascivious batt sex w/victim 12-15 years old; F.S. 800.04(4)(a) **TIMES 2**

Unlawful Sexual Activity with Certain Minors 16/17 yr old; F.S. 794.05(1)

(GUILTY/CONVICTED – 10/28/2013)

Broward, FL

LAUDERDALE BY THE SEA DISTRICT

NEARBY SEX OFFENDERS (2 Mile Radius) – MARCH, 2022

DAVID RAPHAEL ROSENRAUCH

07/26/1971

3100 NE 46th ST.
Fort Lauderdale, FL 33308

PROV.OBSCENE MAT.MINOR; F.S. 847.0133 (PRINCIPAL)

SEXUAL PERFORMANCE BY A CHILD(POSSESS PHOTO OR PICTURE); F.S. 827.071(4) (PRINCIPAL)

PRODUCE, DIRECT, PROMOTE SEXUAL PERFORM. BY CHILD; F.S. 827.071(3) (PRINCIPAL IN ATTEMPT)

ADJUDICATION WITHHELD 11/12/1996

Lake, FL

NO IMAGE

MURPHY HANDY

11/04/1956

1500 S Ocean Blvd.
Apt: 1105 Pompano Beach, FL 33062

ABSCONDED FROM PROBATION

LEWD,LASCIVIOUS CHILD U/16; F.S. 800.04 (PRINCIPAL)

(GUILTY/CONVICTED – 09/21/1995)

Broward, FL

JAMES ORLIN CLARKE

05/14/1980

4011 N Ocean Blvd. #105

Fort Lauderdale, FL 33308

Ocean Reef Hotel

SEX OFFENSE, OTHER STATE (3RD DEGREE CRIMINAL SEXUAL CONDUCT-PERSON 13 TO 15)

(GUILTY/CONVICTED – 11/09/1999)

Macomb, MI

March 29, 2022

Prepared by: Giovanna Anderson

Agenda Item No: 8.a

Town Commission Agenda Item Report

Meeting Date: April 22, 2022
Submitted By: Linda Connors, Town Manager
Submitting Department: Administration
Item Type: Reports
Agenda Section: TOWN MANAGER REPORT

Subject Title: Town Manager Report for April 22, 2022

Explanation: Following is the Town Manager's report for April 22, 2022.

1. Downtown Redesign

The Commission hired Hugh Johnson to provide plans for the redevelopment of Downtown. Staff have met with Hugh and we are ready to focus on community and business meetings. The meeting schedule is as follows:

Community Meeting	April 20	6:00 pm
Community Meeting	May 4	6:00 pm
Commission Workshop	May 17	6:30 pm
Commission Meeting	June 7	6:30 pm

We will utilize Conceptual Communications to assist us in getting the word out and ensure that as many people as possible are aware of these meetings.

Also – Bill Ciani has asked that the Town reconsider the new downtown design to include the removal of parking on the southside of Ocean Drive and Commercial Boulevard. Previously, the Commission voted to have these five parking spaces remain in the design at his request as his property and business owners would be most affected by the removal.

Commission Action Required: Consensus to design downtown with the additional five spaces removed. Alternatively, you could direct staff to place this on tonight's agenda for a more detailed discussion.

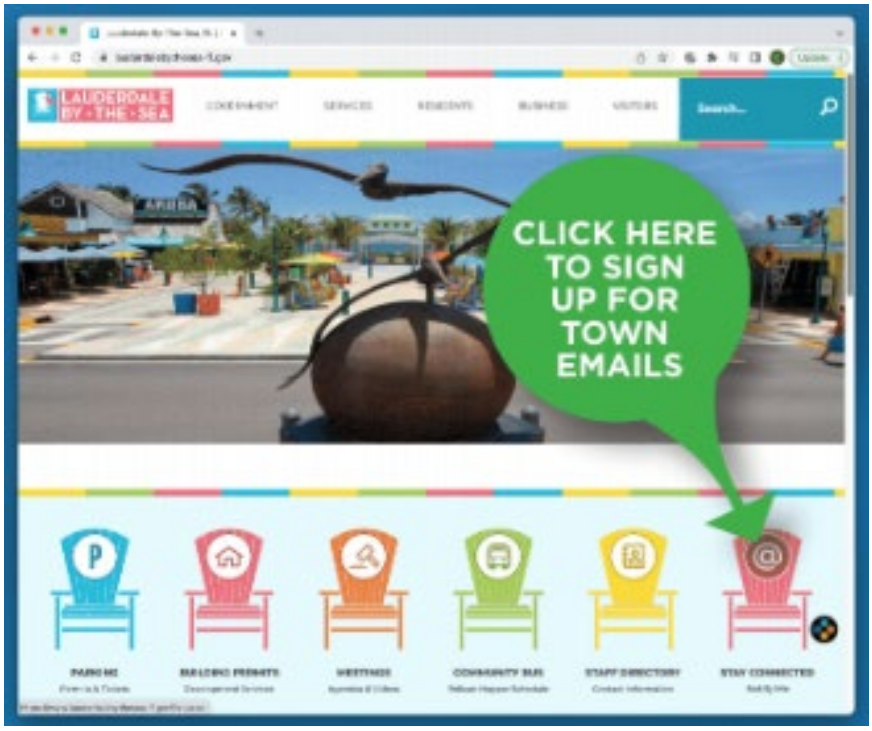
2. Town Meeting Calendar

Please see attached the Town Meeting calendar. I realized that we have gotten away from posting this on the Town's website and I wanted to make sure we restarted this policy. Please review the calendar meeting dates. In the past we have cancelled the second meetings in November and December for holidays and the second meeting in August for summer break. Now would be an appropriate time to decide if we wanted to continue this policy.

Commission Action Required: Consensus to accept the Town Calendar as presented which includes one meeting in August, November and December per our usual schedule.

3. Parking Meters Now Take American Express.

Staff has been working with our parking vendors to incorporate the usage of American Express at the pay stations. We are glad to report this feature should be active within the next week. Machines will be labeled as accepting American Express so that are customers are aware of the new credit card option.



4. Conceptual Communications Update

At the commission's last meeting, you approved a contract with Conceptual Communications to provide the Town's PIO services. Since then, they have worked with Town staff to send out the first of a regular highlight of the Town's Commission meeting results, started to update the Town's website and sent notices to the public about an electrical outage in Bel Aire, traffic congestion on Commercial Boulevard due to construction and a call to ask people to apply for the Town's board openings. They have also put together Town Topics magazine which was delivered this week. Stay tuned for another quick email blast to keep the public aware of happenings in the town each week.

We have about seven hundred emails registered through our Town website to receive these notifications. Please encourage your friends and neighbors to register through the Town's website.

5. Comprehensive Emergency Management Plan

In the FY22 Budget staff had included $30,000 for the updating the CEMP. As part of the process, we enlisted the help of Witt O'Brien's through our piggyback contact with the City of Pompano Beach that also includes our debris monitoring services. As part of their services, they have reviewed the existing CEMP and identified areas for updates/inclusions/clarifications. The cost for the work is $14,400. The updates should be completed in the next 6-8 weeks.

6. Art Update

The Town's art collection has been refurbished except for the pelican sculpture downtown. This work is planned after Easter and should be finished by the beginning of June. Staff has been working with Mr. Bock and his team to develop a maintenance program going forward to prevent future degradation of the pieces and ensure that they remain in pristine condition following the recent restorations. A summary of the completed work has been attached for your review.

7. Visitor Center

Spending time at the Visitor Center has given Staff the opportunity to learn the operation firsthand. As we further organize staffing and operations, Staff has noticed that the number of visitors drop to nearly zero after 4:00 p.m. To better manage volunteer and staff time efficiently, the building will operate under new open hours from 9:00 to 4:00 (not 5:00) Monday, Tuesday, Thursday and Friday.

8. Broward League 65th Annual Gala

The Broward League of Cities 65th Annual Gala is scheduled for May 13th. We have budgeted a donation of $5,000 which will provide sponsorship and a reserved table. This is consistent with the donation from last year.

Commission Action Required: Consensus to sponsor the Broward League's Gala.

9. United Way Gala - Debbie

The United Way of Broward County's Mayors Gala is preparing for an exciting evening of celebrating with Broward municipalities. The Town's distinct branding and character will be exemplified in our colorful program ad, and we also have many generous LBTS businesses who donated to our request for silent auction packages, so we will be very well represented at the Gala. Thank you to Plunge Beach Resort, Alexsandra's Café, Delacaseas, Aruba Beach Café, Village Grille, Argenti Jewelers, Kilwins Ice Cream, Sloan's Ice Cream, Digs n Gifts, TacoCraft Taqueria, and Coast Boutique for donations totaling over $1500 toward the United Way's silent auction.

Attachments:
Ex.1 - Town Meeting Calendar
Ex.2 - Art Summary Report

TOWN OF LAUDERDALE BY THE SEA
BOARD MEETINGS SCHEDULE*
2022

Exhibit 1

TOWN COMMISSION MEETING 6:30 P.M.	PLANNING & ZONING MEETING 6:00 P.M.	CODE/FIRE SPECIAL MAGISTRATE HEARING 5:00 P.M.	PARKING HEARING
2ND & 4TH TUESDAY OF EACH MONTH	**FIRST WEDNESDAY OF EACH MONTH**	**4TH THURSDAY OF EACH MONTH**	**3RD THURSDAY OF THE MONTH**
January 11, 2022 January 25, 2022	NO MEETING SCHEDULED	January 27, 2022	January 20, 2022
February 8, 2022 February 22, 2022	February 3, 2022	February 24, 2022	February 17, 2022
NO MEETING SCHEDULED March 22, 2022	NO MEETING SCHEDULED	March 24, 2022	March 17, 2022
April 12, 2022 April 26, 2022	April 27, 2022 **FIRST MEETING WITH NEW BOARD APPOINTED**	April 28, 2022	April 21, 2022
May 10, 2022 May 24, 2022	May 4, 2022	May 26, 2022	May 19, 2022
June 14, 2022 June 28, 2022	June 1, 2022	June 23, 2022	June 16, 2022
July 12, 2022 July 26, 2022	July 6, 2022	July 28, 2022	July 21, 2022
August 9, 2022 August 23, 2022	August 3, 2022	August 25, 2022	August 18, 2022
September 13, 2022 September 14, 2022** **First Budget Hearing** September 28, 2022 ** **Regular Meeting and Second Budget Hearing**	September 7, 2022	September 22, 2022	September 15, 2022
October 11, 2022 October 25, 2022	TBD	October 27, 2022	October 20, 2022
November 8, 2022 November 22, 2022	November 2, 2022	TBD	TBD
December 13, 2022	December 7, 2022	NO MEETING SCHEDULED	December 15, 2022

* All meetings subject to change ** First and Second Budget Hearings held on Wednesday

Exhibit 2

LAUDERDALE BY THE SEA
PUBLIC ART RESTORATION PROGRESS

Green Turtle & Blue Tang and *The Coral Reef Arch* restoration

Caribbean Squid

Caribbean Squid

The upper section of fan has lost the UV protection of the sealer, causing the color to fade out revealing black primer. The white spotting depicted on the base metal are areas of bare aluminum which is oxidizing where the primer, paint and sealer are gone. Deep crater-like ridges along the lower edges of these areas are where moisture is seeping through all layers and accelerating the delamination and damage from both inside and out.

Oxidized mounting hardware, aluminum edges exposed on base edges and surface of base and at weld under signature with primer showing.

2

CARIBBEAN SQUID

Preparation of surface for painting.

Working on blue elements of sea fan and base.

Applying UV topcoat to completed. sculpture

CARIBBEAN SQUID

Squids repaired, reprimed, painted as needed and sealed with UV topcoat.

Repaired are of graffiti, relishing of mounting hardware and base plate as well as repainted concrete base

Finished Piece

SPOTTED EAGLE RAY

Showing missing black areas and broken and faded white lines on ray top

Rusted mounting hardware and back edge of ray showing damage down to the black primer

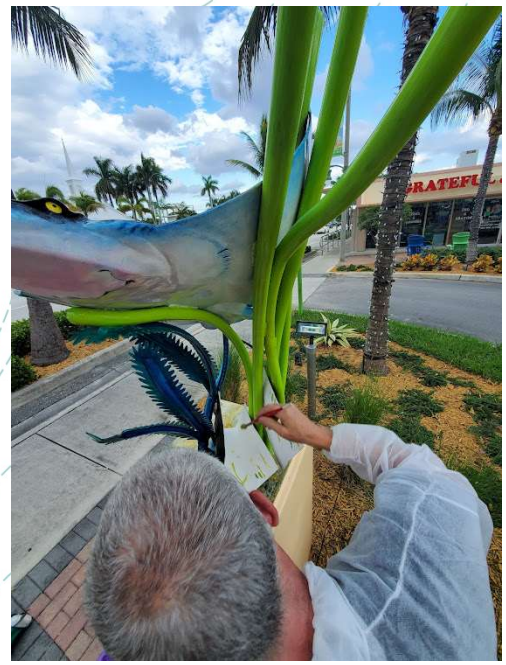
Top-coat and paint loss down to primer

SPOTTED EAGLE RAY

Painting prepared surfaces of seaweed.

Painting damaged areas of ray.

SPOTTED EAGLE RAY



Final touches before UV topcoat.

Repainted faded blacks and delaminated white lines after top coding.

Completed Spotted Eagle Ray

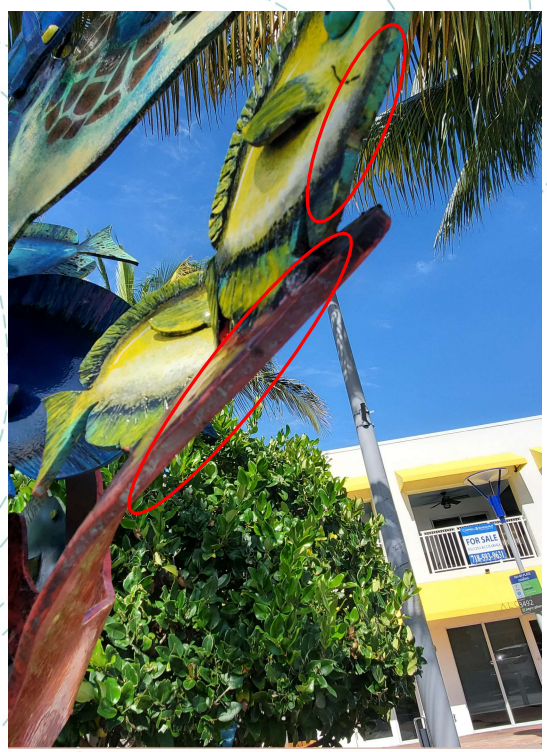
Green Turtle & Blue Tang

Green Turtle & Blue Tang

Rusted mounting hardware, exposed primer where welds meet base plate, missing paint on base plate, and missing topcoat.

Damage to base plate and inner sculpture walls where vertices meet caused by freestanding water.

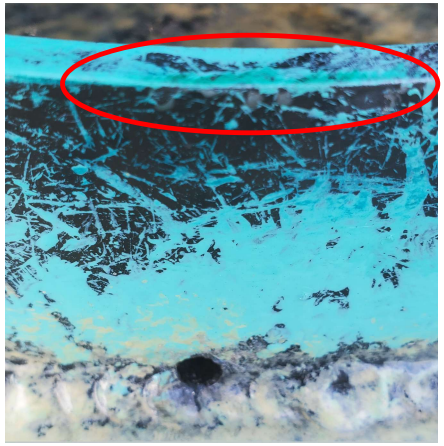
Green Turtle & Blue Tang



Bottoms of fish only have primer, no sealer or paint have been applied, causing sculpture to be more susceptible to damage.

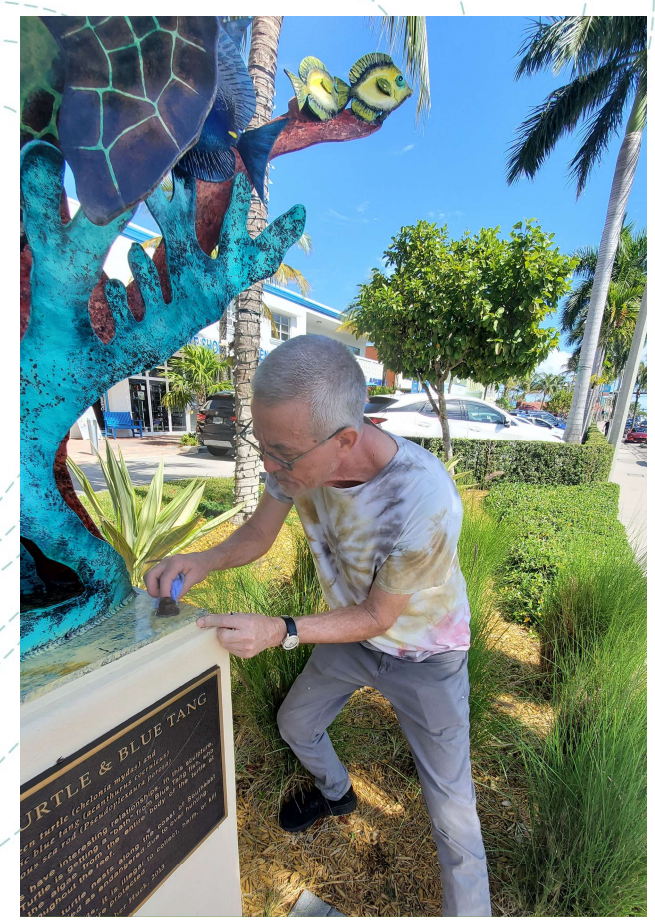
Artist did not paint thin bottom elements of many of the pieces, areas were not well protected from rust or delamination as well as they could have been.

Failure of UV top-coat on front leading edge and top of turtle shows bare primer, paint loss, and oxidizing aluminum.



Bare primer, rusting through aluminum along with dirt and mold on areas of sculpture. Graffiti damage also shown.

Green Turtle & Blue Tang



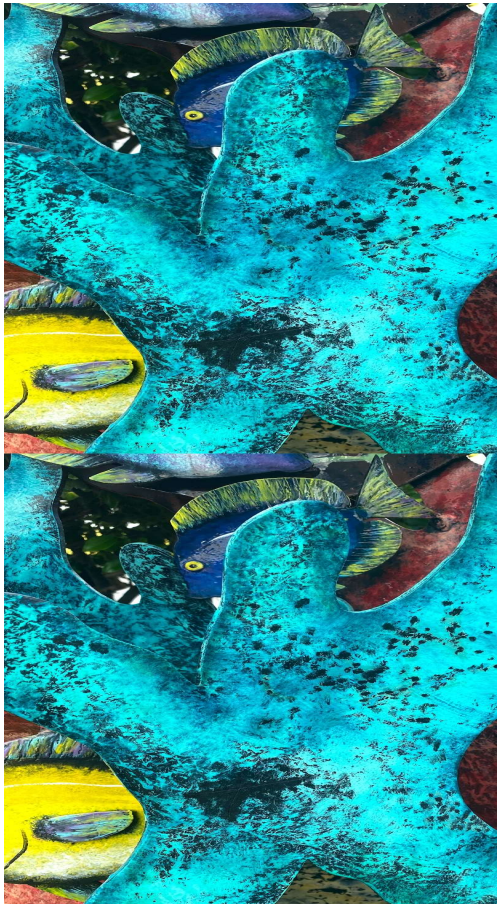
Application of rust neutralizer to oxidize mounting bolt.

Sanding area of failed UV top coat before repainting and reapplying top coat.

10

Green Turtle & Blue Tang

Beginning of repair of damaged areas



The graffiti damage on the Green Sea Turtle was repaired; this entailed cleaning, refinishing of damaged areas by cleaning out down to primer, repriming, separating coats with adhesion promoter, in-painting , and sealing with clear topcoat and marine UV top coat.

11

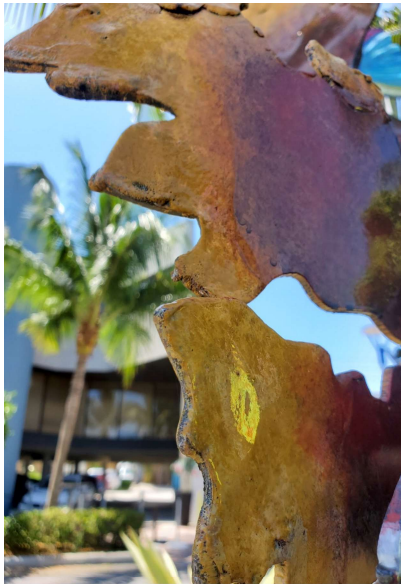
Green Turtle & Blue Tang

- Edges of mounting plate cleaned, repainted, and sealed.
- Rust on mounting hardware removed and sealed
- Edges of mounting plate repainted and sealed
- Concrete pedestal has been cleaned and repainted
- UV coat applied onto entire piece

- Close up of repaired areas of damage
- Repairs will reduce the need for maintenance as they are discovered and remedied.
- UV Coat applied

QUEEN PARROT FISH

Rusted hardware missing paint exposing primer and missing primer exposing bare aluminum and oxidation stains on base plate.



Loss of topcoat paint, primer and oxidation to aluminum all visible in varying degrees in photos left edge of sculpture.

Base showing some staining from rusting mounting hardware spot loss damage to color and side edge deterioration through all levels in base areas.

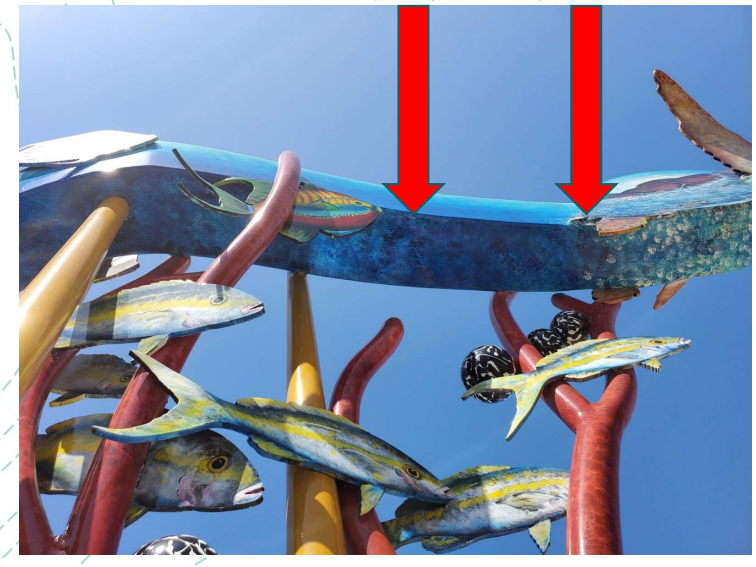
QUEEN PARROT FISH

Restored base and painted pedestal

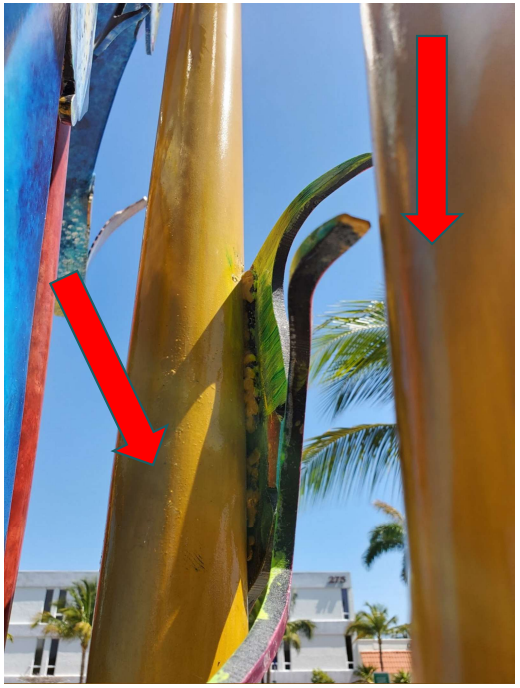
Restored hardware and base plate

Finished Piece

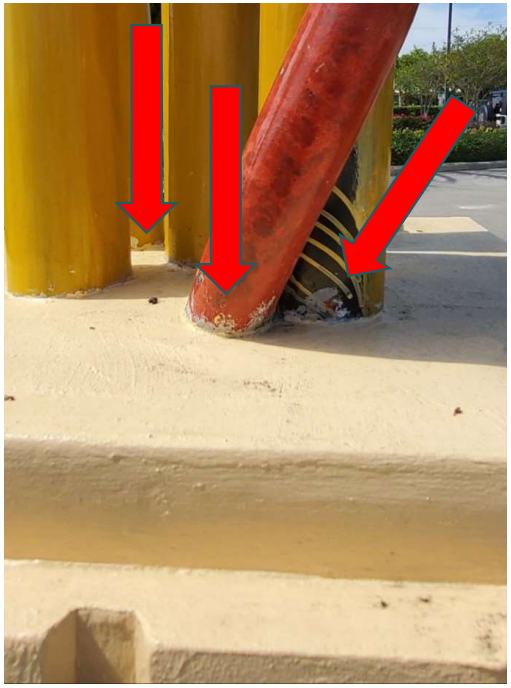
CORAL REEF ARCH



Black primer visible on underside of upper fin on right side of photo, and visible aluminum and spotting on fin to the left pointing downward. These are examples of what is occurring in different areas throughout the sculpture.



Rough texture of the vertical yellow tube shows signs of spot damage as well as near weld on the right side of the tube and signs of bare aluminum on right foreground underside.



Where sculpture meets concrete base, numerous areas of damage are apparent. From bare aluminum oxidizing, to loss of primer accelerating the process in other spots, loss of paint and topcoat and spot damage are significant

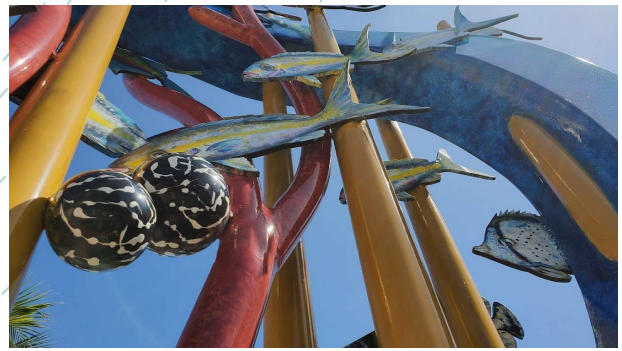
CORAL REEF ARCH

Light pressure washing and degreaser to prepare sculpture for restoration.

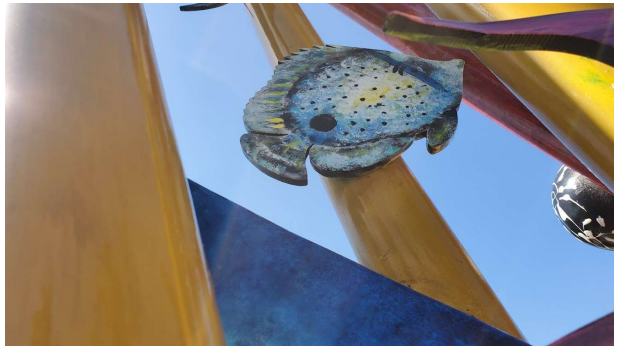
Neutralizing oxidation and applying new primer in preparation for painting areas where stocks meet base. Lower photo shows yellow completed areas.

Applying UV topcoat

CORAL REEF ARCH



Restored blue area where primer and aluminum were visible



Restored vertical yellow tubes

Final inspection of finished arch

Agenda Item No: 10.a

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted By: Neysa Herrera, Assistant to the Town Manager
Submitting Department: Administration
Item Type: Minutes
Agenda Section: APPROVAL OF MINUTES

Subject Title: Approval of Minutes: March 22, 2022, Special Town Commission Meeting & March 22, 2022, Town Commission Meeting

Explanation: Approval of the following Town Commission Meeting Minutes:

- March 22, 2022 Special Town Commission Meeting
- March 22, 2022 Town Commission Meeting

Recommendation: Accept / Approve

Attachments:
Ex.1 March 22, 2022 Special Town Commission Meeting Minutes
Ex.2 March 22, 2022 Town Commission Meeting Minutes

Exhibit 1

DRAFT

TOWN OF LAUDERDALE-BY-THE-SEA
SPECIAL TOWN COMMISSION
MEETING MINUTES
Jarvis Hall
4505 Ocean Drive
Tuesday, March 22, 2022
5:30 PM

1. CALL TO ORDER, MAYOR CHRIS VINCENT

Mayor Chris Vincent called the meeting to order at 5:30 p.m. Also present were Vice Mayor Alfred "Buz" Oldaker, Commissioner Edmund Malkoon, Commissioner Elliot Sokolow, Commissioner Randy Strauss, Town Attorney Susan Trevarthen, Town Manager Linda Connors, Assistant to the Town Manager Neysa Herrera, Development Services Director Jhanelle Campbell, Public Works Director Ken Rubach, and Special Events and Marketing Manager Debbie Hime.

2. PLEDGE OF ALLEGIANCE

3. NEW BUSINESS

a. Certification of Election Results

Assistant to the Town Manager Neysa Herrera recalled that the Town held its municipal election on March 8, 2022, which involved two seats on the Town Commission. The results of this election have been canvassed by the Broward County Canvassing Board in accordance with Florida Statute Section 102.1.41. The Broward Supervisor of Elections has provided the certified election results, which reelected Commissioner Randy Strauss and elected Commissioner Theo Poulopoulos.

Vice Mayor Oldaker made a motion, seconded by Commissioner Malkoon, to accept the results. Motion carried 5-0.

Mayor Vincent read a Proclamation in honor of outgoing Town Commissioner Eliott Sokolow upon his many years of public service.

At this time Mayor Vincent opened public comment.

Ron Piersante, resident, recognized Commissioner Sokolow's service to Lauderdale-By-The-Sea and its residents.

Ann Marchetti, resident, thanked Commissioner Sokolow for his dedication and service to the Town.

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

Commissioner Sokolow thanked the members of the public, Staff, and other Commissioners for their comments, and wished new Town Commissioner Theo Poulopoulos well in his position. He also recognized Broward County Vice Mayor Lamar Fisher for his assistance over the years.

b. Oath of Office

Assistant to the Town Manager Herrera administered the Oath of Office to the reelected and newly elected Mayor and Commissioners.

c. Personal Code of Conduct for the Town Commission

Assistant to the Town Manager Herrera recalled that in 2010, the Town Commission established a Personal Code of Conduct for themselves and have signed this document whenever a new Commissioner is seated. It is available online for any individuals who wish to review it. The Mayor and Commissioners signed the Code of Conduct at this time.

Commissioner Poulopoulos thanked the citizens of the Town for the opportunity to serve in public office.

Commissioner Strauss also thanked the Town's citizens for their support and stated that the Commission would continue the path it has taken over the last four years.

Mayor Vincent thanked the Town for the opportunity to continue serving its residents as Mayor and looked forward to the next two years.

4. ADJOURNMENT

With no other business to come before the Commission at this time, the meeting was adjourned at 5:58 p.m.

_____

Mayor Chris Vincent

ATTEST:

_____ _____

Town Clerk Date

Exhibit 2

DRAFT

TOWN OF LAUDERDALE-BY-THE-SEA
TOWN COMMISSION
MEETING MINUTES
Jarvis Hall
4505 Ocean Drive
Tuesday, March 22, 2022
6:30 PM

1. CALL TO ORDER

Mayor Chris Vincent called the meeting to order at 6:30 p.m. Also present were Vice Mayor Alfred "Buz" Oldaker, Commissioner Edmund Malkoon, Commissioner Theo Poulopoulos, Commissioner Randy Strauss, Town Manager Linda Connors, Assistant to the Town Manager Neysa Herrera, Town Attorney Susan Trevarthen, Public Works Director Ken Rubach, Development Services Director Jhanelle Campbell, and Special Events and Marketing Manager Debbie Hime.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. INVOCATION

Pastor Fred Powell gave the Invocation.

4. ADDITIONS, DELETIONS, DEFERRALS OF AGENDA ITEMS

None.

5. PRESENTATIONS

None.

6. PUBLIC COMMENTS

At this time Mayor Vincent opened public comment.

Barbara Cole, resident, felt the Town's 2021 Citizen Participation Ordinance comes up short of what residents want, which is to extend the notice requirement beyond the current distance of 300 ft. She also felt decisions should not be left solely to the Development Services Director or their designee.

Bo Lankenau, resident, stated that he is a musician who has filed for a permit to play acoustic music during the hours of 9:30 a.m. to 12:30 p.m. at a local business. He recently learned that a Town Ordinance prohibits the playing of outdoor music, and suggested that this be reconsidered as a way to assist businesses west of A1A.

Brian Kuszmar, resident, advised that he has felt there is some apathy regarding participation in Town business, which was reflected in low turnout in the recent election. He urged the Town Commission to reach out to constituents using modern technology, which could better inform the Commission's decisions.

Assistant to the Town Manager Neysa Herrera read the following public comment, which was sent via email:

- Stuart Dodd, resident, emphasized that the proposed increase in dock distance be worded in a way that restricts this increase to the Intracoastal Waterway only, as even a small increase in the Town's canals could make navigation difficult; he also addressed the Citizens' Participation Ordinance and recommended establishing an email list for citizens who wish to be informed of any citizen participation issues

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

7. PUBLIC SAFETY DISCUSSION

a. BSO February 2022 Report

Lieutenant Bill Wesolowski of the Broward Sheriff's Office (BSO) referred the Commissioners to the monthly report, which recognizes a number of BSO Deputies who went above and beyond their duty in providing assistance to a family in need of shelter. Mayor Vincent thanked these individuals for their generosity.

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

b. VFD March 2022 Report

Volunteer Fire Department (VFD) Chief Judson Hopping advised that the Department will hold an Easter Egg Hunt at Friedt Park at 9 a.m. on Saturday, April 16, 2022.

Vice Mayor Oldaker read a card which thanked the VFD for their recent assistance in addressing a serious safety concern at a residential home.

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

c. AMR February 2022 Report

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

8. <u>TOWN MANAGER REPORT</u>

a. January 2022 Finance Report

The Commissioners accepted the report without discussion.

b. Town Manager Report

Town Manager Linda Connors recalled that at the February 22, 2022 meeting, the Commission had heard a variance application addressing the width of a dock on the Intracoastal Waterway. Since that time, there have been requests that Staff review Code to determine whether or not dock measurements should be updated. She asked if there was Commission consensus on looking into an amendment such as the one suggested during public comment, which would be limited to the Intracoastal Waterway, as there would be little room to safely extend docks on the Town's canals.

Commissioner Strauss stated that it is common sense to allow for extended dock availability solely on the Intracoastal Waterway, where there is sufficient space to accommodate extension. He pointed out that the Broward County mandate to raise seawalls to a height of 5 ft. calls for larger docks, as well as the additional protection provided by riprap.

Commissioner Strauss also addressed comments regarding the Citizens' Participation Ordinance, noting that when a citizen participation event is scheduled, the subject property is required to provide notice to properties within a 300 ft. radius. Town Manager Connors replied that at present, the Town follows the same notice requirements for citizen participation meetings as for regular Town meetings, with notice posted on the subject property.

Development Services Director Jhanelle Campbell added that citizen participation notices are distinguishable from the Town's public notice signs. Notice is posted on the Town's website for these meetings as well.

Commissioner Strauss suggested that it may be useful to allow residents to register for notice of citizen participation meetings, which would provide information on these meetings for interested parties who may not reside or work within 300 ft. of the property. Development Services Director Campbell offered to look more closely into the notification options offered by the Town's systems.

Vice Mayor Oldaker agreed with Commissioner Strauss' suggestion regarding dock width on the Intracoastal Waterway. He expressed concern with the recent trend toward purchase of larger and faster boats by residents, which create significant wakes on the Intracoastal, particularly once manatee season has ended.

Vice Mayor Oldaker also pointed out that in some areas, boats are docked perpendicularly to the seawall in No Wake Zones, which means they could protrude the entire length of the boat into the waterway. He stated that he would like to prevent this type of dockage if other changes are made. Commissioner Strauss agreed with this proposal as well.

Mayor Vincent asked if there are currently issues with dockage on the Intracoastal Waterway. It was noted that Staff was not aware of any reports of this nature. Mayor Vincent recommended looking into this need before making any changes to Code.

The Commissioners agreed by consensus to proceed with amending the Town's dock regulations on the Intracoastal Waterway.

Town Manager Connors also addressed commercial vessels that are docked in the Town, recalling that in the past, some of these vessels did not typically fit Code parameters and impeded the navigational channel. She noted that there is no provision within Code that prohibits commercial dockage at residential properties, and asked if the Commission wished Staff to draft this provision and bring it back for discussion and deliberation.

Vice Mayor Oldaker pointed out that the Town prohibits commercial vehicles from being parked in residential driveways. He also noted that the commercial vessels docked at

residential properties are not limited to small leisure vessels, but could be service or maintenance vessels.

Mayor Vincent asked how it could be accurately determined that a vessel is commercial rather than a recreational boat named after its owner's business. He expressed concern that this could constitute a free speech issue. Town Attorney Trevarthen advised that the Town's Sign Code includes a provision prohibiting stationary vehicle or trailer signs, although she had not reviewed this provision to determine whether or not it would apply to a parked boat.

Commissioner Strauss characterized the banning of commercial vessels as a potential overreach, although he clarified that an Ordinance preventing the operation of charter businesses from a residential home would be reasonable. It was confirmed that this specific restriction is already in place.

Vice Mayor Oldaker commented that the issue is more related to signage on a vessel rather than a commercial vessel itself. Town Attorney Trevarthen added that there is an exception to the prohibition of commercial vehicle signage if the vehicle is parked within a garage or behind a building, or if it is a passenger vehicle on which business information is displayed in letters no more than 4 in. in height. The restriction does not apply to works in progress, such as delivery or service vehicles while service is being provided.

There was no consensus to move forward with further regulation of commercial vessels docked at residential properties.

Mayor Vincent moved on to the Citizen Participation Ordinance, recalling that this Ordinance includes some guidelines from other local municipalities' similar legislation. Town Manager Connors recalled that this Ordinance provides the same type of notification that any application would receive when going before the Planning and Zoning Board or the Commission.

Mayor Vincent observed that the intent of the Citizen Participation Ordinance is to provide an additional layer or citizen involvement in Town issues of a certain magnitude. Town Manager Connors suggested that this Ordinance be revisited for further discussion of both citizen participation and the costs associated with it. Mayor Vincent also requested clarification of the source of the Ordinance's language.

Town Manager Connors continued that the Town's contract for its Farmers Market was extended in 2021 for one year. This allowed time for the Town to conduct due diligence and determine whether or not they wished to retain the same contractor. Staff is reviewing a list of nearby Farmers Markets, which has been attached for Commission review as well.

The Town has been notified by its state advocacy team that the Codrington Drive project was included in the state budget for over $500,000. Staff will soon learn whether or not this appropriation remains in the final budget. Staff has met with the community and will reach 75% completion of the project's design later this spring. Another community meeting will be scheduled for additional discussion of this project, including potential traffic calming measures.

Town Manager Connors advised that the Broward County surtax program is set up in a manner that is not typically supportive of Lauderdale-By-The-Sea. Most programs or projects funded with surtax dollars must include some type of street enhancements, which are not common in the Town. She has met with representatives of the Broward Metropolitan Planning Organization (MPO) and other agencies to discuss this, but has not received a consistent response.

Town Manager Connors pointed out that some of the Town's desired projects are small, such as crosswalk improvements; however, there is no significant interest at the County level in funding these types of projects. She concluded that Staff will continue to work toward an agreement, as Town taxpayers are paying into the surtax fund. At present the Town's only benefit from surtax dollars is full funding of the Pelican Hopper shuttle system.

Town Manager Connors concluded that a volunteer application has been crafted for the Town. This application will be available on the Town's website for residents who wish to become part of a volunteer corps to assist with events, the Visitors Center, or other potential needs.

Commissioner Malkoon stated that in the past, an organizational meeting has been scheduled following the seating of a new Town Commission. Mayor Vincent confirmed that he was in favor of this meeting. Town Attorney Trevarthen advised that she would circulate the current meeting procedures Resolution and schedule a Discussion Item on the April 12, 2022 Agenda.

9. TOWN ATTORNEY REPORT

Town Attorney Trevarthen reported that the Florida legislative session has ended, and bills are being sent to the Governor. A number of these bills affect local government, including a bill that would authorize businesses to sue local governments over the impacts of regulation. This bill was passed by the Florida Legislature with a number of amendments which lessened its impact, although it is still a concern. The Governor may sign or veto this bill when it is sent to him, or may take no action and allow it to become law after a certain number of days have passed. The time frames for these actions are provided on the Governor's website.

10. APPROVAL OF MINUTES

a. Approval of Minutes: January 25, 2022 Town Commission Meeting, February 8, 2022 Town Commission Meeting, & February 22, 2022 Town Commission Meeting

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

11. CONSENT AGENDA

a. Budget Calendar

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

12. OLD BUSINESS

None.

13. NEW BUSINESS

None.

14. COMMISSIONER COMMENTS

Vice Mayor Oldaker requested that issues with the Town's audiovisual equipment be addressed moving forward.

Commissioner Strauss encouraged residents to visit the Farmers Market, which will be in operation through the end of April 2022.

Mayor Vincent congratulated Commissioner Poulopoulos on his election to the Commission. He also recognized resident Barbara Cole on her election to her condominium's Board of Directors.

Commissioner Malkoon recalled that there were parking issues at a recent Garden Club event, and suggested that the Commission consider addressing this at a future meeting. He also encouraged residents to volunteer for Town activities.

Commissioner Poulopoulos thanked Town Staff for their assistance during his transition to the role of Town Commissioner.

15. ORDINANCES 1ST READING

None.

16. ORDINANCES 2ND READING

None.

17. RESOLUTIONS – PUBLIC COMMENTS

a. **Resolution 2022-8.5*. A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, AUTHORIZING A 5% INCREASE IN TOWN COMMISSIONER SALARIES, EFFECTIVE MARCH 23, 2022; DIRECTING THE APPROPRIATE TOWN OFFICIALS TO EFFECTUATE THE 5% SALARY INCREASE FOR THE TOWN COMMISSION: PROVIDING FOR CONFLICT, SEVERABILITY AND FOR AN EFFECTIVE DATE.**

At this time Mayor Vincent opened public comment.

Barbara Cole, resident, noted that the increase in salaries is understandable due to increasing costs.

*Resolution No. 2022-08, dated March 22, 2022, was revised to Resolution No. 2022-8.5 to correct a scrivener's error in numbering and to avoid duplicate resolution numbers.

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

Town Manager Connors explained that the Town's budget included a 5% raise for Commissioners. There has been no salary increase for the Commission since 2016. Staff also considered the inflation rate over the past six years, and noted that there are two options to consider:

- The 5% increase allocated in the budget, which would increase the Mayor's salary from $13,173 to $13,832 and the Commissioners' salaries from $12,411 to $13,031
- An inflation adjustment from 2016, which would increase the Mayor's salary to $15,572 and the Commissioners' salaries to $14,671

Staff reviewed an annual survey of 82 Florida municipalities regarding a number of salaries, and recommends that the Commission choose either the 5% increase or the adjustment for inflation. Should they choose the inflation adjustment, this would require a budget amendment, which would be presented at a subsequent meeting.

Commissioner Malkoon asked if it would be possible for the Commission to vote on tying future increases to inflation adjustments. This would prevent the issue from coming back as an Agenda Item whenever an increase is made. Town Attorney Trevarthen replied that this is possible, pointing out that the Commission's vote on the annual budget would constitute approval of this increase. The Commission could adopt a Resolution instructing Staff to bring forward a proposed budget with the amount increasing consistently with inflation each year.

Commissioner Malkoon continued that he would be supportive of an inflation-adjusted salary increase in the future, adding that this could be rounded to a whole number of that is the Commission's desire. Vice Mayor Oldaker agreed with this suggestion.

Commissioner Poulopoulos advised that he was in favor of the amount voted upon by the previous Commission in the fiscal year (FY) 2022 budget. He added that he would be in favor of tying future increases to inflation so the Commission would not have to vote on this issue each year.

Town Manager Connors pointed out that in some budget years, the Commission sometimes decides to withhold salary increases for the year. She suggested that the Commission may wish to consider withholding their raises in years when Town Staff does not receive raises.

Town Attorney Trevarthen stated that if a motion is made to approve the current raise, the maker of the motion would need to specify the amount as the proposed 5% increase, the inflation-adjusted amount, or another number. It is also possible to amend Resolution 2022-08 as part of a motion and add language tying future increases to the increases given to Town Staff. Town Manager Connors further clarified that the increases in some Staff contracts are based on the consumer price index in a particular month, which establishes a specific rate of inflation to which increases can be tied.

Town Attorney Trevarthen advised that another option is to make an additional motion to amend the budget each year in a manner reflective of the inflation rate in the month of June, unless it is determined as part of the budget process that no raises will be given.

Vice Mayor Oldaker made a motion for the adjusted rate of inflation to $15,572 and $14,671, and for the inflation rate going forward for budget purposes with a 5% cap, with no increase for the Commission if there are no increases for Staff.

Town Attorney Trevarthen reviewed the **motion** as follows: it would adopt the increase tied to inflation and amend the Resolution to ensure that in the future, the Town Manager would budget the Commission's salaries at the future inflation rate, capped at 5%, with the exception being a year in which there were no Staff raises.

Commissioner Malkoon seconded the motion. Motion carried 4-1 (Commissioner Strauss dissenting).

b. **Resolution 2022-9.5**. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, AMENDING THE SCHEDULE OF AUTHORIZED POSITIONS; ADOPTING A REVISED PAY PLAN; PROVIDING FOR SEVERABILITY, CONFLICTS, AND FOR AN EFFECTIVE DATE.**

At this time Mayor Vincent opened public comment.

Barbara Cole, resident, stated that she was uncomfortable with the Town taking over its Visitors Center, and suggested reaching out to the Chamber of Commerce to arrive at a different solution.

**Resolution No. 2022-09, dated March 22, 2022, was revised to Resolution No. 2022-9.5 to correct a scrivener's error in numbering and to avoid duplicate resolution numbers.

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

Town Manager Connors recalled that in 2021, the Chamber of Commerce asked the Town to take over operation of the Visitors Center. The Town has helped to fund the Center in the past without taking a role in its operation. The 2022 budget allocates $55,000 for employee funding.

Town Manager Connors continued that the Town has been operating the Center with assistance from Special Events and Marketing Manager Debbie Hime as well as a contract employee. Resolution 2022-09 would formalize what is set forth in the 2022 budget, with one full-time equivalent (FTE) employee and two part-time employees operating the Center. This plan would cost approximately $37,000 where $55,000 was originally budgeted.

Mayor Vincent asked if there are any staffing issues with the current part-time contract employee. Town Manager Connors explained that there is still a need to hire a full-time employee, who would be under the Town's direction. The benefit of having a Town employee at the Visitors Center is increased flexibility. It is also necessary to hire for additional coverage, as Special Events and Marketing Manager Hime cannot always fill the gaps for staffing the facility. Some of the current volunteers at the Visitors Center are preparing to leave for the off-season.

Mayor Vincent concluded that he was supportive of the proposed Resolution.

Vice Mayor Oldaker made a motion, seconded by Commissioner Poulopoulos, to approve Resolution 2022-9.5. Motion carried 5-0.

c. **Resolution 2022-10. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING AN AGREEMENT WITH ZAMBELLI FIREWORKS MANUFACTURING CO. FOR FIREWORKS DISPLAYS; FINDING THAT THE AGREEMENT IS IN THE BEST INTERESTS OF THE TOWN AND EXEMPT FROM COMPETITIVE SOLICITATION PURSUANT TO SECTION IV.L OF THE TOWN PURCHASING MANUAL; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

Special Events and Marketing Manager Debbie Hime explained that the Town has asked longtime contractor Zambelli Fireworks to put together a proposal for the next two years, including the Town's proposed 75th anniversary celebration. The cost of fireworks has risen over the past year, which necessitated an increase to $24,000 for a similar display to what has been seen in the past. Staff found this to be reasonable and there are funds in the budget to accommodate this increase. If another event with fireworks is added, the Town would be covered under this proposal.

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

d. Resolution 2022-11. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING AN AGREEMENT WITH CONCEPTUAL COMMUNICATIONS, LLC FOR PUBLIC INFORMATION OFFICER SERVICES; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Town Manager Connors advised that on October 26, 2021, the Commission approved a "piggyback" agreement with Conceptual Communications, which has provided services related to the Town's marketing plan in the past. Upon the resignation of former Public Information Officer Steve d'Oliveira, the Town needed to provide a contact person for media inquiries, website monitoring, preparation of the *Town Topics* newsletter, and audiovisual/information technology coordination services.

Conceptual Communications will create a plan for the following:

- Crisis communications
- Media requests
- Weekly e-blasts and Commission meeting follow-up emails to residents
- *Town Topics* newsletter
- Management of website content

- Provision of Americans with Disabilities Act (ADA) –compliant accessibility oversight
- Creation and management of social media content on Facebook, Twitter, and NextDoor.

The proposal for this year is $40,470, which is slightly more than the annual cost going forward, as many of the programs cited above will need to be set up. Town Manager Connors concluded that she recommended a three-year contract with the provider so the Town will receive the full benefit of the cost of their setup. These costs represent a significant savings over previous employee salaries and benefit expenses.

Commissioner Malkoon asked how the flow of communication from Staff to Conceptual Communications personnel would be maintained. Town Manager Connors replied that a plan is in place, including a regular meeting schedule with the president of Conceptual Communications. Staff will regularly coordinate with this individual.

Vice Mayor Oldaker made a motion, seconded by Commissioner Poulopoulos, to approve Resolution 2022-11. Motion carried 5-0.

e. Resolution 2022-12. A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPROVING A PIGGYBACK AGREEMENT WITH FULL MOOON CREATIVE, LLC FOR AUDIO VISUAL SERVICES, UTILIZING THE TOWN OF DAVIE CONTRACT PROCURED PURSUANT TO REQUEST FOR PROPOSAL NUMBER JA-21-50 FOR AUDIO VISUAL SERVICES, AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

At this time Mayor Vincent opened public comment.

Barbara Cole, resident, stated that she hoped the Town's audiovisual services would be improved through this contract, including the Town's television channel as well as technology used at Town Hall.

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

Director of Public Works Ken Rubach explained that this is the second phase of replacing the Town's former Public Information Officer, as mentioned under the previous Item. Full Moon Creative provides services for a number of Broward and Miami-Dade municipalities, which have expressed satisfaction with the company. Services will include outreach to Comcast to attempt an upgrade to the Town's local government channel from standard to high definition, and a full evaluation of the Town's equipment and identification any upgrades that should be made.

In addition to recording Town meetings, Full Moon Creative will work with Conceptual Communications on increased informational programming. Their services for the remainder of the year are estimated at $5000, with an annual amount of $8500. The company uses both full-time and contractual employees.

Vice Mayor Oldaker requested clarification of the members of Town Staff who will focus administratively on this contract and serve as in-house backup if needed. Public Works Director Rubach replied that Full Moon Creative has three to four staff members available; if for any reason these individuals are unavailable, the Town also has an Information Technology (IT) consultant as well as two in-house Staff members, all of whom are capable of operating the system.

Vice Mayor Oldaker made a motion, seconded by Commissioner Strauss, to approve Resolution 2022-12. Motion carried 5-0.

f. **Resolution 2022-13. A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, AUTHORIZING AND DIRECTING THE SUBMISSION OF A GRANT APPLICATION FOR FUNDS AVAILABLE THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANTS PROGRAM THROUGH BROWARD COUNTY FOR THE FISCAL YEAR 2022/2023; AUTHORIZING EXECUTION OF A GRANT AGREEMENT, IF AWARDED; AND PROVIDING AN EFFECTIVE DATE.**

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

Town Manager Connors explained that this Resolution is required each year for the receipt of Community Development Block Grant (CDBG) funding to assist with the operation of the Community Center. The Town is receiving $19,801 in FY 2022 from Broward County's CDBG allocation.

Vice Mayor Oldaker made a motion, seconded by Commissioner Malkoon, to approve Resolution 2022-13. Motion carried 5-0.

18. QUASI JUDICIAL PUBLIC HEARINGS

None.

19. ADJOURNMENT

With no other business to come before the Commission at this time, the meeting was adjourned at 8:14 p.m.

_____

Mayor Chris Vincent

ATTEST:

_____ _____

Town Clerk Date

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Debbie Hime, Marketing and Events Manager
Submitting Department: Administration
Item Type: Consent
Agenda Section: CONSENT AGENDA

Subject Title: Special Event Application from Even Keel Fish Shack for Rose Wall and Beverage Tasting Sunday, May 8, 2022

Explanation: Dave MacLennan of Even Keel Fish Shack (the "Applicant") has submitted for the Commission's consideration a special event application **(Exhibit 1)** to have a rose wall and beverage tasting event on Sunday, May 8, 2022 from 11:30 a.m. until 8:00 p.m. (the "Event").

Mr. MacLennan originally inquired the feasibility the location on March 21, and after review of the proposed area, BSO, Fire Marshal, and Development Services ensured the area was suitable for the Event. Mr. MacLennan submitted the formal application and has paid the Special Event Application fee of $250 for submission between 30 and 60 days of the event.

The proposed Event is comprised of a rose wall background for public photos (shown in the site plan example) and a small bar for beverage tasting within the restaurant's outdoor seating area, with no additional music or entertainment. There are no electrical needs.

The Event is projecting a minimum of 10-15 participants each hour during event times.

Sunday, May 8, 2022	
Start of set-up	9:00 a.m.
Start time of event	11:30 a.m.
End time of event	8:00 p.m.
Start of clean up	8:00 p.m.
Clean up completed by	10:00 p.m.

At the time of submission, the Applicant does not have any outstanding Code violations, nor do they owe any monies to the Town.

Recommendation: Staff recommends the Special Event application be approved with the following Conditions:

1. The Police Chief will:
   a. Specify the number of BSO detail officers needed for traffic and crowd control; and
   b. Arrange for the number of detail BSO deputies required to work on public property for crowd and traffic control. **The Applicant will reimburse the Town for this expense.**
2. Applicant will direct the attendees to Even Keel Fish Shack's restrooms.
3. Applicant will arrange for an inspection of the event site from Town staff to ensure that it is organized in a safe manner to protect attendees.
4. Parking will operate according to normal parking regulations.
5. Applicant has advised no electric is needed for the event.

6. Tables, chairs, stage, equipment, etc., will not interfere with pedestrian walkways, ingress, or egress.
7. Applicant shall keep the sidewalks next to the event site and within the event site open and clear for pedestrian traffic.
8. Setup of the event will start no earlier than 9:00 a.m. on May 8, 2022 and the area will be cleaned and opened by 10:00 p.m. on May 8, 2022.
9. Applicant shall provide one 4A/10BC fire extinguisher near the wall if requested by Fire Marshal prior to the Event.
10. Streets and sidewalks will be free of any debris and cleaned at the end of tear down.
11. During the Event, as needed, and at the end of the Event, the Applicant shall empty all the waste receptacles and recycling bins and pick up litter within the event site and 100 feet of the site and appropriately disposal of all refuse.
12. Clean-up fee starting at $150 will be charged if area is not cleaned to Town standards.
13. Applicant shall provide written notice to all properties within a one-block of the event (A1A, Commercial) by April 13, 2022. The notice and distribution area will be approved by the Town prior to distribution.
14. Final Site Plan must be presented for approval at least 48 hours in advance of the Event.
15. Any inspections or work to support the event required by Town Staff after normal working hours will incur additional costs set forth by the respective department.
16. At least thirty (30) days prior to the Event, Applicant shall provide a Certificate of Liability Insurance that meets all the insurance requirements of Chapter 17, Section 17-9, which may be modified by action of the Town Commission for a specific event:
    a. Prior to issuance of the requested permit, proof of commercial general liability insurance, whether through a single policy, or a combination of policies, in the amount of $1,000,000 per occurrence and $2,000,000 in the aggregate for bodily injury and property damage.
    b. No required policy shall have a deductible or self-insurance retention greater than $15,000.
    c. All policies must be issued by companies authorized to do business in the State of Florida and rated A- or better per Best's Key Rating Guide, latest edition. The certification of insurance will provide for the Town to receive 30 days' written notice prior to any cancellation, non-renewal or material change in the coverage provided, unless the insurance company refuses to provide such notice, as evidenced by affidavit of the policy holder or written documentation from the insurance company. In any event, the Applicant will be held responsible for providing the Town notice of any change in insurance coverage. The Town will be named as an additional insured on all required insurance policies, and an endorsement reflecting this requirement will be issued as part of any required policies. The Applicant will provide an original certificate of insurance as evidence of continued coverage prior to any annual renewal of the permit. Failure to comply with these requirements will justify a denial, suspension, or revocation of the requested approval by the Town Manager or designee.
17. In the event that control of any applicable event or activity, by contract or other arrangement, becomes the responsibility of a party other than Applicant (the "Sub-Applicant"), the Sub-Applicant shall be required to meet the insurance and indemnification requirements of this Section under which Applicant is applying, as if they were the Applicant and will be held responsible for compliance with the Town Code as if the Sub-Applicant were the Applicant.
18. In the event that insurance certificates, licenses, and other material requirements are not provided by the required dates, the approval for this Event will expire unless the Town Manager finds there are extenuating circumstances that the event sponsors have cured or can immediately cure without compromising the health, welfare, and safety of the citizens of the Town of Lauderdale-By-The-Sea and those attending the Event without increasing the administration costs of the Town.
19. Applicant shall owe no monies to the Town prior to or at the time of the Event. There will be no outstanding fines, moneys, fees, licenses, permits, taxes, or other charges owed to the Town by the current or past property owners or operators requesting the special event permit. A special event permit will not be issued until all outstanding debts to the Town are paid in full.
20. Permission for this Event may be suspended or modified by the Commission, Town Manager, or designated Staff.
21. The Town Manager may suspend permission for this Event due to construction activities, failure of Applicant to comply with the terms and conditions of the Town's event permit, for health or safety issues, or for the best interests of the Town.

22. Upon showing by Applicant of a valid reason, or if required by the Town, the Town Manager may approve minor logistical changes that are consistent with the Commission's policy direction on special events.
23. The onsite Town representative may terminate the Event due to Applicantnot complying with the terms and conditions of the Town's event permit, for health or safety issues, and for issues such as but not limited to, crowds that exceed the capacity of the event site.

Attachments: Exhibit 1 – Special Event Applicant for Even Keel Fish Shack Mothers' Day Rose Wall and Beverage Tasting

3/11 First Email 4/3/22

EXHIBIT 1

SPECIAL EVENT APPLICATION INFORMATION

For your event to be considered by the Town Commission, a *fully completed* application must be submitted *at least* 60 days prior to the date of the event.

*This application is available in Word format at **www.lbts-fl.gov/town/docs.htm**. If possible please use the Word document and your computer to complete the application.*

An application is not considered complete unless it includes:

1. A full description of the proposed event,
2. A detailed site plan (*very important!*),
3. All required documents, and
4. The application fee.

A meeting with Special Events Permitting is required before submitting a Special Event Application. Questions? Call our Special Projects Coordinator at 954-640-4200 or email debbieh@lbts-fl.gov.

Payment of Special Event Permit fee is required at the time of Application submission via hand delivery or by mail to:

Town of Lauderdale-By-The-Sea
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308

A Special Event shall be approved by the Town Commission before an event is advertised to the public. A special event is defined as a concert, festival, race, walk, carnival, show, exhibition, parade, or any other similar outdoor event whether operated totally outdoors, on stage, under tents, or with the use of any temporary building or structure, ***to which members of the public are invited as participants or spectators***.

Please review the Town's special event requirements by clicking on: https://www.Special Event Requirements
Or download a copy of the Special Event Requirements from our website and review them before submitting your application.

Important to remember:

1. Your event is approved by the Town Commission with "Conditions" that must be met or your event is cancelled. READ and understand the Conditions. *Talk with us if you have questions.*
2. You are responsible for securing and paying for all fees, licenses, and permits required by any governmental agency having jurisdiction, providing the Town evidence of all required insurances, and providing evidence of organization and/or charity.
3. You have to file all of the required documents shall be provided not later than 30 days prior to the event date or the event authorization terminates (unless prior arrangements have been approved by Town).
    a. Insurance
    b. Vendor lists and licenses
    c. File site plan

4. Parking is limited in Lauderdale-By-The-Sea, and will be a consideration when approving your event.
5. You may have to obtain permits from the Building & Fire Departments to meet Florida Building Code and Fire Code standards.
6. You are responsible for securing and paying for all fees, licenses, and permits required by any governmental agency having jurisdiction.

I (Applicant) have read and fully understand the above:

Signature of Applicant

Print Name: David MacLennan

Event Name: Mothers Day Rose walk

SPECIAL EVENT APPLICATION

Submit this completed application *at least* 60 days prior to the proposed date of your event.

DETAILED SITE PLAN REQUIRED (see details at end of application)
Site Plans often do not include details that are necessary to approve an application or to issue a permit and delays are caused by rejections of initial applications.

Once you have completed the written portion of the application, provide a Site Plan on the last page or attach separately to this application.

Name of Event: MOTHERS DAY ROSE WALK

Event Purpose, Description and Activities: ROSE WALK FOR PROMO OF KND PROMO

New Event X **or Returning Event**_____ **Previous Attendance**_____

Day(s) and Date(s) of Event: MAY 8TH

Proposed location of the Event (location, streets, landmarks):

NORTH SIDE OF AIA SIDEWALK CAFE

How many people do you anticipate on site at any peak time?

Participants: 10-15 #Spectators _____ #Adult volunteers:_____

Please complete the following table:

Activity	Day	Time
Start of set-up:	MAY 8TH	9AM
Start time of the Event:	MAY 8TH	11:30 AM
EVENT		
End time of the Event:	MAY 8TH	3 PM
Start of Clean up:	MAY 8TH	8 PM
Clean-up completed by: (Site restored to original condition)	MAY 8TH	10 PM

Name and address of host or sponsoring organization:

Is applicant a Non-Profit Organization? YES NO

Please attach Organization's proof of 501c3 IRS exemption, background, history, accomplishments, and other events:

Person submitting Application ("Responsible Party"):

Name: DAVID MALLERMAN
Mailing address: 112 COMMERCIAL BLVD SUITE A
Phone: 954 444 1713 Mobile phone: 954-444-1713
Email: DAVE@EVANGELISTS.COM Fax:

Representative(s) who will be at each day of the event:

Name(s): SAME AS ABOVE
Mailing address:
Phone: Mobile phone:
Evening phone: Fax:
Email:

Add information as necessary:

Will you have an event contractor or planner? YES NO

If yes, please provide the contact information of your event contractor (event planner)

Name: Company Name:
Business Address: Company Email:
Phone Office: Phone Mobile:

List contractors that will be on site before, during or after the event (use separate page if needed) – final list required 30 days prior to event.

Request for Town Involvement:

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

If yes, describe services requested, if any:

STATEMENT OF BENEFIT

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

If the Town is a sponsor or co-sponsor of the event, the Applicant shall keep financial records of the event sufficient to document all revenues and expenditures. These records shall be available at reasonable time within Broward County for inspection by the Town.

(Insert here or denote if attached)

FEES

Are there fees or donations collected on site from the participants or spectators? YES NO

If yes, provide details:

SOUND SYSTEMS

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

Do you plan to use amplified sound? Provide details, time and location, and if you require electrical connections for:

_____ Proposed amplified sound/speaker system:

_____ Proposed live music: List genre, type, ambiance:

_____ Planned recorded music

_____ Do you require electrical connections for any of the above? Please give details:

CLEAN EVENT STANDARDS

Keeping the event area clean during the event and immediately following the event, including trash removal, walkways, and streets, is the responsibility of the applicant. See Clean Up Deposit under Conditions

Please note that, except for very small events, all events shall provide a recycling plan and follow recycling requirements. See Recycling Requirements under Conditions. For more info email recycle@lbts-fl.gov.

Name the contractor or organization (including contact information) who is responsible for your Event's recycling:

Name: Email:

Address:

Daytime phone: Mobile phone:

TENTS, CANOPIES, STAGES, BLEACHERS

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

A canopy is a tent without sides.

All Tents, canopies larger than 120 sq. ft., multiple canopies without separation, and stages require a building permit. The use of tents or large canopies require approval of the LBTS Fire Marshal and are required to have building permits obtained via LBTS Building Department prior to Event. Manufacture labels are required to be attached to the tents and canopies.

Rental agencies shall provide documentation of the flame spread labeling of 25 or less submitted with application. All canopies larger than 120 sq. ft. shall submit copies the manufacture's labels attached to the tents or canopies with application.

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

Indicate if any of the following will be assembled at the Event and include locations on Site Plan. List sizes and numbers of each:

Tents: ____

Canopies: ____

Stages: ____

Bleachers: ____ list size and max load:

✓ Wall of fresh roses

UTILITIES

All utilities requirements shall be approved by the Director of Development Services and the Fire Marshall prior to Application submission to Town Commission.

Depending on location of event, electrical and/or water may be available from the Town for a fee.

Electrical Requirements: *Electrical work requires an Electrical Building Permit.*
Generators over 5KW require an Electrical Building Permit.
A Florida Licensed Electrical Contractor is required to obtain permits.

All electrical requests shall meet the requirements of the Florida Building Code with final approval from the Town's Building Official at least 30 days prior to the Event. Contractor is required to schedule and successfully complete inspection of work prior to Event opening. Florida Building Code 101.4.1, 105.4.5.

Will any **electrical equipment be installed** in conjunction with the Special Event? (i.e. lighting in tents, outlets for cooking, stages, etc.) Yes NO

If the Event requires the following on public property, list what equipment is to be installed and locations (include voltage, amperage, and phases of wiring) as well as company name providing the equipment. Describe below, include location and use, and also include locations on Site Plan:

NO

_____Electrical power: Power mat

_____Water:

_____Gas, propane, BBQ grills, generators:

_____Fuel Storage:

SIGNAGE

All signage shall be included in the application if you wish to exceed the Town Code requirements. Signage shall be reviewed by Development Services (LindaC@lbts-fl.gov) before Application is submitted to Town Commission). No signage shall be installed without permit.

Information on signage shall include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the Event and their approximate size.

Are you requesting permission to erect signage for this Event? YES NO

For each sign please provide:

Description, number of signs, proposed dates, location, size of signs in square feet and letter size:

Include sign locations on detailed Site Plan or attach a separate sheet.

RESTROOMS (show on Site Plan)

The number of portable toilets required depends on the number of attendees, length and type of event, as determined by the Building Official.

Local businesses that have more than the required number of restroom facilities that allow their facilities to be used may count towards the extra restroom facilities required.

If Event is downtown, permit holder is required to obtain written approval from restaurants to allow participants to use their restroom facilities.

Number of restroom facilities required by Town: TBD
Number of additional restroom facilities, and type, that will be on event site: n/a
(Show on Site Plan)

STREET CLOSURES

Street closures may be required at the Event's expense

Are you requesting that any public streets be closed for the Event? YES NO
I don't know, please advise_____

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

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

Please list your traffic control contractor, if applicable:

VEHICLES

Vehicles are not allowed to drive or park on Town property or park grounds due to damage to underground irrigation systems and to the sod. Applicant shall be responsible for restoration of any damage to Town property.

Are you requesting to drive or park on town property or park grounds: YES NO

If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Must be approved by Town's Parking Department prior to Event.

LOADING/UNLOADING: If you are requesting that vehicles be permitted to load/unload in non-metered areas, please indicate the location and times loading and unloading would occur:

TRAFFIC CONTROL PLAN

Parking exemptions shall be approved by Assistant Town Manager prior to Application submission to Town Commission). Town may block spaces for safety and other reasons at the expense of the Event.

Include detailed Site Plan indicating how on and off street parking will be accommodated.

Are you requesting the reservation of any Town parking meter spaces for the Event?
YES NO

If yes, provide the meter numbers on the Site Plan and purpose for which they will be used.

All parking meter fees are paid 30 days prior to the event.

OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required, at the applicant's expense, for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Large events may require a code compliance officer to ensure compliance with Town codes.

Do you anticipate needing off duty police officers for your Event? YES NO
Do you anticipate needing code compliance officers for your Event? YES NO

CONCESSIONS:

A no-compete clause pertaining to local restaurants will be required where applicable.

Are you planning to have any type of concessions? YES NO

If YES, has the Florida Health Department approved the food vending Site Plans? YES NO

If yes, is the food provided by a Non-Profit _____ or For Profit _____ organization?

Is the food free of charge_____ or for sale _____

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

Please list the types of food that will be served:

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

Charcoal Grills _____	Sterno_____	Fryers_____	Open fires_____
Propane Grills _____	Refrigerators____	Smokers_____	Hoods _____
Concession trailers____	Warmers_____	LP Tanks_____	Other _____

Provide details of dispensing locations here and on Site Plan

ALCOHOL

Small bar w/ free samples

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

Are you planning on selling alcoholic beverages at the event? YES NO

If YES, has a liquor permit been obtained from the State of Florida? YES NO

Provide details of dispensing locations here and on Site Plan

Provide contact information for all license holders that will be serving alcohol:

VENDORS

A list of all vendors their company name is required for initial approval and final list is required 30 days prior to event and subject to approval (add here or on separate page, and vendor location on site Plan):

Name Company Vendor Type

ANIMALS

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

Are animals included in your event? YES NO

If yes, please give details:

FIREWORKS

(Fireworks require a separate permit approval process and application)

Are you requesting approval to discharge fireworks at the event? YES NO

SALE OF MERCHANDISE

Are you requesting approval to offer other items for sale at the event? YES NO

List items for sale:

RIDES

Rides or other amusement may require a State of Florida inspection

Copies of contracts with any provider of rides, mechanical devices and amusements shall be submitted to the Town at least 30-days prior to the event.

Are rides to be included in the Event? YES NO

If yes, please provide the number and description of each type:

Mechanical/Electrical:
Inflatable (bounce house etc.):
Manual (slides, trampolines):
Other:

NO BALLOONS RELEASED

When balloons are released over the ocean, they become a major source of pollution and significantly increase the mortality rate among sea turtles, birds and other marine life. Sea turtles and fish often mistake the balloons for jellyfish, eat them and die when their stomachs become blocked. Birds can become entangled in the balloon strings and drown. To help reduce the threats caused by balloons, I agree that there will be no release of balloons at this event and I have been informed that the release of balloons is illegal under Florida Statute 379.233. Balloons may be used for decorations at an event but they must either be deflated or taken home at the end of the event, NEVER released into the air. Failure to abide by this requirement will result in the cancellation of the current Event and denial of future special event permits.

I agree no balloons will be released _____

FIRE WATCH or EMS ONSITE

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

First Aid facilities may be required by Town at Event's expense. Initial_____

INSURANCE

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

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

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

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

Talk to Town Staff representative if your Event proposes serving alcohol or having fireworks about insurance requirements, as both require additional insurance.

Do you and all parties involved have the required insurance coverage needed for this Event?
YES NO

EVENT CONDITIONS

Approval for this Event shall expire without future action of the Town if all documents such as but not limited to insurance certificates, health and liquor licenses, BSO police detail contract(s), Fire Marshall or Development Services approvals, MOT Plan, Solid Waste Plan, final Site Plan, any monies due to Town, and other material requirements are not submitted at least 30 days prior to the Event.

Copies of State and County licenses for all vendors and contractors shall be filed with the Town 30 days in advance of the Event. (Final list of vendors and their locations shall be submitted to the Town no later than two weeks prior to the even unless otherwise approved in advance by Town)

If the Event is approved by the Commission, they will establish the Event conditions that the application shall abide by during the Event. Standard Conditions shall include, but are not limited to the following:

1. Permission for this Event may be suspended or modified by the Commission, Town Manager or his designated Staff.
2. Turtle Clause: If any of the set-up will take place on the beach sand please avoid any marked sea turtle nests with a minimum buffer of 30 feet.
3. Setup of the Event will start at about _____and the area will be cleaned and open by ____
4. The Police Chief shall specify the number of BSO detail officers needed for traffic and crowd control. The Applicants shall contract with BSO Detail Office for the detail BSO deputies within ten (10) days of receiving Event approval.

5. The Police Chief shall approve the Applicant's Maintenance of Traffic Plan (MOT), if one is required.
6. The Applicants shall submit a solid waste and recycling plan for approval at least 30 days prior to the Event to the Municipal Services Director. The Applicant shall provide additional waste receptacles and recycling bins. During the event as needed and at the end of the event, the Applicant shall empty all of the waste receptacles and recycling bins and pick up litter within the event site and 100 feet of the site.
7. All signage will be approved and permitted with Development Services at least 30 days prior to the event
8. All related Fire Marshall and Building Official's related requirements have been approved
9. Provide proof of additional restroom facilities ordered at least 30 days prior to event
10. The event and its approved sound systems shall be operated so as not to violate the Town's Code, including and especially Section 13-6, Noise Limitation. All music shall end promptly at _____ pm.
11. The event site shall be organized in a safe manner to protect attendees. All electric cords and similar material shall be covered so as to not pose a hazard to the public or event staff, or will be battery operated.
12. Parking Requirements have been identified, fees paid and listed on site plan
13. The Applicant shall provide a written notice to all properties affected by this event by (date), (30 days in advance) for approval prior to distribution; and confirm in writing which properties have been notified.
14. Clean up Deposit may be imposed, based on the final Site Plan, and due two weeks prior to the event.
15. Clean up fee starting at $150 will be charged if area is not cleaned to Town standards.
16. Final Site Plan must be presented for approval at least 48 hours in advance of the event.
17. Streets and sidewalks will be free of any debris and cleaned at the end of tear down.
18. A Damage Deposit may be imposed, based on size of event and location.
19. There will be no release of balloons at this Event.
20. Any inspections or work required by Town Staff after normal working hours will incur additional costs set forth by the respective department.
21. Upon showing by the Applicant of a valid reason, or if required by the Town, the Town Manager may approve minor logistical changes that are consistent with the Commission's policy direction on special Events.
22. The Applicant shall meet the following minimum insurance requirements per Ordinance 2015-06, which may be modified by action of the Town Commission for a specific Event:
    a) Prior to issuance of the requested permit, proof of commercial general liability insurance, whether through a single policy, or a combination of policies, in the amount of $1,000,000 per occurrence and $2,000,000 in the aggregate for bodily injury and property damage.
    b) No required policy shall have a deductible or self-insurance retention greater than $15,000.
    c) All policies must be issued by companies authorized to do business in the State of Florida and rated A- or better per Best's Key Rating Guide, latest edition. The certification of insurance shall provide for the Town to receive 30 days' written notice prior to any cancellation, non-renewal or material change in the coverage provided, unless the insurance company refuses to provide such notice, as evidenced by affidavit of the policy holder or written documentation from the insurance company. In any Event, the Applicants shall be held responsible for providing the Town notice of any change in insurance coverage. The Town shall be named as an additional insured on all required insurance policies, and an endorsement reflecting this requirement shall be issued as part of any required policies. The Applicants shall provide an original certificate of insurance as evidence of continued coverage prior to any annual renewal of the permit. Failure

to comply with these requirements shall justify a denial, suspension or revocation of the requested approval by the Town Manager or designee.

d) In the Event that control of any applicable Event or activity, by contract or other arrangement, becomes the responsibility of a party other than the Applicant (the "sub-applicant"), the sub-applicant shall provide insurance and indemnification meeting the requirements of this Section under which the Applicant is applying, as if they were the Applicant and shall be held responsible for compliance with the Town Code as if the sub-applicant were the Applicant.

e) If applicable, at least thirty (30) days prior to the first Event, the Applicants shall provide a Certificate of Liquor Liability Insurance written in comprehensive form naming the Town as additional insured in the amount of $1,000,000 per occurrence and $2,000,000 general aggregate for bodily injury and $1,000,000 per occurrence and $2,000,000 general aggregate for property damage, which provides coverage for each Event authorized by this permit. The Certificate shall specify that the Town will be given at least thirty (30) days written notice of any cancellation.

23. In the Event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for this Event shall expire unless the Town Manager finds there are extenuating circumstances that the Event sponsors have cured or can immediately cure without compromising the health, welfare and safety of the citizens of the Town of Lauderdale-By-The-Sea and those attending the Event, without increasing the administration costs of the Town.

24. Applicant shall owe no monies to the Town at the time of the Event. There shall be no past due fines, moneys, fees, taxes or other charges owed to the Town by the current or past property owners or operators requesting the special Event permit. A special Event permit will not be issued until all past due debts to the Town are paid in full.

25. The Town Manager may suspend permission for this Event due to failure of the Applicants to comply with the terms and conditions of the Town's permit, due to conflicting activities, for health or safety issues, or for the best interests of the Town.

26. The onsite Town representative may terminate an Event due to the Applicant not complying with the terms and conditions of the Town's Event permit, for health or safety issues, and for such as but not limited to, crowds that exceed the capacity of the Event site.

INDEMNIFICATION

Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

PERMISSION OF THE PROPERTY OWNER

Applicant's and Property Owner's Certification

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

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

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

Applicant		***Property Owner***
I understand the Town's requirements to hold a special event and the information provided in this application is complete to the best of my knowledge.		*I give the applicant permission to use my/our property for the proposed special event and I understand the Town's requirements to hold a special event and the information given by the applicant is complete to the best of my knowledge.*
Applicant's Signature (required): _____ Date 4/4/22		Property owner's Signature (required): _____ Date: 4/4/22
Applicant's (Print information below) Name: DAVID MACLENNAN Title: OWNER Organization: EVER KEEL FISH STICK Telephone: Mobile: 954 444 1713 Email: DAVE@EVERKEELFISH.COM		Property Owner's (Print information below) Name: Bill Ciani Title: owner Organization: Telephone: Mobile: Email:
STATE OF FLORIDA: COUNTY OF BROWARD:		STATE OF FLORIDA: COUNTY OF BROWARD:
SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by David MacLennan who is personally known to me/provided D/L as identification and who did/did not take an oath.		SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by Bill Ciani who is personally known to me/provided _____ as identification and who did/did not take an oath.
My Commission Expires: 12.22.25 Karen Gates Notary Public, State of Florida		My Commission Expires: 12.22.25 Karen Gates Notary Public, State of Florida

KAREN PAULA GATES
Notary Public - State of Florida
Commission # HH 169843
My Comm. Expires Dec 22, 2025
Bonded through National Notary Assn.

KAREN PAULA GATES
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SITE PLAN DETAILS

Site Plans often do not include the details that are necessary to approve an application or to issue a permit and delays are caused by rejections of initial applications.

The following details are intended to be a guide to assist you in developing a Site Plan. A current survey of the property is most helpful. If a survey is not available, a drawing depicting the area of the Event should include these details, as necessary. More than a one page Site Plan may be included in your application if details of specific areas are important to your Event.

*A detailed map of the Event site identifying location of each of the following **MUST** be drawn here or attached to this application prior to submission. Dimensions are required to determine if available site will support all of the proposed activities.*

Cooking Areas need to be separated from public areas with fences or barricades

Canopy, tents or other covers: locations should include the size, type, & (shelter, vending, food, EMS)

Location:

The site of the event, with streets, parks and other landmarks identified
Routes for races, parades, etc.
Traffic routing and road closures
Ticket Kiosks
Access control points
Signage *(shall be approved by Development Services prior to Application submission to Town Commission)*
Signs (location, size, color and wording)*

Public Services:

Fire lanes (emergency access for fire equipment and EMS)
Restroom facilities (incl. Portable & Private)
Locate electrical equipment, permanent and temporary (temporary electrical installation (must be to code and approved by Town)
Trash and Recycling receptacle locations
Smoking and No Smoking areas
Pedestrian walkways
Garbage Cans
Recycling Bins

Hazard/ Precautions:

Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)
Fencing, barriers, barricades, walls, gates, etc.
Gasoline, propane, grills, fire, charcoal, generators, any other flammable fuel
Fuel Storage and dispensing areas
Fire Extinguishers Minimum size 4A/10BC one every 75 ft. of travel. If cooking, Class K or 1 40BC rated Fire Extinguisher for every cooking station or canopy (at discretion of Fire Marshall)
Generators (shall be approved by Fire Marshall in advance)

Event:

Canopies, tents, stages (types shall be specified) locations for sales, food service, etc. *Large tents will require Fire Marshall approval of illuminated exit signs and fire extinguishers)*
Vendor locations (booths or tables and approximate size, (Vendor's company names phone numbers and email addresses required on separate page at least 48 hours in advance of the Event)
Restrooms – Portable and Private
First Aid facilities
Trailers, storage, sleeping facilities, service boxes, displays, etc.
Alcohol serving/consuming areas
Rides and Amusements, Rides, demonstrations, performance areas and stages including Musicians and Artists

Parking:

Parking areas, location, parking spaces, and parking space numbers that will be blocked;
to load/unload before, during or after the event and the amount of time for each occurrence

Code or Security Enforcement (paid by Event)

EMS stand-by or Fire watch areas (include first aid stations)
Police: Off duty police officers (if known)

Sample
FEVER-TREE
MIX WITH THE BEST
FEVER-TREE
GLENDALOUGH
DISTILLERY
FEVER-TRE
IF ¾ OF YOUR DRINK
IS THE MIXER
MIX WITH THE BEST

evenkeel

Applicant's Certification

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

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

I understand the Town's requirements to hold a special event and the information provided in this application is complete to the best of my knowledge.

Applicant's Signature (required) — Date: 4/4/22

David MacLennan — 954-444-1973

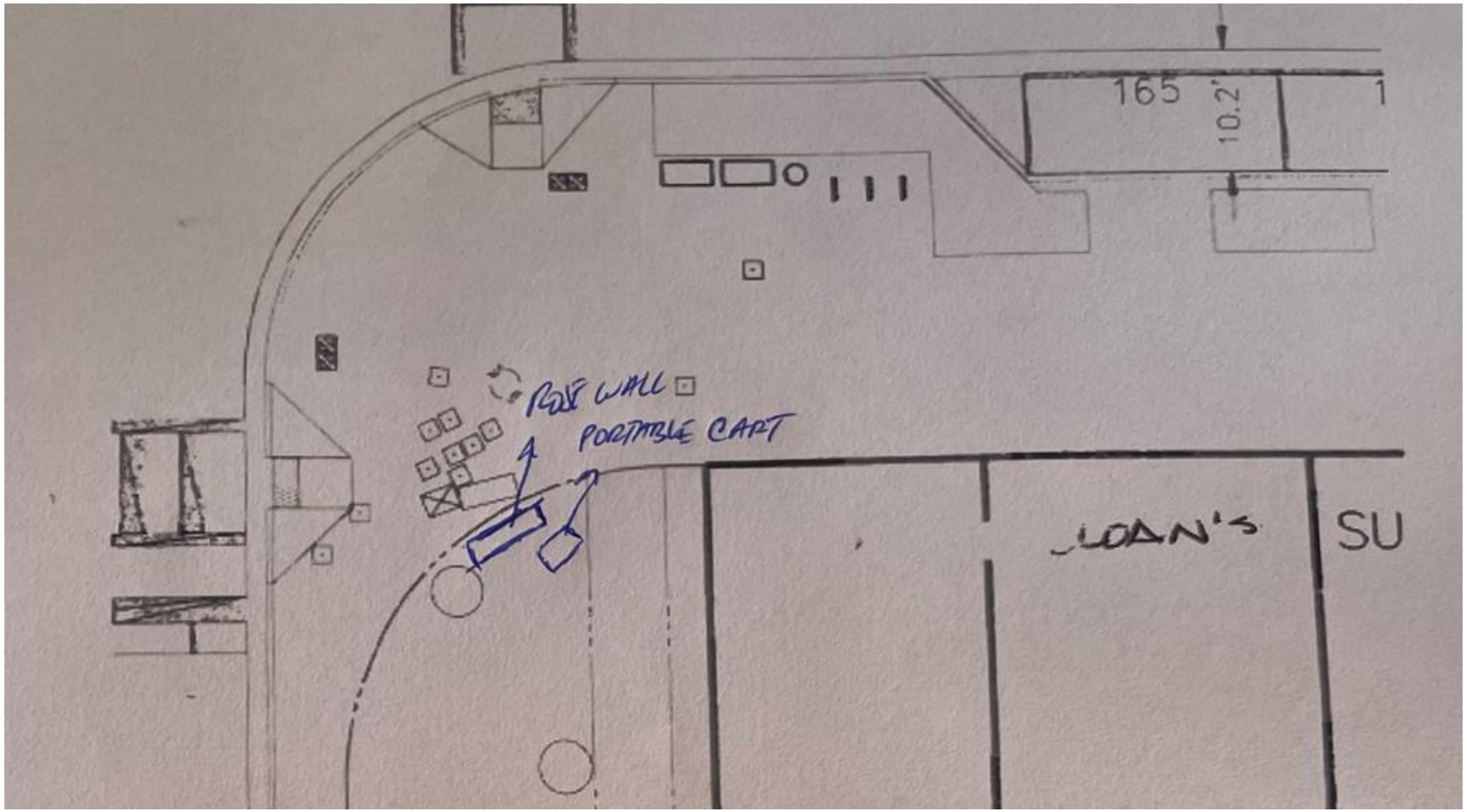
Applicant's Printed Name and Title/Organization — Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by David MacLennan who is personally known to me/provided DL as identification and who did/did not take an oath.

Notary Public, State of Florida
My Commission Expires: 12.22.25

KAREN PAULA GATES
Notary Public - State of Florida
Commission # HH 169843
My Comm. Expires Dec 22, 2025
Bonded through National Notary Assn.


165
10.2'
1
POLE WALL
PORTABLE CART
LOAN'S
SU

Agenda Item No: 12.a

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Linda Connors, Town Manager
Submitting Department: Administration
Item Type: Old Business
Agenda Section: OLD BUSINESS

Subject Title: Discussion of Plaza Policies

Explanation: In 2014, the Town adopted a policy for the use of the Dune and Ocean Plaza and the Beach Pavilion (the "Policy"). At the January 25, 2022 Commission meeting, the Commission directed staff to amend the Policy to allow the restaurants adjacent to the Ocean Plaza the use of Ocean Plaza for plaza dining.

Staff has drafted an updated set of policies (the "Amended Policy") **(Exhibit 1)** for discussion based on the decision at the January 25, 2022 meeting to allow the use of the Ocean Plaza for plaza dining by the restaurants adjacent to Ocean Plaza. The Amended Policy also includes updates to the policies set forth for Dune Plaza and the Pavilion. Specific Items for discussion:

- Eligible Users to include the adjacent restaurants being allowed to rent continuously instead of limited to four times a year (Paragraph A);
- Limitation to the restaurants use to 1/3 of the plaza space (Paragraph B)
- Requirements for cleaning and maintaining the plazas (Paragraph C)
- Cost of $8,000 monthly for the plaza's rental (Paragraph D)
- Refund to the Restaurant if Town uses Plaza more than 14 days in one year (Paragraph E)
- Restrictions similar to those included in Sidewalk Café Agreements (Paragraph F)
- Restrictions on use during holidays (Paragraph G)

Once the Commission reaches consensus on the language for the Amended Policy, staff will bring a final resolution to the Commission for adoption of the Amended Policy.

Recommendation: Staff recommends the Town Commission discussion on the Amended Policy for the use of the Beach Pavilion, the Ocean and Dune Plazas.

Attachments

1. Draft Amended Policy

POLICIES FOR USE OF THE OCEAN AND DUNE PLAZAS & THE PAVILION BY ENTITIES OTHER THAN THE TOWN

General philosophy: The Beach Pavilion, the Ocean Plaza, and the Dune Plaza are the premier public spaces in Town and were built for the enjoyment of our residents and visitors. The Town should collect fees and costs for the private use of the Plazas and Pavilion so that users bear the costs related to their events, rather than covering those costs from the Town's general fund.

Ocean Plaza: The following policies and fees shall govern the use of Ocean Plaza:

1. *Eligible users*. Use of the Ocean Plaza for events open to the general public, shall be limited to
    a. The eligible users listed for the Dune Plaza and Beach Pavilion are also eligible to apply for use of the Ocean Plaza, under the same terms and conditions described below for the Dune Plaza and Beach Pavilion. Such special event from another business shall be restricted to one day a year.
    b. Additionally, restaurants in the Town located adjacent to Ocean Plaza may apply for use of up to one-third of the area of the Ocean Plaza located closest to their property for plaza dining area. Use of Ocean Plaza shall be limited to that area more specifically described in the rental agreement, and shall be governed by the terms and conditions set forth below and in the rental agreement. Such rental must be brought to the Town Commission for approval on an annual basis.
2. *Fees and costs for plaza dining*.
    a. A non refundable rental fee in the amount of $8,000 a month will be charged for such use. The rental fee shall be charged based on the number of calendar months during the year that Ocean Plaza is rented. If no individual calendar months are selected, the Town shall charge an annual rental fee based upon the entire 12-month period. Pro-rated monthly selections shall only be calculated utilizing full calendar month increments. Changes to the monthly selection must be made in writing, a minimum of 30 days prior to any change, and prior to payment. The rental fee shall be paid in advance. Payment on an annual basis or on a quarterly basis.
    b. Use of Ocean Plaza for plaza dining only as part of a larger special event shall be subject to a rental fee established by the Town Manager based on the duration of the rental, separate from and in addition to the special event permit fee.
    c. Renters will be required in their rental agreement to clean the Ocean Plaza immediately after their use daily including the pressure cleaning of the area, timely pay all fees, pay the cost of any damage incurred to the Town's property as a result of their use, and pay for any Town costs directly associated with the rental.

3. *Conditions for plaza dining.* At a minimum, the following conditions will be included in the rental agreement for plaza dining use of the Ocean Plaza.

a. The renter shall only use the plaza dining furniture approved by the Town, including no more than the maximum number of tables, chairs, and umbrellas specified in the rental agreement. Any increase to the number of furniture items requires Town approval in advance of being placed on the sidewalk.
b. Upon the issuance of a "Hurricane Warning" or "Hurricane Watch" by the Broward County Office of Emergency Management, the renter shall remove and place indoors all tables, chairs, awnings and other equipment located in the rental area.
c. The renter agrees to empty Town trash cans on Ocean Plaza adjacent to the rental area**,** as needed during hours of operation, to ensure that the trash cans do not overflow and are available for the public's use.
d. The renter will pay the Town's cost to replace any and all landscaping and public improvements, including pavers, that are damaged or stained resulting from the operation of the plaza dining in the rental area. If the pavers in the rented area become stained, the Town may, in its sole discretion (1) replace the pavers and charge the costs to renter; or (2) require the renter to replace the pavers at renter's cost.

4. *Indemnification and insurance for plaza dining*. Renters shall meet and maintain the minimum insurance requirements set forth in Section 17-9(3) of the Town Code (and liquor liability insurance if liquor is being served in amounts set by the Town Manager) and execute indemnification agreements with the Town in a form acceptable to the Town Attorney.
5. *Potential use on holidays*.
    a. Upon written request, the Town Commission may decide to make the Ocean Plaza available for use of other commercial businesses in the Town or non-profit organizations that serve Town residents on specific holidays.
6. *Use for plaza dining on the same day as a special event*. Rentals for plaza dining will not be considered on days or evenings of Special Events with which they would interfere or conflict.
7. *Sales*. There shall be no sales of manufactured products on Ocean Plaza during the rental period. This restriction does not apply to the sale of food, food products, or beverages in connection with the renter's plaza dining operations.
8. *Town-sponsored event*. The Town reserves the right to require the renter to remove all furniture and equipment from the rental area upon 30 days advance written notice, if the Town Commission decides to hold a Town-sponsored event in the Ocean Plaza on that same date. Should the Town require use of Ocean Plaza for Town-sponsored events for more than 14 days in a 12-month period, the Town will prorate the rental fees paid and refund that portion to the renter.
9. *Revocation, suspension, or denial of rental*. The approval of the rental of Ocean Plaza is conditional at all times. The renter has no vested right or property interest in the continuation of the rental or the activity it allows. The Town Commission reserves the right to deny or revoke the rental of Ocean Plaza at any time for any reason. For example, without limitation, rental of Ocean Plaza may be denied or revoked if the Town Manager determines that any of the following has occurred:
    a. The renter exceeds the approved square footage of the approved rental area.

b. The renter fails to maintain the minimum insurance requirements set forth in subsection 17-9(3) of this Code, or satisfy the other conditions of the rental agreement.
c. The renter fails to pay annual fees associated with the rental area or any other outstanding fees which may be owed to the Town.

Dune Plaza and Beach Pavilion: The following policies and fees shall govern the use of Dune Plaza and the Beach Pavilion:

1. *Eligible users*. Use of Dune Plaza and the Pavilion for events open to the general public, shall be limited to:
   a. Commercial businesses in the Town (limited to 4 rentals per year per business)
   b. Town-based non-profit organizations (limited to 2 rentals per year per organization)
   c. Out of Town 501C Registered Non-Profit Organizations (limited to 1 rental per organization per year).
   d. The Dune Plaza and the Beach Pavilion will not be rented for events that are not open to the general public, although it is understood that there may be uses that require an admission fee or cost to the public.
   e. The Town Commission may authorize the private use of Dune Plaza and the Beach Pavilion by any user for an event that is deemed to be of significant benefit to the Town. (Example: a party hosted by the Town and the Convention & Visitors' Bureau whose purpose is to showcase the Town to visiting travel agents or dignitaries).
2. *Fees and costs*.
   a. A rental fee will be charged for all such uses. The rental structure for events that are open to the general public shall be:
      i. Commercial business in the Town - $850 per day or per night
      ii. Town-based non-profit organization - $250 per day or night
      iii. Out of Town 501C Registered Non-Profit Organization - $425 per day or night
   b. The rental fees above are per area. If an organization wants to utilize both Dune Plaza and the Beach Pavilion for their event, they must pay rent for each.
   c. Use of Dune Plaza and the Beach Pavilion as part of a larger special event shall be subject to these rental fees, in addition to the special event permit fee.
   d. The Town Manager shall estimate the cost of Town and BSO staff to service the event, and set an additional deposit that the renter must pay upfront
   e. If food and beverages are to be served, the deposit shall include a pressure-washing fee.
   f. Renters will be required in their rental agreement to clean up the plazas immediately after their use, pay all fees, pay the cost of any damage they do to the Town's property, and pay for all Town and BSO costs directly associated with the event. If such costs exceed the upfront payment for those services, the renter must reimburse the Town for the difference.
3. *Insurance*. Renters must provide liability insurance (and liquor liability insurance if liquor is being served, in amounts set by the Town Manager) and execute indemnification agreements with the Town in a form acceptable to the Town Attorney.

4. *Potential use on holidays*. Upon receipt of a written request, the Town Commission will decide if they wish to make Dune Plaza or the Beach Pavilion available for use of Town commercial businesses or non-profit organizations that serve Town residents on specific holidays.
5. *Use on the same day as a special event*. Rentals will not be considered on days or evenings of Special Events with which they would interfere or conflict.
6. *Sales*. There shall be no sales of manufactured products (excluding food products) in the plazas during these events. Only hand-made artisan products may be sold in connection with such a rental. However, manufactured goods may be auctioned or sold at a charity event in the plaza. This restriction does not apply to the sale of food or food products.
7. *Cancellation for Town-sponsored event*. The Town reserves the right to cancel the rental of the Dune Plaza or Beach Pavilion up to 60 days in advance for any reason.

Agenda Item No: 13.a

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Neysa Herrera, Assistant to the Town Manager
Submitting Department: Administration
Item Type: New Business
Agenda Section: NEW BUSINESS

Subject Title: Designation of Vice Mayor

Explanation: Pursuant to the Town Charter Section 6.2, no later than the second regularly scheduled Town Commission meeting to occur following each regular municipal election, one (1) member of the Town Commission may be designated, by resolution, as Vice Mayor to preside in the absence of the Mayor-Commissioner. Section 2-24 of the Town Code provides that no member of the Town Commission may serve consecutive terms as Vice Mayor.

Recommendation: Adopt resolution 2022-14 designating a Vice Mayor.

Attachments:
1. Resolution 2022-14

RESOLUTION 2022-14

A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, DESIGNATING _____ AS VICE MAYOR; PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, pursuant to the Town Charter Section 6.2, a Vice Mayor shall be designated no later than the second regularly scheduled regular meeting following each regular election by resolution; and

WHEREAS, a regular Town election was held on March 8, 2022; and

WHEREAS, the Town Commission desires to designate _____ as Vice Mayor.

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

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

SECTION 2. The Town Commission hereby officially designates _____as Vice Mayor, who shall preside in the absence of the Mayor pursuant to the Town Charter.

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

SECTION 4. 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 12th day of April 2022.

_____

MAYOR CHRIS VINCENT

ATTEST:

_____
Town Clerk

APPROVED AS TO FORM:

_____
Susan L. Trevarthen, Town Attorney

Agenda Item No: 13.b

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Neysa Herrera, Assistant to the Town Manager
Submitting Department: Administration
Item Type: Discussion Item
Agenda Section: NEW BUSINESS

Subject Title: Appointment of a Town Representative to the AMR Review Board (EMS Review Committee)

Explanation: The Commission appoints a representative of the Town Commission to the EMS Review Committee, which is made up of the AMR's Medical Director and AMR staff.

The EMS Review Committee examines actual patient care run reports, ensuring all information is protected under Federal HIPPA Law.

Commissioner Malkoon has represented the Town as a representative on the AMR Review Board since April, 2018.

Recommendation: Appoint a representative to the AMR Review Board.

Agenda Item No: 13.c

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Neysa Herrera, Assistant to the Town Manager
Submitting Department: Administration
Item Type: Discussion Item
Agenda Section: NEW BUSINESS

Subject Title: 2022-23 Broward League of Cities, Board of Director Appointments

Explanation: According to the Broward League of Cities By-Laws, each municipality shall appoint a Director, Alternate, and Second Alternate to attend and vote at any Board of Directors or General Membership meeting held where they represent their municipality **(Exhibit 1)**.

Currently, Commissioner Malkoon is the Director, Commissioner Strauss is the Alternate, and Mayor Vincent is the Second Alternate representing the Town from May 2021 thru May 2022. The new term will begin on May 13, 2022 and will end in May of 2023. The Broward League of Cities requests that the appointments be completed by April 30, 2022.

Recommendation: Appoint a Director, Alternate and Second Alternate for a one-year term beginning May 13, 2022 and ending May of 2023.

Attachments:

Ex. 1 - Letter from Broward League of Cities dated March 28, 2022

MEMORANDUM

Exhibit 1

To: City Clerks
From: Mary Lou Tighe, Executive Director
Date: March 28, 2022
Re: 2022-23 Board of Director Appointments

2021-2022 OFFICERS
President Beverly Williams
Commissioner, Lauderdale Lakes
1st Vice President Vice Bob Mayersohn
Commissioner, Parkland
2nd Vice Todd Drosky
Vice Mayor, Deerfield Beach
Treasurer Gary Resnick
Commissioner, Wilton Manors

DIRECTORS
Immediate Past President Traci Callari
Commissioner, Hollywood
Past President Greg Ross
Mayor, Cooper City
Past President Susan Starkey
Councilmember, Davie
Past President Joy Cooper
Mayor, Hallandale Beach
Past President Frank Ortis
Mayor, Pembroke Pines
Jim Allbritton
Councilmember, Southwest Ranches
Barbara Baldasarre
Commissioner, Hillsboro Beach
Marlon Bolton
Commissioner, Tamarac
Samson Borgelin
Commissioner, North Lauderdale
Leann Bruener
Councilmember, Sea Ranch Lakes
Peggy Brown
Mayor, Weston
Felicia Brunson
Mayor, West Park
Joy Carter
Commissioner, Coral Springs
Mark Douglas
Commissioner, Sunrise
Rhonda Eaton
Commissioner, Pompano Beach
Beam Furr
Commissioner, Broward County
Denise Grant
Vice Mayor, Lauderhill
Denise Horland
Councilmember, Plantation
Geoffrey Jacobs
Mayor, Pembroke Park
Sabrina Javellana
Commissioner, Hallandale Beach
Tamara James
Mayor, Dania Beach
Edmund Malkoon
Commissioner, Lauderdale-by-the-Sea
Wayne Messam
Mayor, Miramar
Heather Moraitis
Commissioner, Fort Lauderdale
Scott Newton
Mayor, Wilton Manors
Joshua Rydell
Commissioner, Coconut Creek
Arlene Schwartz
Mayor, Margate
Iris Siple
Commissioner, Pembroke Pines
Matthew Sparks
Commissioner, Oakland Park
Glenn Troast
Mayor, Lighthouse Point

Samuel S. Goren, Esquire
Goren Cherof Doody & Ezrol, PA
Legal Counsel

Mary Lou Tighe
Executive Director
Sely Cochrane
Deputy Executive Director

According to the League By-Laws:

- Each city shall appoint a Director, Alternate, and Second Alternate to attend and vote at any Board of Directors or General Membership meeting held where he/she represents his/her municipality.

- It is the responsibility of each Director to communicate with his/her respective municipal officials, employees, and constituents concerning actions taken or to be taken by the Board of Directors or the general membership. Directors are responsible for bringing issues of collective importance to the attention of the Board of Directors.

- Each member of the Board of Directors shall notify his or her Alternate to attend Board of Director Meetings when that voting member will not attend. The Alternate shall have the right to participate and vote. In the event the Alternate cannot attend, the Alternate shall notify his or her Second Alternate to attend Board of Director meetings when the Alternate cannot attend. The Second Alternate shall have the right to participate and vote.

Please agenda the selection of your Director, Alternate, and Second Alternate for an upcoming commission meeting. See the attached attendance record for the last year. **The deadline for board appointments is April 30, 2022**. The term will begin on May 13, 2022, where members will be sworn in at the 65th Annual Gala at Margaritaville. All of the details for the gala can be found here: 65th Annual Gala | Broward League of Cites. The term will end in May of 2023.

Please forward the information below to scochrane@browardleague.org.
==========

Municipality: _____

Commissioner/Council Appointments:

Director: _____

Alternate: _____

Second Alternate:_____

Suite 122 Governmental Center, 115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Phone: 954.357.73
Internet: www.browardleague.org

Agenda Item No: 13.d

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Neysa Herrera, Assistant to the Town Manager
Submitting Department: Administration
Item Type: Discussion Item
Agenda Section: NEW BUSINESS

Subject Title: Appointment of a Town Representative to the Broward County Metropolitan Planning Organization (MPO)

Explanation: The MPO is a federally mandated and federally funded transportation policymaking Board, comprised of 25 voting members, made up of representatives from local governments, and responsible for developing transportation plans within the planning area. The MPO is responsible for transportation planning and funding allocation in Broward County. The Broward MPO works with the public, planning organizations, government agencies, elected officials and community groups to develop transportation plans.

Currently, Vice Mayor Oldaker is representing the Town.

Recommendation: Appoint a member of the Town Commission to represent the Town of Lauderdale-By-The-Sea to the Broward County Metropolitan Planning Organization (MPO).

Agenda Item No: 13.e

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Neysa Herrera, Assistant to the Town Manager
Submitting Department: Administration
Item Type: Discussion Item
Agenda Section: NEW BUSINESS

Subject Title: Appointment of a Town Representative to the Hillsboro Inlet District

Explanation: The Hillsboro Inlet District (the "District") establishes, constructs, operates, and maintains such improvements, facilities, and equipment as in their opinion shall be necessary for the maintenance of navigation and drainage at Hillsboro Inlet. Such Improvements shall be for the preservation and aid of navigation and for the public use and welfare of the inhabitants of the District.

The District is comprised of eight members (referred to as commissioners):

1) One representative shall be appointed by the Broward County Board of County Commissioners to represent Broward County

2) One representative shall be appointed by each of the following governing bodies:
   - City of Deerfield Beach
   - Town of Hillsboro Beach
   - City of Pompano Beach
   - Town of Lauderdale-By-The-Sea
   - City of Lighthouse Point
   - City of Fort Lauderdale
   - Village of Sea Ranch Lakes

Representatives appointed by the respective municipalities shall be a qualified elector, residing in the municipality from which they are appointed for more than six months prior to appointment, and shall reside within the District boundaries. Members shall continue in office until their successors are appointed and qualified.

Currently, Commissioner Strauss represents the Town.

Recommendation: Appoint a Town Representative to the Hillsboro Inlet District.

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Ken Rubach, Director of Public Works
Submitting Department: Public Works
Item Type: New Business
Agenda Section: NEW BUSINESS

Subject Title: Terra Mar Sidewalk Discussion

Explanation: As part of the rehabilitation of the Terra Mar Island Bridge, the City of Pompano Beach ("Pompano") held meetings with the residents of the Island beginning in 2019 that included draft renderings of the project. The renderings showed "pedestrian amenities," which included a sidewalk connection from Terra Mar Island to the sidewalk at A1A & Terra Mar Drive (**Exhibit 1**). As the bridge project progressed, Pompano Beach staff informed residents that this new sidewalk would not be included as part of the initial bridge project but would need to be funded through another source later if it were to be constructed. Terra Mar residents believe that this sidewalk is imperative to their safety and reached out to Town staff in 2020 to request assistance in working with the City of Pompano Beach to bring this sidewalk project to fruition.

Over the past two years, Town staff has worked closely with Pompano staff on trying to move this sidewalk project forward. Initially, Pompano staff told the Town that the intent was to build the sidewalk, however, there were currently no funds dedicated to improvements so they were unable to provide a date as to when the work would begin. The City then indicated there was an issue with one of the condominiums in Pompano along Terra Mar Drive that did not want the sidewalk installed as they currently have parking spaces located in the right of way where the sidewalk was proposed. The Terra Mar Island Civic Association worked with the condominium and received a letter of support from their board for the sidewalk's construction. After Pompano received the letter of support, the Pompano requested a scope of work for installation of the sidewalk. Pompano received the two designs at the end of January 2021 (**Exhibits 2, 3, 4**), one for a cost of $172,714 and the other for $165,700. The cost estimates were so high because significant modifications to the existing infrastructure would need to be made to construct the sidewalk. The cost for the sidewalk itself without all the required modifications is approximately $11,000.00

Staff continued to work with Pompano on this matter for the last several weeks, however they ultimately indicated that due the overall expense and the fact that the new sidewalk would not connect to a sidewalk in Terra Mar Island, Pompano could not justify the expense.

Pompano had indicated that should the Town wish to proceed with the sidewalk project at its own expense, Pompano would work the Town on permitting and use of Pompano's right of way. Town staff met with Town Engineer Jay Flynn to get his input and review the design documents. According to the Town Engineer's estimates, the Town Engineer opined that the cost could reach upwards of $250,000 due to the current construction market and the modifications required to the existing infrastructure.

Staff has asked Pompano if they would be interested in sharing the expense and they declined, indicating the project is not warranted and not a beneficial use of public funding.

Staff is seeking Commission direction on the following options:

1) Budget for design and construction through the Town CIP process; or
2) Do not move forward with the sidewalk project.

If the Commission would like to budget for the sidewalk project, the Commission will need to decide during the CIP process in which year the sidewalk project should be funded.

Recommendation: Staff is seeking direction based on the options presented above.

Attachments:
EX 1- Terra Mar Island Bridge Project- City of Pompano Beach
EX 2- Engineers Estimate of Proposed Construction Options
EX 3- Design Alternative 1
EX 4- Design Alternative 2

Reviewed by Town Attorney:

☒	**Yes**	☐	**No**

pompano beach
Florida's Warmest Welcome

December 2019 - MONTHLY STATUS DASHBOARD REPORT

Project 19361: Terra Mar Drive Bridge Improvements

Prime Consultant: Kimley»Horn

Construction Manager at Risk: WT Whiting-Turner

CITY OF POMPANO BEACH GO BOND DIRECTOR:			HORACIO DANOVICH
CURRENT PHASE:	CONCEPT DESIGN PHASE		
DESIGN TEAM:	KIMLEY HORN	FEES:	$262,844.00
CONSTRUCTION TEAM:	WHITING TURNER CONSTRUCTION	PRE-CONSTRUCTION FEES:	$16,886.00
CONSTRUCTION TEAM:	BURKHARDT CONSTRUC	CONSTRUCTION FEES:	TBD
AVAILABLE FUNDS:			$1,025,276.00
APPROVED BUDGET:			$1,400,825.00

PROJECT OBJECTIVES

This project consists in various improvements to Terra Mar Drive Bridge, built in 1981, based on FDOT's Bridge Management System report which includes replacement recommendations for the deck, repairs to the superstructure, and substructure , safety railings , utilities upgrade and minor aesthetics enhancement.

PROJECT UPDATES

The (Pre-Design) Public Outreach process has been completed .The community was most concerned with maintenance of traffic to the island, potential impacts to utilities services, ADA sidewalk and aesthetic finish of the bridge. Consultant has also completed environmental survey at site and discussions with Broward County Engineering Department. A coordination meeting with the project team and key City departments to outline essential permitting requirements was also held on 9/12/19. Repair methodologies for both canal seawalls were reviewed and geotechnical testing to mitigate unknown factors decided upon. Procurement process began in November and has been ongoing during the month of Decemeber in order to get the testing firm to mobilize by January 2020. Consultant has also been working on the proposed watermain replacement and new sidewalk extension layout.

PROJECT FORECAST

Upon completion of the canal banks and bottom testing, the consultant will be working toward the design development phase of the project , specifically on the structural design for the proposed repairs to various elements such as bents, caps, seawalls etc. Part of the process will include looking into some architectural cladding for the barrier, sidewalk and decking as well as adding pedestrian lighting for connectivity to AIA. In addition the pre-construction process has started. Coordination efforts between the CMAR and the consultant will continue in order to refine constructability, traffic control and initial cost estimate during the month of December as the engineering design progresses. A preliminary design and refined cost estimate is tentatively expected by February 2020.

PROJECT SCHEDULE

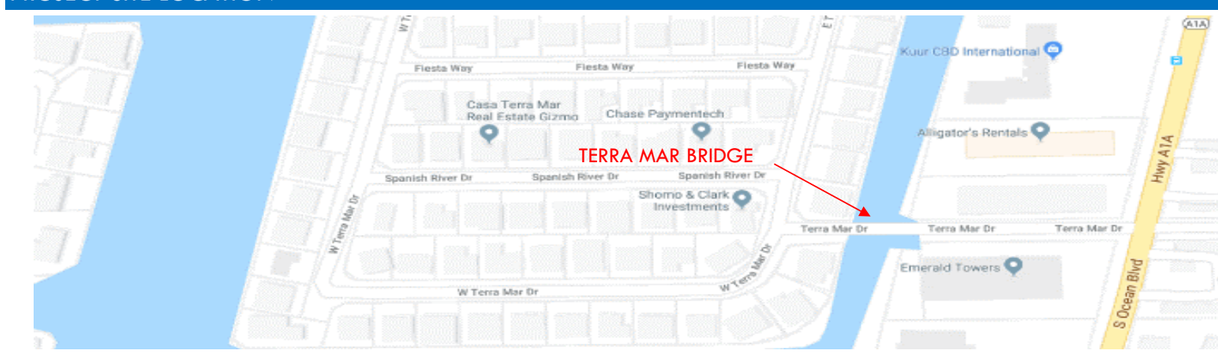
DESIGN PHASE: Begins May 2019 Ends: March 2020

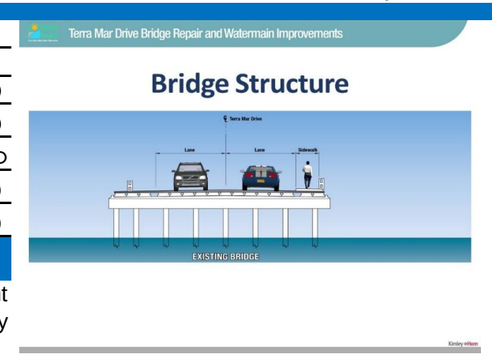
There are 5 phases before starting construction.

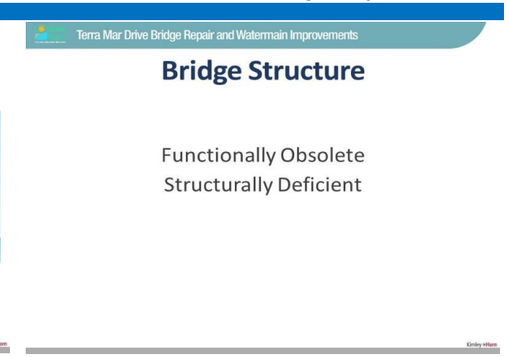
1. Concept Phase
2. Schematic Phase
3. Design Development Phase
4. Construction Documents
5. Permitting for Construction

CONSTRUCTION PHASE: Anticipated Start date April 2020- End date May 2021

PROJECT SITE LOCATION







EXISTING CONDITIONS

PROPOSED IMPROVEMENTS

Terra Mar Bridge - Sidewalk Alt 1.

January 25, 2022

Kimley»Horn

OPINION OF PROBABLE PROJECT COSTS
Roadway

Since the Engineer has no control over time, labor and material cost furnished by others, or over methods of determining prices, or market conditions, all opinions rendered herein as to cost, represent its best judgement; the Engineer does not guarantee that actual cost will not vary from opinion of cost."

ITEM NO.	ITEM	UNIT	PROJECT QUANTITY	UNIT COST	PROJECT COST
430174118	Pipe Culvert, Optional Material, Round, 18" SD	LF	200	$105.06	$21,012
0327-70-1	Milling Existing asphalt pavement, 1" Avg depth	SY	1,360	$2.06	$2,802
0334-7-80	Asphalt concrete friction course, Traffic B, FC-9.5, PG 76-22	TN	13	$146.99	$1,837
0581-1-1	Relocate Tress and Palms, Palm, <14' Of Clear Truck	EA	4	$425.62	$1,702
0110-4-40	Removal of Existing Concrete	SY	140	$26.42	$3,699
0425-11	Modify Existing Drainage Structure	EA	3	$6,764.85	$20,295
0522-1	Concrete Sidewalk and Driveways, 4" thick	SY	185	$44.65	$8,260
0522-2	Concrete Sidewalk and Driveways, 6" thick	SY	50	$57.74	$2,887
0520-1-10	Concrete Curb & Gutter, Type F	LF	500	$26.87	$13,435
0527-2	Detectable Warnings	SF	70	$34.13	$2,389
0570-1-2	Performance Turf, SOD	SY	50	$2.87	$144
0630-2-11	Conduit, Furnish & Install, Open Trench	LF	350	$13.83	$4,841
0630-2-12	Conduit, Furnish & Install, Direcitonal Bore	LF	50	$22.72	$1,136
0635-2-11	Pull & Splice Box, F&I, 13"x24" Cover Size	EA	5	$717.96	$3,590
0639-11-12	Electrical Power Service, F&I, Underground, Meter Purchased by Contractor	AS	1	$2,912.18	$2,912
0641-2-11	Prestress Concrete Pole, F&I, Type P-II Pedestal	EA	1	$1,564.85	$1,565
0715-7-11	Load Center, F&I, Secondary Voltage	EA	1	$14,892.49	$14,892
0715-1-12	Lighting Conductors F&I, Insulated, No 8 to No 6	LF	1,200	$1.77	$2,124
0519-78	Wired Bollards	EA	10	$650.00	$6,500
0700-1-50	Single Pose Sign, Relocate	AS	3	$228.92	$687
0710-111-23	Paint, Std., White, Solid, Crosswalk,12"	LF	60	$1.00	$60
0710-111-25	Paint, White, Solid, Stop Lines/Crosswalks, 24"	LF	20	$1.59	$32
0711-111-23	Thermoplastic, Standard, White, Solid, 12" for Crosswalk and Roundabout	LF	60	$2.67	$160
0711-111-25	Thermoplastic, Standard, White, Solid, 24" for Stop Line and Crosswalk	LF	20	$5.10	$102
0706-1-3	Raised Pavement Marker	EA	20	$3.59	$72
710-11-201	Painted Pavement Markings, Standard, Yellow, Solid, 6"	GM	0.13	$1,088.57	$142
		Subtotal			$91,625
101-1	Mobilization	LS	8%	-	$7,330
102-1	Maintenance of Traffic	LS	10%	-	$9,162
		CONSTRUCTION COST			$108,117
	Preliminary Engineering (PE)			-	$25,000
	Construction Engineering and Inspection (CEI)	LS	10%	-	$10,812
		Subtotal			$143,929
	Contingency	LS	20%	-	$28,785.74
			TOTAL		**$172,714**

Note: Weighted Unit Prices associated with the Current 12 Month Moving Averages for Area 12 were used when available.
Assumptions: Rework Load Center pay item or pay items for a service point were not included. It's assumed that the new luminaires on FPL poles will be provided overhead power. It is assumed that additional lights can connect into adjacent FPL power poles this will need to be verified during design.

Kimley-Horn and Associates, Inc. has no control over the cost of labor, materials, equipment, or services furnished by others, or over methods of determining price, or over competitive bidding or market conditions. Any and all professional opinions as to costs reflected herein, including but not limited to professional opinions as to the costs of construction materials, are made on the basis of professional experience and available data. Kimley-Horn and Associates, Inc. cannot and does not guarantee or warrant that proposals, bids, or actual costs will not vary from the professional opinions of costs shown herein.

Terra Mar Bridge - Sidewalk Alt 2.

January 25, 2022

Kimley»Horn

OPINION OF PROBABLE PROJECT COSTS
Roadway

Since the Engineer has no control over time, labor and material cost furnished by others, or over methods of determining prices, or market conditions, all opinions rendered herein as to cost, represent its best judgement; the Engineer does not guarantee that actual cost will not vary from opinion of cost."

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0334-7-80	Asphalt concrete friction course, Traffic B, FC-9.5, PG 76-22	TN	13	$146.99	$1,911
0581-1-1	Relocate Tress and Palms, Palm, <14' Of Clear Truck	EA	-	$425.62	$0
0110-4-40	Removal of Existing Concrete	SY	195	$26.42	$5,152
0425-11	Modify Existing Drainage Structure	EA	3	$6,764.85	$20,295
0522-1	Concrete Sidewalk and Driveways, 4" thick	SY	180	$44.65	$8,037
0522-2	Concrete Sidewalk and Driveways, 6" thick	SY	50	$57.74	$2,887
0520-1-10	Concrete Curb & Gutter, Type F	LF	350	$26.87	$9,405
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0715-1-12	Lighting Conductors F&I, Insulated, No 8 to No 6	LF	1,200	$1.77	$2,124
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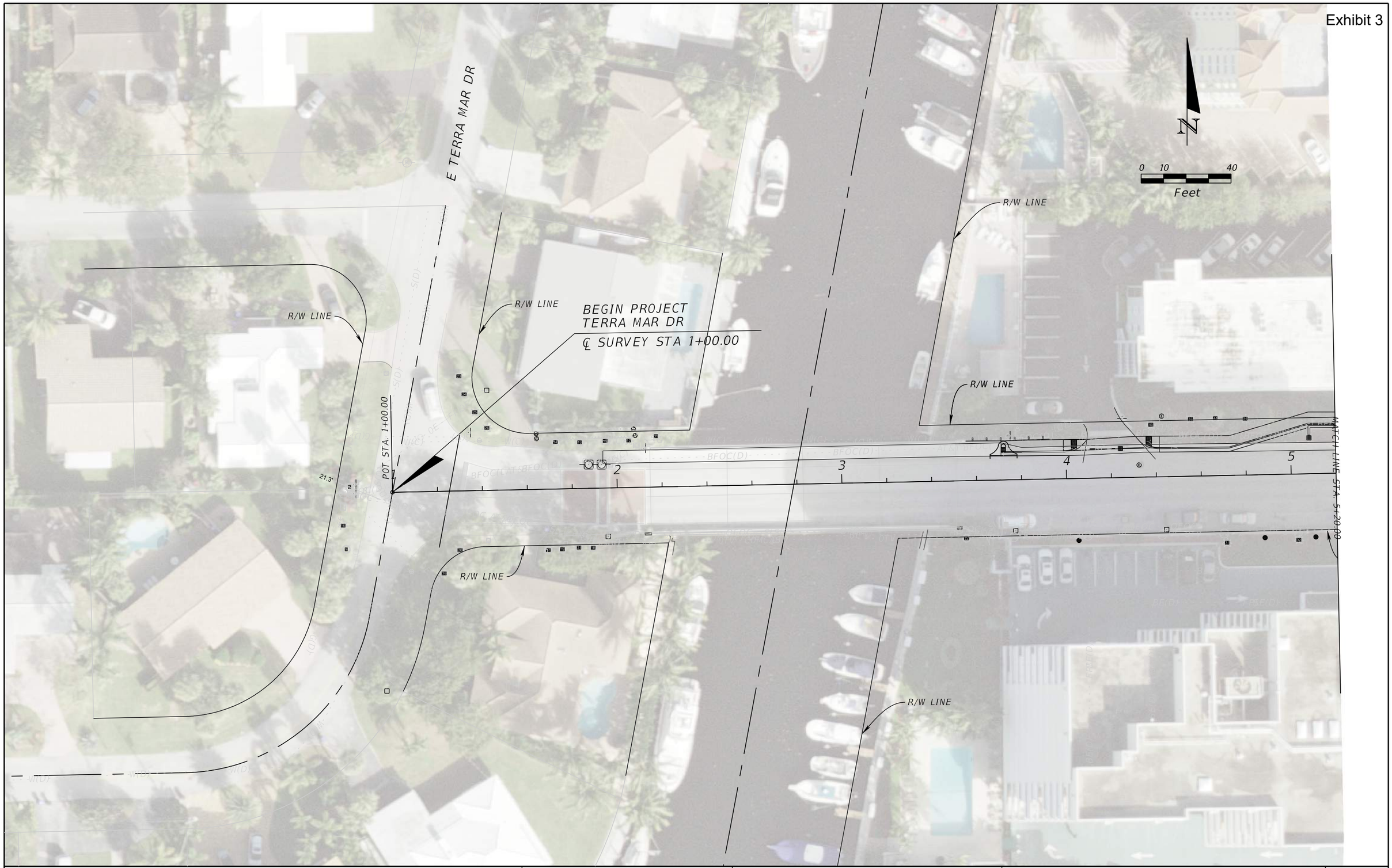
0700-1-50	Single Pose Sign, Relocate	AS	3	$228.92	$687
0710-111-23	Paint, Std., White, Solid, Crosswalk,12"	LF	60	$1.00	$60
0710-111-25	Paint, White, Solid, Stop Lines/Crosswalks, 24"	LF	20	$1.59	$32
0711-111-23	Thermoplastic, Standard, White, Solid, 12" for Crosswalk and Roundabout	LF	60	$2.67	$160
0711-111-25	Thermoplastic, Standard, White, Solid, 24" for Stop Line and Crosswalk	LF	20	$5.10	$102
0706-1-3	Raised Pavement Marker	EA	20	$3.59	$72
710-11-201	Painted Pavement Markings, Standard, Yellow, Solid, 6"	GM	0.13	$1,088.57	$142
		Subtotal			$87,121
101-1	Mobilization	LS	8%	-	$6,970
102-1	Maintenance of Traffic	LS	10%	-	$8,712
		CONSTRUCTION COST			$102,803
	Preliminary Engineering (PE)			-	$25,000
	Construction Engineering and Inspection (CEI)	LS	10%	-	$10,280
		Subtotal			$138,084
	Contingency	LS	20%	-	$27,616.73
			TOTAL		**$165,700**

Note: Weighted Unit Prices associated with the Current 12 Month Moving Averages for Area 12 were used when available.
Assumptions: Rework Load Center pay item or pay items for a service point were not included. It's assumed that the new luminaires on FPL poles will be provided overhead power. It is assumed that additional lights can connect into adjacent FPL power poles this will need to be verified during design.

Kimley-Horn and Associates, Inc. has no control over the cost of labor, materials, equipment, or services furnished by others, or over methods of determining price, or over competitive bidding or market conditions. Any and all professional opinions as to costs reflected herein, including but not limited to professional opinions as to the costs of construction materials, are made on the basis of professional experience and available data. Kimley-Horn and Associates, Inc. cannot and does not guarantee or warrant that proposals, bids, or actual costs will not vary from the professional opinions of costs shown herein.

Exhibit 3



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REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

Kimley»Horn
Certificate Of Authorization No. 696
Matthew B. Fursetzer, P.E.
P.E. License No. 63997
1920 Wekiva Way, Suite 200
West Palm Beach, Florida 33411

THE CITY OF POMPANO BEACH

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	BROWARD	N/A

PLAN SHEET

SHEET NO. 02

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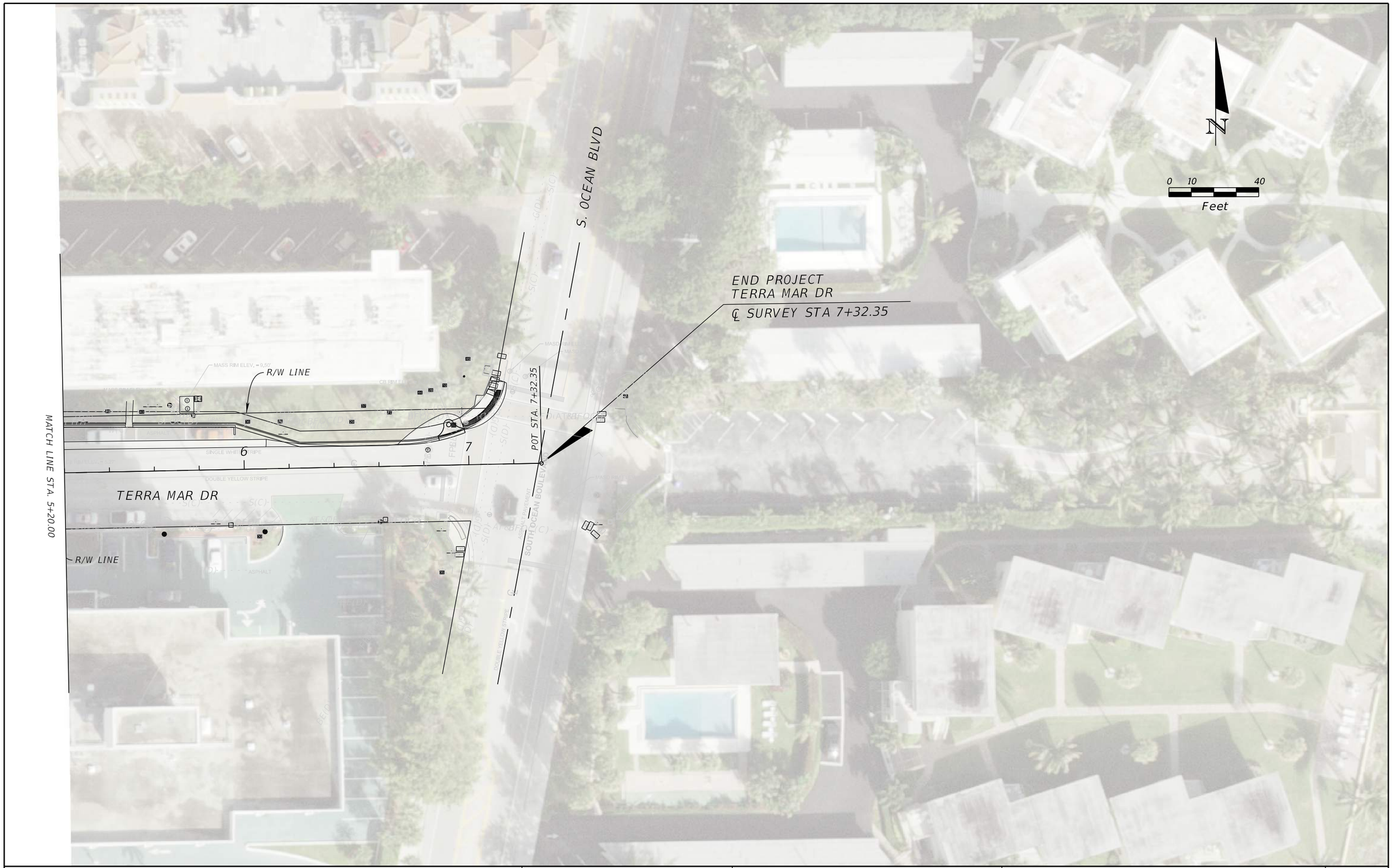

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ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	BROWARD	N/A

PLAN SHEET

SHEET NO. 03

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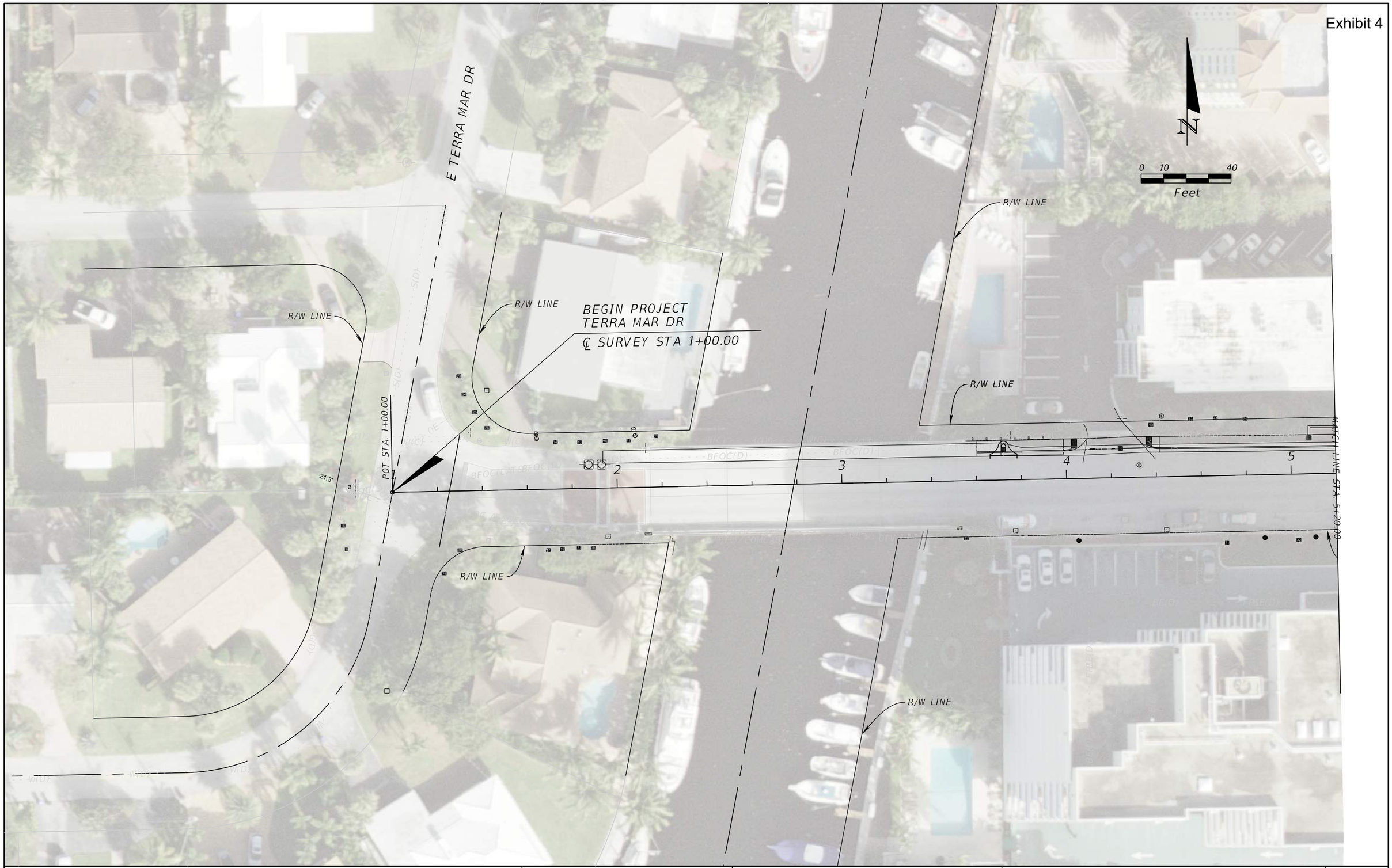
Exhibit 4



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THE CITY OF POMPANO BEACH

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	BROWARD	N/A

PLAN SHEET

SHEET NO. 02

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THE CITY OF POMPANO BEACH

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	BROWARD	N/A

PLAN SHEET

SHEET NO. 03

Adan.Garcia 1/25/2022 11:42:16 AM K:\WPB_Design\044203009_Terra Mar Bridge\00000000000\roadway\Alternatives\PLANRD

Agenda Item No: 13.g

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Linda Connors, Town Manager
Submitting Department: Administration
Item Type: Old Business
Agenda Section: OLD BUSINESS

Subject Title: Commission Meeting Procedures

Explanation: In 2010, the Commission adopted a detailed set of Town Commission meeting and agenda procedures. Over the years, these procedures have been updated and changed to reflect current practice.

The Town Attorney and Town Manager have reviewed the current resolution and are offering changes to further amend the policy to meet current practice. While other clarifications and changes are proposed in the draft (highlighted in yellow), we are specifically requesting direction on the following proposed changes before finalizing the draft resolution for adoption.

Table 1

	Issue	Line	Suggested Action
1.	Motion read back by Clerk after adoption	152	Delete
2.	Group of people asking to combine and donate time to single speaker limited to maximum of donated time or 10 minutes, unless Mayor allows longer (New Item)	244	Add this provision
3.	Mayor announces last call for speaker sign up	274	Keep/Delete
4.	Allow administration to place resolutions under new and old business	324, 360	Add
5.	Eliminating specific deadlines for a Commissioner's agenda items to be placed on the agenda	337, 389	Delete (provides additional flexibility)
6.	Commission is not to discuss with other Commissioners during Commissioner comment	348	Delete – this is not common practice
7.	Strict agenda closing date for meetings	372	Delete
8.	Removing requirement for PowerPoint presentations to be presented to Commission at least 48 hours before the meeting	399	Delete
9.	Removing requirement for Resolutions to include the vote of each Commissioner	416	Delete – not common practice
10.	Procurement Items specifically required to have relevant backup	429	Delete – common practice for all items to have relevant back up information
11.	Action Agenda circulated within 48 hours of each Commission meeting	458	Keep/Delete

We also identified that Section 2-18 of the Code specifies the method of providing notice of special meetings and does not provide for email notice. We would like to know whether the Commission would like to revise the

Code to allow for the use of email notice. The current Code is clear that deficiencies in the notice will not affect the validity of the meeting or the actions taken at it.

Recommendation: Staff recommends the Town Commission discuss the draft Resolution and these changes and provide direction so that a final resolution can be brought forward at the next Commission meeting.

Attachments

Ex1 Draft Resolution

RESOLUTION 2022-

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

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

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

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

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

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

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

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

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

SECTION 2. Procedures Adopted. The Town Commission Meeting and Agenda Procedures set forth in Resolution No. 2016-42 are hereby amended in part to read as follows:[1]

A. TOWN COMMISSION MEETINGS

i. **Regular Meetings**. Pursuant to Town Code Section 2-16, the Town Commission shall hold regular meetings each month at Jarvis Hall, and may decide not to have a regular meeting in a given month. Regular Commission meetings are held at 6:30 p.m. The Commission may cancel or reschedule regular Commission meetings as it determines to be necessary. A regular meeting may be recessed to a later date certain which is announced at the regular meeting. All meetings shall be open to the public, except as may be expressly exempted by state law, and shall include a section devoted to public comment prior to taking any official action pursuant to Section 286.0114, Florida Statutes. The Town Manager or his or her designee (hereinafter referred to as "the Town Manager") shall attend regular meetings, shall prepare an agenda with appropriate backup, and shall assure that relevant staff persons are present for the items on the agenda. The Town Attorney or his or her designee (hereinafter referred to as "the Town Attorney") shall attend regular meetings. The purpose of such meetings is to conduct the business of the Town. If an item results (or may result) in extensive discussion at a regular meeting, any Commissioner[2] may move that the item be continued to a roundtable for discussion or to a special meeting if action is contemplated. ~~Items requiring Commission action to become effective must return to a regular or special Commission meeting if such action is to be taken~~.

ii. **Roundtable Workshop Meetings**. The Town Commission shall meet as needed in a roundtable to be conducted as a public meeting and provide for a public comment period as described below in Sub-section F.ii. ~~Roundtables, when held, are traditionally held on the second or fourth Wednesdays of each month at 6:30 p.m.~~ The Commission may schedule, cancel or reschedule roundtable meetings of the Commission as it determines to be necessary. A roundtable may be recessed to a later date certain which is announced at the roundtable. The Town Commission may discuss each item, defer the item to a later roundtable, or indicate that the item is ready to be placed on the agenda of a regular or special commission meeting for action. The Town Commission shall discuss the agenda items and provide

[1] Changes from Resolution 2016-42 are shown in ~~strikethrough~~ and underline text, to indicate deletions and additions respectively.
[2] All references to Commissioner herein shall be construed to also refer to the Mayor-Commissioner.

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

iii. **Special Meetings**.

(a) Special meetings shall be handled as provided in Town Code Section 2-18.

(b) With the written notice and following the procedures required in Section 2-18, the Commission may hold special meetings at any time on the call of the Mayor, the Manager or any Commissioner, upon no less than 48 hours' notice to each Commissioner and the public. Alternatively, special meetings may be called on such shorter notice as any two (2) Commissioners shall deem necessary in case of an emergency affecting life, health, property or the public peace. Immediately upon convening such special meeting, the Town Commission shall consider any such determination of emergency, and may continue the meeting if an emergency is found to exist by at least three (3) Commissioners. Emergency special meetings shall always be scheduled with as much notice as is possible under the circumstances.

(c) A majority of the Commissioners (three (3)) shall constitute a quorum to transact business, but a lesser number may meet and adjourn from time to time and, if necessary, may compel the attendance of absent Commissioners. Special Commission meetings are generally held at 6:30 p.m., but shall be scheduled to accommodate the schedule of all Town Commissioners as much as is feasible. The Town Manager shall attend the special meeting, shall prepare an agenda with appropriate backup, and shall assure that relevant staff persons are present for the items on the agenda. The Town Attorney shall attend special meetings. Only those matters listed on the agenda of the special meeting shall be discussed, and no additional items may be added at the special meeting.

(d) Notice to the public shall be accomplished by posting at the Town Hall. Notices shall state the place, date and hour of the special meeting and the purpose for which such meeting is called and no further business shall be transacted at the meeting, except as stated in the notice. Discussions at a special meeting shall be limited to the items listed on the agenda for such meetings. All special meetings shall be open to the public, except as may be expressly exempted by state law.

(e) A special meeting may be recessed to a later date certain which is announced at the special meeting.

iv. **Robert's Rules of Order**. For matters not addressed by this Resolution, all meetings of the Town Commission shall be governed by the rules of procedure provided by Robert's Rules of Order. Unless objection thereto is made by a

Commented [SLT1]: Amend Code to add email as permissible form of notice? Code says:

Sec. 2-18. - Special meetings.

The Mayor, any member of the Town Commission or the Town Manager may call special meetings of the Town Commission upon at least 24 hours' written notice to each member, the Town Manager, Town Clerk, Town Attorney and Chief of Police, served personally or left at his or her usual place of residence. Alternatively, special meetings may be called on such shorter notice as any two Commissioners shall deem necessary in case of an emergency affecting life, health, property or the public peace. Immediately upon convening such special meeting, the Town Commission shall consider any such determination of emergency, and may continue the meeting if an emergency is found to exist by at least three Commissioners. Emergency special meetings shall always be scheduled with as much notice as is possible under the circumstances. The regularity or validity of any proceedings taken at any special meeting at which a majority of members of the Town Commission and the Town Clerk are present shall not be questioned because of any omission or irregularity in calling such special meeting.

Commissioner, the Mayor may refrain from a too rigid enforcement of such rules, in order to expedite the transaction of business. The Mayor may make and second motions upon passing the gavel to the Vice-Mayor or, in the absence of the Vice-Mayor, to any Commissioner.

B. DUTIES AND RESPONSIBILITIES OF THE MAYOR

i. **Mayor to Serve as Presiding Officer**. The Mayor shall be the presiding officer at all Town Commission meetings. The Vice Mayor shall act as the presiding officer during the absence of the Mayor. In the absence of both the Mayor and Vice Mayor, the remaining Commissioners shall, by majority vote, select a presiding officer (Mayor Pro Tem) to carry out the functions of Mayor for that meeting, as defined in this Resolution, in accordance with Town Charter Section 6.2.

ii. **Mayor to Determine Questions of Order**. The Mayor may determine questions of order raised by the Commission or ask the Town Attorney to advise on such questions. The Town Attorney shall be the parliamentarian and shall decide appeals by the other Commissioners of the Mayor's ruling on a point of order. Such decisions shall be guided by the law that parliamentary procedure shall not be used to thwart the will of the majority of the Commission. A majority vote of the Town Commission, following a proper motion and a second appealing the Mayor's or Town Attorney's decision, will ultimately govern appeals of questions of order. The Mayor may consult with the Town Attorney for advice on any question of order at any time.

iii. **Mayor's Conduct of the Meeting.** In accordance with Town Charter Section 5.2(1), the Mayor shall have a voice and a vote on all questions and items, and be called last in any roll call vote, but does not have veto power. The Mayor may make and second motions upon passing the gavel to the Vice-Mayor or, in the absence of the Vice-Mayor, to any Commissioner. The Mayor shall introduce agenda items by the agenda item and number. The Town Attorney shall read the titles of legislation as may be requested by the Mayor. Thereafter, the Mayor may call upon the Town Manager to give any needed explanation of the item up for consideration. Following this, the item shall be opened for Town Commission discussion or public hearing as required by the item, under the guidelines established herein. All comments or questions by the attending public shall be directed to the Mayor. All motions shall be read aloud before a vote is taken. After a decision is made, it shall be read back by the Town Clerk as clearly and concisely as possible.

Commented [TM2]: Does the Commission wish to keep this and make sure that it happens? Or delete since we have not been doing it?

iv. **Mayor to Maintain Decorum at Town Commission Meetings**. Should a member of the audience become unruly or behave in any improper manner prejudicial to the proper conduct of the meeting, the Mayor shall maintain order and decorum in accordance with Section 2-23 of the Code. All comments shall relate to Town business. The broadest possible accommodation shall be provided for statements of personal opinion, but no one shall engage in personal attacks. Proper titles shall be used at all times, to contribute to a respectful and business-like atmosphere. The Mayor may interrupt to maintain order and decorum, but such interruption shall not

reduce the speaker's time. The Mayor is given the right and the authority to require such person to leave Jarvis Hall, to be accompanied, if necessary, by a Police Officer, in accordance with Section 2-23. In the event the audience, or a part thereof, becomes unruly, the Mayor may either recess or adjourn the meeting. Persons violating Florida Statute Section 871.01 may be arrested by police officers present and noting the willful interruption or disturbance.

C. ORDER OF BUSINESS

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

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

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

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

D. COMMISSION DISCUSSION

i. **Discussion by Commissioner**. Discussion by Commissioners shall be limited to three minutes except as may otherwise be determined by a majority of the Town Commission. Each Commissioner shall be afforded the opportunity to offer rebuttal on each item discussed, which shall also be limited to three minutes. These time limits will not be strictly enforced unless the Town Commission votes to do so. A Commissioner, once recognized by the Mayor, shall direct all comments or questions on the subject matter being discussed to the Mayor only. Commissioners

shall not engage in cross conversation with other Commissioners or the public, and shall not engage in personal attacks. Commissioners shall not interrupt another Commissioner who has the floor, and shall be polite and respectful. Those who are disruptive shall receive at least one warning before being ejected in accordance with Code Section 2-23. The Town Manager may play a role in keeping the Town Commission discussion on topic and keeping the meeting moving forward. The Mayor shall not unreasonably withhold or delay recognition of any Commissioner desiring to speak. The Mayor shall recognize other Commissioners in rotation and not call on any Commissioner a second time or subsequent time until such time as all Commissioners shall have had an opportunity to speak.

ii. **Questions by Commissioners**. In the event a Commissioner wishes to direct questions to another Commissioner or to the public, the questions shall be directed to the Mayor who, in turn, will recognize the Commissioner or member of the public who wishes to answer the specific questions. In the event a Commissioner wishes to direct a question to the Town Manager, the question shall be directed to the Town Manager through the Mayor, who will, in turn, recognize the Commissioner. All questions of Town staff shall be made through the Town Manager.

E. PUBLIC PARTICIPATION AND DISCUSSION

i. **Public Hearings**. Individuals wishing to speak on matters that appear on the agenda as "Public Hearings" need only to be recognized by the Mayor. The public shall be permitted to speak after the Mayor opens an item for Public Hearing, for a maximum of three minutes each. After the Public Hearing is closed by the Mayor, only Commissioners or Town administration shall discuss the item.

ii. **Addressing Commission: Manner and Time**. Public discussion at public hearings or at items which are opened to public discussion (other then the general Public Comment portion of the meeting) shall be limited to three minutes maximum per person. A person's allotted speaking time may not be shared by multiple people. Speaking time allotted to one person may not be donated to another person. However, a group of people may ask the Mayor to allow them to combine and donate their time to a single speaker, who shall not speak for longer than the donated time, up to ten (10) minutes total or such other maximum time that the Mayor may establish. However, the Mayor may authorize the extension of this time frame, after due consideration for the substance, content, and relative importance of the subject. Each person who addresses the Commission shall approach the speaker's podium, shall give his or her name and state whether he or she is a resident of the Town. No person other than the member of the public recognized by the Mayor as having the floor shall be permitted to enter into discussion without the permission of the Mayor. No person shall approach the dais without first receiving permission from the Mayor. All questions from the public to the Commission shall be addressed through the Mayor, and shall be handled in the manner that the Mayor sees fit. The normal practice shall be for the Town Manager to designate a staff person to follow up on questions or requests, and to avoid conversation between the public speaker and the members of the Commission or the Town administration.

Any answers that may be given shall not reduce the speaker's time. Speakers shall conduct themselves in a polite and respectful manner, and shall use proper titles when addressing Commissioners, the Mayor or other Town officials or staff by name. Persons who are disruptive shall receive at least one warning before being ejected in accordance with Code Section 2-23.

F. COMMISSION MEETING ITEMS

i. **Special Presentations**. This section of the agenda is reserved for presentations, proclamations or items of special recognition. No vote or official action may be taken on a presentation unless an opportunity for public comment is first provided, in accordance with Section 286.0114, Florida Statutes.

ii. **Public Comments**. Individuals wishing to speak on matters not on the agenda for a public hearing, but still pertinent to the Town, may do so by signing in with the Town Clerk prior to the meeting. Immediately prior to calling a meeting to order, the Mayor shall make an announcement regarding the signup procedure and provide a "last call" for speaker sign up. A statement shall be included in the agenda of each Commission meeting at which public comments is an item on the agenda, summarizing these procedures. The Mayor will recognize those persons who signed in under the agenda item "Public Comments," and may also recognize other persons who desire to speak. The time limit for each person to speak shall be three (3) minutes. The speaker is allowed uninterrupted time to present his or her point of view. A person's allotted speaking time may not be shared by multiple people. Speaking time allotted to one person may not be donated to another person. Persons may reserve their comments for one agenda item at the time that the item is being discussed, in lieu of using their public comment time, or they may address the agenda item during public comment, but no person shall have the opportunity to comment on an item both at public comment and at the time of the agenda item. The Town Manager shall follow up on public comments as appropriate, and shall inform the Town Commission of any such follow up.

Commented [SLT3]: Do we want to keep this sentence and start doing it again, or remove it?

iii. **Public Safety Discussion**. The chiefs of the Town's police, fire and emergency medical service providers or their designees will attend each regular Commission meeting, and be available to answer questions from the Commission on their activities during this section of the agenda.

iv. **Town Manager Report**. Pursuant to Charter Section 5.5(5), the Town Manager shall attend all meetings of the Commission and has the right to take part in the discussion, but not to vote. The Town Manager shall recommend for adoption such measures as the Manager deems appropriate, necessary or expedient for the interests of the Town. This section of the agenda shall be utilized by the Town Manager for reports and additional items for Commission direction or action. The Town Manager ~~shall~~ may produce a written progress report for all major pending events in the Town, and an updated version ~~shall~~ may be provided as backup for the Town Manager Report at the second regular Commission meeting of each month. The Manager may show an item as complete when he or she deems it so, in a separate section at the bottom of the progress report. Upon approval of

the report by the Town Commission, the completed item may be removed from the next progress report.

v. **Town Attorney Report.** The Town Attorney shall make any report to the Commission at this point in the agenda. However, if the Town Attorney has substantial matters for the Commission to discuss or decide, they shall be presented as agenda items.

vi. **Consent Agenda**. There shall be a consent agenda during each regular Town Commission meeting. The consent agenda shall contain motions, resolutions, and other matters which, in the opinion of the Town Manager, may be handled and implemented without necessity for discussion. Unless a Commissioner specifically requests that an item be removed from the consent agenda, such items shall be approved and adopted by a single motion and vote of the Commission.

vii. **Old and New Business**

(a) **Administration Items.** The Town Manager will place items under these sections when Commission discussion and direction is sought. The item will be placed under New Business when the item has not been discussed previously, and under Old Business if it was previously discussed.

(b) **Commissioner Agenda Items**. Commissioners may submit a request for the preparation of policy, legislation or action by the Town Attorney or Town Manager. The item will be placed under New Business (or Old Business if it has been previously discussed). Except for informational reports, a signed written memorandum or form provided for such purposes ~~shall~~ should state the purpose of the item/action, the major points to be covered, the reasons for necessary action, whether visual aids such as maps, plans, photos or PowerPoint-style presentations may be appropriate, and the specific action or motion desired by the Commissioner. ~~This agenda request shall be provided to the Town Manager prior to the deadline for closing the agenda of the meeting for which it is requested, and date stamped on the front of the first page upon receipt by Town staff.~~ If the item can be resolved by the Town Manager without action of the Commission, the Manager shall be given the opportunity to do so. Once heard, the request shall not be acted upon until such request is approved by motion of the majority of the Town Commission. As much as possible, the topic of the report or item shall be provided to the Town Manager prior to the close of the agenda, so that the item may be noticed to the public.

viii. **Commissioner Comments**. This section of the agenda shall be utilized by the Mayor and Commissioners to provide informational reports. Each Commissioner and the Mayor shall have a maximum of three minutes for such reports, and there shall be no discussion with other Commissioners of such items. The Mayor may allow additional time for any Commissioner Comments. A Commissioner is entitled to additional time, as necessary to report on specific Commissioner assignments, Town liaison activities or responsibilities (such as reporting on the

Commented [SLT4]: Does the Commission wish to keep this?

activities of a County committee on which a Commissioner sits as a Town representative). The order of speaking shall be determined at random.

ix. **Ordinances and Public Hearings**. Ordinances or other items requiring a public hearing shall be placed on this portion of the agenda.

x. **Resolutions**. Resolutions not included on the consent agenda shall be placed on this portion of the agenda. The Mayor may allow public comments on Resolutions.

Commented [SLT5]: Do you want to allow Resolutions to be placed under Old or New Business?

xi. **Adjournment**. All meetings of the Town Commission, whether they be special or regular meetings or roundtable workshops, shall be adjourned at 11:00 p.m. However, the Town Commission, by affirmative vote of four (4) Commissioners present at the meeting, may extend the meeting beyond the time limit. In any event, the motion to continue the meeting must provide for a specific time frame which the Town Commission will honor for the purposes of continuing the meeting.

G. COMMISSION AGENDA PREPARATION

i. **Agenda Closing Dates**. The Town Manager will endeavor to close the agenda for any~~all regular~~ meeting~~s~~ of ~~the~~ Town Commission no later than ~~shall be closed by noon on the Monday of the~~ one week prior to the date of the meeting. ~~The agenda for all roundtable meetings of the Town Commission shall be closed by noon on the Tuesday of the week prior to the date of the meeting. The Manager shall determine the agenda closing date for any special meetings at least seven (7) days prior to the date of the meeting.~~ No additional items shall be added to the agenda of the regular or special meeting after the agenda closing date unless it is necessary for a compelling reason. An additional item requiring Commission action may only be added to the agenda by majority vote of the Town Commission at the meeting. Alternatively, the item may be deferred to a date certain.

ii. **Placement of Commissioner Items on Agenda**.

~~(a) *Regular Meetings.*~~ All appropriate background material shall accompany the item on the form given for this purpose, and the action proposed to be taken shall be clearly stated. All information relating to items to be placed on the agenda shall be submitted by a Town Commissioner to the Town Clerk. ~~by 12:00 noon on the Monday of the week prior to a regular meeting.~~ A complete package of all agenda material shall be provided to the Town Commission by the Town Clerk on the Friday prior to the ~~regular~~ meeting, by posting the agenda material on the Town website. In the event that pertinent information relating to the agenda item is missing or unaccounted for prior to the meeting, the Town Commission may remove the item from the agenda at the ~~regular~~ meeting. Voluminous agenda items, such as the responses to requests for proposals or qualifications, shall be provided to the Town Commission by the Town Clerk no later than 5 p.m. on the Thursday prior to the date of the regular meeting, to the extent feasible. ~~Any PowerPoint-style presentations to be presented at a regular Commission meeting, shall be provided to the Commission by the Town Clerk at least 48 hours prior to the meeting time, to the extent feasible.~~

~~(b) *Roundtable Workshop Meetings*. All appropriate background material shall accompany the item on the form given for this purpose, and the item of discussion and any action to be considered shall be clearly stated. All information relating to items to be placed on the agenda shall be submitted by a Town Commissioner to the Town Clerk by 12:00 noon on the Monday of the week prior to a roundtable meeting. Items requiring no backup shall be submitted to the Clerk by noon on Wednesday, one week prior to the roundtable meeting. A complete package of all agenda material shall be provided to the Town Commission by the Town Clerk on the Monday prior to the date of the roundtable meeting, by posting the agenda material on the Town website. The Town Commission may discuss the item, defer the item to a later roundtable, or indicate that the item is ready to be placed on the agenda of a regular or special commission meeting for action.~~

iii. **Preparation of Ordinances and Resolutions ~~Legislation~~**. All Ordinances ~~and Resolutions~~ shall show the name of each Commissioner and whether such Commissioner voted for, against or failed to vote. All Ordinances and Resolutions, once approved by the Town Commission, shall be executed by the Mayor and attested by the Town Clerk. The Town Attorney shall review and sign off as to the form of each ordinance and resolution.

~~iv.~~ ~~**Sequence of Agenda Items**. Upon request by the Mayor or a Commissioner, items on the agenda may be moved out of sequence in order to expedite the matters before the Town Commission, or assure that items that are related to each other are considered in context, or for such other reasons as may be deemed appropriate by the Town Commission.~~

Commented [SLT6]: Moved up to line 197

v. **Procurement/Purchasing Agenda Items**. The Town Manager shall provide suitable relevant backup and information on the item, including any information on past experience with bidders or responders on a purchasing item.

Commented [SLT7]: Does the Commission want to keep this?

vi. **Minutes**. The Town Clerk shall have minutes ready for approval on the next available Commission meeting agenda if feasible, given the number and length of pending minutes and other workload considerations. Minutes shall record all actions taken by the Commission, and shall contain sufficient detail regarding decisions made, comments received, and discussion of the Commission.

H. OTHER PROCEDURES

i. **Town Charter**. Nothing herein shall conflict with procedures mandated by the Town Charter or Town Code.

ii. **Motion to Reconsider**. A motion to reconsider any question which has been determined by the Town Commission may be made only by a Commissioner who voted on the prevailing side and who, not later than the next regular or special meeting following that on which such question was so determined, requested that a motion to reconsider be placed on the next regular or special meeting agenda.

iii. **Roll Call Vote**. If the Town's automatic voting system is not working, any Commissioner may demand the yeas and nays on any question submitted, or to be submitted, to voice vote and, when so demanded, the Town Clerk shall call the roll of Commissioners present and record the vote of each Commissioner, and the Mayor shall vote last.

iv. **Tie Vote**. Tie votes automatically fail.

v. **Action Agenda**. An action agenda shall be circulated by the Town Clerk within forty-eight hours of each Commission meeting if feasible, containing a brief description of action taken or discussion among the Commission on each agenda item.

Commented [SLT8]: Does the Commission want to reinstate this practice?

vi. **Order of Seating**. On the Commission dais (facing the audience), the Town Clerk shall be seated at the left end and the Town Manager shall be seated at the right end. The Mayor shall be seated in the center of the dais, with the Town Attorney seated to his or her left side.

vii. **Waiver of the Procedures**. The intent of these procedures is to assure the smooth and efficient functioning of the Commission meeting, and to prioritize the completion of Town business. The procedures shall always be applied and interpreted to carry out the will of the majority of the Commission while giving due consideration to the rights of the minority. However, any Commissioner may propose to waive the strict application of the procedures in a particular circumstance. The procedure shall be waived upon a proper motion, second and approval of the waiver by a simple majority. A permanent change to the procedures shall be accomplished by adopting an amending Resolution.

I. QUASI-JUDICIAL PROCEEDINGS

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

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

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

SECTION 5. <u>Effective Date.</u> 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 ____ day of _____, 2022.

_____
MAYOR CHRIS VINCENT

ATTEST:

_____
Acting Town Clerk Neysa Herrara

APPROVED AS TO FORM:

_____
Susan L. Trevarthen, Town Attorney

Agenda Item No: 17.a

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Neysa Herrera, Assistant to the Town Manager
Submitting Department: Administration
Item Type: Resolutions
Agenda Section: RESOLUTIONS – PUBLIC COMMENTS

Subject Title: Resolution 2022-14. A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, PROVIDING FOR THE APPOINTMENT OF AS VICE-MAYOR; PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

Explanation: Pursuant to the Town Charter Section 6.2, no later than the second regularly scheduled Town Commission meeting to occur following each regular municipal election, one (1) member of the Town Commission may be designated, by resolution, as Vice Mayor to preside in the absence of the Mayor-Commissioner. Section 2-24 of the Town Code provides that no member of the Town Commission may serve consecutive terms as Vice Mayor.

Recommendation: Adopt resolution 2022-14 designating a Vice Mayor.

Attachments:
1. Resolution 2022-14

RESOLUTION 2022-14

A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, DESIGNATING _____ AS VICE MAYOR; PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, pursuant to the Town Charter Section 6.2, a Vice Mayor shall be designated no later than the second regularly scheduled regular meeting following each regular election by resolution; and

WHEREAS, a regular Town election was held on March 8, 2022; and

WHEREAS, the Town Commission desires to designate _____ as Vice Mayor.

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

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

SECTION 2. The Town Commission hereby officially designates _____as Vice Mayor, who shall preside in the absence of the Mayor pursuant to the Town Charter.

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

SECTION 4. 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 12th day of April 2022.

_____

MAYOR CHRIS VINCENT

ATTEST:

_____
Town Clerk

APPROVED AS TO FORM:

_____
Susan L. Trevarthen, Town Attorney

Agenda Item No: 17.b.

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Neysa Herrera, Assistant to the Town Manager
Submitting Department: Administration
Item Type: Resolution
Agenda Section: RESOLUTIONS – PUBLIC COMMENTS

Subject Title:
Resolution 2022-15 - A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPOINTING RESIDENT MEMBERS TO THE FIREFIGHTERS PENSION TRUST FUND BOARD OF TRUSTEES; PROVIDING FOR CONFLICTS AND FOR AN EFFECTIVE DATE.

Explanation:
The Town Commission is required to appoint two legal residents of the Town for two of the five members of the Board of Trustees of the Firefighter's Pension Plan by Resolution **(Exhibit 1)**. Sec. 2-137 of the Code of Ordinances is attached **(Exhibit 2)** for your information.

Each member serves for a two-year term and may be reappointed by the Commission. The current Pension Trust Fund Board of Trustees is comprised of the following two residents:

Ken Brenner
Paul M. LaCoursiere

As of April 8, 2022, the following individuals have submitted applications (**Exhibit 3)** for consideration to become members of the Pension Trust Fund Board of Trustees:

Ken Brenner
Paul M. LaCoursiere

Please note that this is a Board to which the dual office holding requirements of the Florida Constitution applies. As such, the Town cannot appoint the same person to this Board and to the P and Z Board.

Recommendation:
Staff recommends that the Commission select their appointments and adopt Resolution 2022-15 to formally appoint them to terms ending on April 13, 2024.

Attachments:
- Ex. 1 - Resolution 2022-15
- Ex. 2 - Code of Ordinances Section 2-137
- Ex. 3 - Applications of Resolution 2022-15

RESOLUTION 2022-15

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPOINTING RESIDENT MEMBERS TO THE FIREFIGHTERS PENSION TRUST FUND BOARD OF TRUSTEES; PROVIDING FOR CONFLICTS AND FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 2-137(a) of the Town of Lauderdale-By-The-Sea Code of Ordinances and Section 175.061(1)(a), Florida Statutes, the Town Commission must appoint two legal residents of the Town as members of the Volunteer Firefighters Pension Trust Fund Board of Trustees (the "Board") ; and

WHEREAS, the responsibilities of the Board are to oversee the general administration and operation of the Volunteer Firefighters Pension Plan; and

WHEREAS, Section 2-137(f) of the Code and Section 175.061(1)(a), Florida Statutes, provide that members of the Board shall serve two-year terms, and may succeed themselves in office; and

WHEREAS, the current members of the Board term in office expired on September 30, 2019, and the Town intends that the members being appointed by this Resolution shall serve from the effective date of this Resolution for a two-year term through April 13, 2024.

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

Section 1. **Recitals.** Each "WHEREAS" clause set forth herein is true and correct and is hereby ratified and incorporated herein.

Section 2. **Appointments.** The Town Commission hereby officially appoints the following persons to the Firefighters Pension Trust Fund Board of Trustees as resident members, and they shall serve at the pleasure of the Town Commission:

_____ and,

_____

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

Section 6. **Severability.** If any clause, section or other part of this resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this resolution.

Section 7. **Effective Date**. This resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED on this ___ day of _____ 2022.

_____

MAYOR CHRIS VINCENT

ATTEST:

_____
Town Clerk

APPROVED AS TO FORM:

_____
Susan L. Trevarthen, Town Attorney

Exhibit 2

Volunteer Firefighters' Pension Plan – Appointment of Trustees

Sec. 2-137. - Board of Trustees.

(a) *Composition.* The general administration and responsibility for the proper operation of the Volunteer Firefighters' Pension Plan and for making effective the provisions of this division are hereby vested in a Board of Trustees consisting of five persons as follows:

(1) Two legal residents of the Town to be appointed by the Town Commission;

(2) Two firefighters who are elected by a majority of the firefighters who are members of the plan; and

(3) A fifth person chosen by a majority of the other four members of the Board of Trustees. The name of the fifth person shall be submitted to the Town Commission which shall, as a ministerial duty, appoint him to the Board.

(b) *Election of Firefighter-Trustee.* The elective Firefighter-Trustee shall be elected by vote of all actively employed members at meetings to be held at places designated by the Board. All qualified members entitled to vote shall be notified of such meetings in person or by written notice ten days in advance of the meetings. The two candidates receiving the highest number of votes shall be declared elected and shall take office immediately upon the commencement of the term of office for which elected or as soon thereafter as they shall qualify therefor. An election shall be held not more than 30 and not less than ten days prior to the commencement of the terms for which Trustees are to be elected. The Board shall establish and administer the election procedure for each election.

(c) *Oath.* Each Trustee shall, within ten days after his appointment or election, take an oath of office before the Town Clerk that, so far as it develops upon him, he will diligently and honestly administer the affairs of the Board, and that he will not knowingly violate or willingly permit to be violated any of the provisions of the law applicable to the plan. Such oath shall be subscribed to by the members making it and certified by the Town Clerk and filed in the Office of the Clerk.

(d) *Election of Chairman and Secretary; duties of Secretary; meetings.* The Board shall by majority vote elect from its members a Chairman and a Secretary. The Secretary shall keep a complete minute book of the actions, proceedings or hearings of the Board. The Board shall meet at least once during each calendar quarter of each year.

(e) *Compensation.* The Trustees shall serve without compensation, but they may be reimbursed from the fund for all necessary expenses which they may actually expend through service on the Board.

(f) *Term of office.* Each resident member shall serve for a period of two years, unless sooner replaced by the Town Commission. The resident member shall serve at the pleasure of the Town Commission and may succeed himself in office. Each member elected by other members of the plan shall serve for a period of two years unless he sooner leaves the employment of the Town as a firefighter, whereupon the Town Commission shall choose his successor in the same manner as an original appointment. Each firefighter member may succeed himself in office. The fifth

member of the Board shall have the same rights as each of the other four members and may succeed himself in office.

(g) *Filling vacancies.* If a vacancy occurs in the office of Trustee, the vacancy shall be filled for the unexpired term in the same manner as the office was previously filled.

(h) *Employees.* The Board of Trustees shall engage such persons, agents or entities as shall be required to transact the business of the plan. The compensation of all persons engaged by the Board and all other expenses of the Board necessary for the operation of the plan shall be paid at such rates and in such amounts as the Board shall agree.

(i) *Rules of procedure.* Subject to the limitations of this division, the Board of Trustees shall from time to time establish uniform rules and regulations for the administration of funds created by this division and for transactions of its business, including provisions for expulsion due to nonattendance of its members which could result in a vacancy.

(j) *Voting.* Each Trustee shall be entitled to one vote on the Board. Three affirmative votes shall be necessary for a decision by the Trustees at any meeting of the Board. The Chairman shall have the right to one vote only. No Trustee shall take part in any action in connection with the Trustee's own participation in the fund, and no unfair discrimination shall be shown to any individual firefighter participating in the fund.

(k) *Duties and responsibilities.* The sole and exclusive administration of, and the responsibilities for, the proper operation of the fund and for making effective the provisions of this division are vested in the Board; however, nothing herein shall empower a Board to amend the provisions of a retirement plan without the approval of the Town. The Board shall keep in convenient form such data as shall be necessary for an actuarial valuation of the fund and for checking the actual experience of the fund. The duties and responsibilities of the Board shall include, but not necessarily be limited by, the following:

(1) To construe the provisions of the plan and determine all questions arising thereunder;

(2) To determine all questions relating to eligibility and participation. The Board's action on all claims for retirement under this act shall be final, provided, however, that the rules and regulations of the Board have been complied with;

(3) To determine and certify the amount of all retirement allowances or other benefits;

(4) To establish uniform rules and procedures to be followed for administrative purposes, benefit applications and all matters required to administer the plan;

(5) To distribute at regular intervals information concerning the plan;

(6) To receive and process all applications for participation and benefits;

(7) To authorize all payments whatsoever from the fund, and to notify the disbursing agent, in writing, of approved benefit payments and other expenditures arising through operation of the plan and fund;

(8) To review reports of and have meetings with the custodian and investment agent or advisor; to require written reports from the custodian on fund assets and transactions on a semiannual or more frequent basis if deemed advisable by the Board; to require written and oral reports from the investment agent or advisor on at least a semiannual basis, such reports to reflect trust fund investment performance, investment recommendations and overall review of fund investment policies;

(9) To determine or have determined that the plan complies at all times with the provisions of State law, both substantively and in operation, and including the following:

a. Have prepared annually and distributed to all members a plan description and a summary of pertinent updated financial and actuarial information;

b. Ensure that member contributions are deposited into the trust fund at least monthly, Town contributions at least quarterly and State refund monies immediately;

c. Ensure that all regular and special actuarial reports are filed with the State Division of Retirement and the Department of Insurance within 60 days of receipt;

d. Have actuarial valuations performed on a regular basis and have special actuarial work performed in advance so as to determine costs of any plan changes or amendments prior to their adoption, with such valuations and impact statements performed at least as often as is required by applicable State law;

e. Establish a uniform procedure for prompt review and rehearing of all claims by members or beneficiaries;

(10) To maintain a minute book containing the minutes and records of proceedings and meetings of the Board, including a complete record of all receipts and disbursements;

(11) To perform such other duties as are specified in this division.

(12) To issue drafts on the fund pursuant to this division and rules prescribed by the Board. All such drafts must be consecutively numbered, be signed by the Chair and Secretary, or by two individuals designated by the Board who are subject to the same fiduciary standards as the Board, and state upon their faces the purpose for which the drafts are drawn. No money may be otherwise drawn from the fund. Funds may be disbursed by the Finance Department or other disbursing agent as determined by the Board, but only upon written authorization by the Board.

(13) The Secretary of the Board or a designee shall keep a record of all persons receiving retirement payments under the provisions of this division, in which shall be noted the time when the pension is allowed and when the pension shall cease to be paid. In this record, the Secretary shall keep a list of all volunteer firefighters for the Town. The record shall show the name, address, and time of service of such firefighters and when they cease to be a part of the rolls of the volunteer firefighters of the Town.

(Ord. No. 273, § 6, 9-10-85; Ord. No. 280, §§ 2-7, 3-10-87; Ord. No. 2015-18, § 2, 11-11-2015)

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

Name of Board: LBTS VFD PENSION BOARD
Applicant Name: KENNETH BRENNER
Street Address: 258 COMMERCIAL BLVD
City State Zip Code: LBTS, FL 33308
Home Phone: _____ Cell Phone: 954 619 9571
Email Address: KENBRENNER258@GMAIL.COM
Occupation:
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)? LBTS VFD PENSION BOARD, AUDIT COMMITTEE

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

Experience: CURRENT COMMITTEE CHAIR
COOPERS & LYBRAND TAX ACCOUNTANT, GRANT THORNTON, PROPERTY MANAGER
BUSINESS OWNER & MANAGER

Education: BA ACCOUNTING

Interests/Hobbies: TRAVEL

Please attach additional page, if needed

Applicant Signature Kenneth Brenner
Name (printed) KENNETH BRENNER Date: 2/10/22

- Making false statements herein may be cause for removal by the Town Commission.
- Please return your completed form to the Town Clerk's Office.

Revised 6/21/2010

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

Name of Board: Volunteer Fire Dept Pension Board
Applicant Name: Paul M. LaCoursiere
Street Address: 237 Oceanic Avenue
City State Zip Code: Lauderdale By The Sea, FL 33308
Home Phone: Cell Phone: 954-608-8133
Email Address: TBTCm@AOL.com
Occupation: Retired
Business Address: —
Work Phone: —
Fax Number: —

Are you a Town resident? Yes ✓ No ___ How long? 30 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)? Board of Adjustment, Planning & Zoning Board

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

Experience: Trustee for 3 years, attended STATE Trustee School, Retired Fire Chief, Retired USN Navy Master Chief

Education: BA - Business, various US Navy Schools, Fire Dept Schools

Interests/Hobbies: Fishing, Golf

Please attach additional page, if needed

Applicant Signature

Name (printed) Paul M. LaCoursiere Date: 3-31-2022

- Making false statements herein may be cause for removal by the Town Commission.
- Please return your completed form to the Town Clerk's Office.

Revised 6/21/2010

Town Commission Agenda Item Report

Meeting Date: April 12, 2022
Submitted by: Neysa Herrera, Assistant to the Town Manager
Submitting Department: Administration
Item Type: Resolution
Agenda Section: RESOLUTIONS – PUBLIC COMMENTS

Subject Title:
Resolution 2022-16 - A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPOINTING MEMBERS TO THE PLANNING AND ZONING BOARD; PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

Explanation:
On October 13, 2020, pursuant to Ordinance 2020-08, the Commission combined the Board of Adjustment with the Planning and Zoning Board.

In accordance with Section 30-23 of the Town Code, the Town Commission shall appoint five members and two alternates to the Planning and Zoning Board (the "P and Z Board"), with a first alternate and second alternate whose ability to vote flows from their position. If a member of the board is absent, the first alternate would be called upon to serve; if two members are absent, or if a member and the first alternate are absent, the second alternate would be called upon to serve.

As established in Section 30-24 of the Town Code, the duties of the P and Z Board are generally to:

1) Advise the Town Commission on zoning issues and regulations;
2) Study the Town plan and, from time to time, make recommendations to the Commission on changes to the plan;
3) Investigate and approve or disapprove all new plats to be presented to the Town Commission for approval;
4) Serve as the Town's local planning agency under the Community Planning Act pursuant to Chapter 163, Part II, Florida Statutes; and
5) Perform other duties assigned to them by the Town Commission.

The Planning and Zoning Board was recently comprised of the following persons:

- Ron Piersante
- David Chanon
- Wayne Dillistin
- Christina Buerosse
- Jeffrey Whyte
- Alan Bluestein: First Alternate
- Patricia Omana: Second Alternate

The Town has received applications **(Exhibit 2)** from the following persons for consideration of appointment to the P and Z Board:

Kenneth Brenner
Wayne Dillistin
Denise Lambert
Patricia Omana
Ron Piersante
Karen Sylvester
Brandy Whitford

Please note that this is a Board to which the dual office holding requirements of the Florida Constitution applies. As such, the Town cannot appoint the same person to this Board and to the VFD Pension Trust Fund Board.

Recommendation:
Appoint members to the Planning & Zoning Board via adoption of Resolution 2022-16 **(Exhibit 1)**.

Attachments:

EX1 - Resolution 2022-16
EX2 - Applications

RESOLUTION 2022-16

A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, APPOINTING MEMBERS TO THE PLANNING AND ZONING BOARD; PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 30-23 of the Town of Lauderdale-By-The-Sea Code of Ordinances, the Town Commission shall appoint five members and two alternates to the Planning and Zoning Board (the "Board"), to serve without compensation and at the pleasure of the Town Commission; and

WHEREAS, Board members shall not be Town employees or elected officials, and must be Town residents and qualified voters of the Town; and

WHEREAS, the Town Commission shall appoint Board members in even numbered years to coincide with the election of the members of the Town Commission; and

WHEREAS, pursuant to Section 30-23, the Board members (including the order of priority of the alternates) shall be appointed for two-year terms at the second Town Commission meeting following each regular election; and

WHEREAS, the Town Municipal Election was held on March 8, 2022; and

WHEREAS, the Town Commission desires to appoint five members, a first alternate, and a second alternate to the Board.

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

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

SECTION 2. Appointments. The Town Commission hereby appoints the following persons as members of the Planning and Zoning Board:

_____ _____

_____ _____

_____

_____– 1st Alternate _____- 2nd Alternate

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

SECTION 4. <u>Effective Date.</u> 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 12th day of April, 2022.

_____
MAYOR CHRIS VINCENT

ATTEST:

_____
Town Clerk

APPROVED AS TO FORM:

_____
Susan L. Trevarthen, Town Attorney

Exhibit 2

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

Name of Board: P&Z BOARD OF ADJUSTMENT
Applicant Name: KENNETH BRENNER
Street Address: 258 COMMERCIAL BLVD
City State Zip Code: LAUDERDALE BY THE SEA, FL 33308
Home Phone: Cell Phone: 954 612 9571
Email Address: KENBRENNER258@GMAIL.COM
Occupation: FORMER ACCOUNTANT PROPERTY MANAGER
Business Address:
Work Phone:
Fax Number:
Are you a Town resident? Yes ✓ No ___ How long? 19 Years 7 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)? AUDIT COMMITTEE, LBTS VFD PENSION BOARD

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

Experience: TAX ACCOUNTANT COOPERS & LYBRAND, GRANT THORNTON, PROPERTY MANAGER, BUSINESS OWNER & MANAGER

Education: BA ACCOUNTING

Interests/Hobbies:

Please attach additional page, if needed

Applicant Signature Kenneth Brenner

Name (printed) KENNETH BRENNER Date: 3/10/22

- Making false statements herein may be cause for removal by the Town Commission.
- Please return your completed form to the Town Clerk's Office.

Revised 9/21/2010

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

Name of Board: Planning & Zoning and Board of Adjustment

Applicant Name: Wayne Dillistin

Street Address: 259 Basin Drive

City State Zip Code: Lauderdale By The Sea, FL 33308

Home Phone: 954-938-0101 Cell Phone: 954-609-3673

Email Address: cdillistin@gmail.com

Occupation: Interior Designer

Business Address: 2580 Commercial Blvd. Lauderdale By The Sea, FL 33308

Work Phone: 954-938-0101

Fax Number: 954-938-1994

Are you a Town resident? Yes ● No ___ How long? 14 Years 3 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)? P&Z

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

Experience:
30+ years Architecture and Interior Design, Facilities Planning, Hotel Design, Yacht Design, Residential & Corporate Interiors & Architecture V.P. International Architectural Firm.

Education:
College of Engineering & Applied Sciences, BS in Interior Design, AA in Art
State licensed board of Architecture & Interior Design. NCIDQ certified, Former member of ASID, IIDA FMA

Interests/Hobbies:
Architecture, art, interior design, photography, scuba and travel

Please attach additional page, if needed

Applicant Signature: Charles Wayne Dillistin

Name (printed): Charles Wayne Dillistin Date: 09/15/2019 2/4/22

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

Revised 6/21/2010

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

Name of Board: Planning and Zoning
Applicant Name: Denise Lambert
Street Address: 247 Imperial Lane
City State Zip Code: LBS, FL 33308
Home Phone: Cell Phone: 954-817-7276
Email Address: Denise@LambertBros.net
Occupation: Legal Asst for Construction Company
Business Address: 5501 Powerline Road, Fort Lauderdale, FL 33309
Work Phone: 954-491-9380
Fax Number:

Are you a Town resident? Yes x No ___ How long? 15 Years ___ Months

Are you a registered voter within the Town? Yes x No ___

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

If so, which one(s)?

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

Experience:

Education: Florida International University - Political Science

Interests/Hobbies: Scuba Diving, Environmental Protection, Gardening

Please attach additional page, if needed

Applicant Signature Denise Lambert

Name (printed) Denise Lambert Date: 4/5/22

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Revised 6/21/2010

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

Name of Board: Planning and Zoning Board
Applicant Name: Patricia Omana
Street Address: 4540 N. Ocean Drive, Apartment 405
City State Zip Code: Lauderdale by the Sea, FL 33308
Home Phone: _____ Cell Phone: 443-956-1462
Email Address: patriciajomana@gmail.com
Occupation: _____
Business Address: P.O. Box 50187, Lighthouse Point, FL 33074
Work Phone: 954-760-9800 extension 1473
Fax Number: _____

Are you a Town resident? Yes ☑ No ☐ How long? 8 Years 8 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)? Planning and Zoning Board

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

Experience: Bilingual (English & Spanish) manager possessing leadership experience in the for-profit and nonprofit business communities.
Proven ability to research, apply and report on grants.
Negotiator of win-win partnerships which enable all parties involved to reach performance goals, increase visibility, and solidify busines business growth strategies. Served these past two years on the board.

Education: BA, Communications Radio and Television Production, Marist College, Poughkeepsie, NY
Leadership Anne Arundel, Neighborhood Leadership Academy, 2011
Candidate for Masters in Human Services, Child Protection, 2023

Interests/Hobbies: _____

Please attach additional page, if needed

Applicant Signature _____

Name (printed) Patricia Omana Date: 2/9/2022

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Revised 6/21/2010

Patricia J. Omaña ♦ 443-956-1462 ♦ patriciajomana@gmail.com ♦ Lauderdale-by-the-Sea, FL 33308

Marketing Outreach Expert…General and Non-Profit Business Management…Cultural and Linguistic Officer…Grant Administrator

Bilingual (English & Spanish) manager possessing leadership experience in the for-profit and nonprofit business communities. Proven ability to research, apply and report on grants. Negotiator of win-win partnerships which enable all parties involved to reach performance goals, increase visibility, and solidify business growth strategies. Solid performance track record and knowledge of marketing, grants, business development, training, and outreach. Cultural Linguistic Officer, Translator, and Interpreter.

PROFESSIONAL EXPERIENCE

Women in Distress of Broward County, Inc., Deerfield Beach, FL
Family Services Supervisor, September 2019-present

Responsible for oversight of case management and advocacy services for children and families. Maintain direct supervision of the Family Advocates and the Domestic Violence Child Welfare Advocates. Ensure that services are in line with best practice models, provide daily management of staff activities, and provide ongoing direct case management and advocacy services to children and families.

Collaborate with internal and external department and entities to streamline and bridge

Collaborate with internal and external department and entities to streamline and bridge

- Observe and assess the effectiveness of service planning and program components and make recommendations to improve service delivery and reduce barriers affecting participant services. Identify areas in which the program can grow and participate in the strategic planning process.
- Complete performance productivity and quality review for staff members through direct observation of employee engagement with participants, follow-up phone calls with participants, and monthly file reviews to ensure file accuracy within the department.
- Participate in the grant management process by implementing, managing, and ensuring funding and contractual deliverables are being efficiently executed, tracked, and attained. Discuss and address barriers to meeting outcomes and coach and support staff to ensure outcomes are achieved.
- Maintain working alliances with community agencies and act as a liaison linking survivors with community services and resources including legal, financial, and housing assistance.
- Assist the Family Services Manager in the creation of an annual budget. Monitor staff and department spending to ensure funds spent are aligned with annual budget spending guidelines.
- Sets and communicates goals and priorities; develops action plans. Manages resources and creates contingency plans as necessary. Practices sound project management, time management and stress management.

Domestic Violence Child Welfare Advocate, August 2017-September 2019

Point of contact for Child Protection Investigators (CPIS) for referrals, consultations, staffings, and more for individuals seeking refuge from intimate partner violence, court accompaniment, case management, counseling, direct assistance and referral to community services and programs. Educate and inform participants on the processes and systems for them to make the best decisions for themselves and their children. Conduct pre-service trainings for CPIS and ChildNet. As well as educational presentations to the community at large.

- Collaborate with internal and external department and entities in order to streamline and bridge services as needed by the participant, be it voluntary or court mandated. All while implementing standards for quality case management.
- Undertake direct casework.

- Create and maintain strong and healthy relationships with referring providers.
- Accompany participant to court hearings, consultations with lawyers and any other entity that he/she might be seeking or retained for help.
- Build and maintain a local network of resource providers.
- Provide crisis de-escalation, safety planning, counseling, social service referrals, and advocacy.
- Report data outcomes for Grant purposes to direct supervisor monthly.

Health Leads USA, Baltimore, MD
Program Manager, February 2017-May 2017
Able to identify and execute innovative solutions to enable Health Leads to realize its quality and growth goals, managing multiple priorities. Working alongside health care providers to develop efficient systems for resource connection, managing and coaching a group of undergraduate Advocates, using data to enhance performance, and ensuring quality of service.

- Oversee, develop, and motivate a team of undergraduate student Advocates.
- Collaborate on design of and implement standards for quality case management.
- Undertake direct casework.
- Create and maintain strong and healthy relationships with physicians, nurses, referring providers and other clinic staff.
- Support Health leads integration into clinical setting through strategies such as implementation of screening and referral systems and training for clinic staff to screen for social determinants of health.
- Build and maintain a local network of resource providers.
- Ensure the accuracy of programmatic outcomes as reported by the client management database.
- Report data outcomes to program team monthly.

YWCA of Annapolis and Anne Arundel County, Arnold, MD
Bilingual Crisis Intervention Advocate, November 2016-January 2017
Point of contact for individuals seeking refuge from intimate partner violence, support of 24-hour hotline, hospital accompaniment, case management, and transportation to referral assistance to legal, medical, and counseling services, direct assistance in helping clients secure a safe residence of their own. Outreach and education to the Hispanic community in Anne Arundel County through established and new partnerships.

- Conduct lethality assessment.
- Complete reporting requirements for grants.
- Speak with community groups and partner organizations to educate others around the issues of domestic violence, sexual assault and human trafficking.
- Create partnerships within private, nonprofits, governmental organizations to disseminate information on domestic violence, sexual assault and human trafficking and the YWCA's programs.
- Develop and revise programmatic initiatives to best meet the needs of the clients being served.
- Maintain confidentiality per COMAR and agency guidelines.

Cool and Associates, LLC, Baltimore, MD
Consultant, August 2016 - Present
Work with two clients specifically. The Y of Central Maryland and MedStar Health.
The Y of Central Maryland, scope of work includes but is not limited to:

- Create a strategy for outreach and education to promote Early Start Education.
- Guide the client through the strategy set to reach the Hispanic community.
- Connect client to influencers in the community, from government entities to nonprofit entities.\

- Interact directly with client, support initiatives, and add value to the work being performed
- Provide analytics and reporting.

MedStar Health, scope of work includes but is not limited to:

- Create surveys and interview stakeholders, staff, leaders, community, and partners to analyze current situation of three of their five hospitals.
- Create strategy with results gathered from surveys.
- Research and identify neighborhoods five miles from center of hospital to conduct interviews.
- Identify existing organizations in the area that service the community to create partnerships.
- Review of process, systems, and training, including the review of all outreach material used for marketing.
- Review hiring process, as well as performance evaluations and training process.

Office of the Attorney General of Maryland
Health Education and Advocacy Unit, Baltimore, MD
Case Manager, January 2016-September 2016
Lead, coordinate and implement analysis of all complaints coming into the unit, ensuring all cases get executed. Write, and review al communication to clients. Monitor all cases from Spanish speaking clients for the Unit.

- Review all complaints and record findings.
- Communicate progress of complaints to all parties involved.
- Refer cases as appropriate to other government entities.
- Maintain client records in Client Relations Management system.
- Receive all Spanish language calls and Interpret for the Consumer Protection team.

Healthy Howard, Inc. The Door to HealthCare Program, Columbia, MD
Director of Strategic Outreach and Education, June 2015-January 2016
Connector entity for the Maryland Health Exchange for the Western region, six counties (Garrett, Allegany, Washington, Carroll, Frederick, and Howard). Lead, coordinate and implement strategic outreach and education of the Affordable Care Act (ACA), ensuring outreach, education, and enrollment events throughout the six counties. Gatherer and analyze data for grant reporting purposes. Management of the Community Care Team.

- Develop outreach campaigns and presentation regarding Healthy Howard, Inc. to conform to grant specifics.
- Report numbers and success stories to grantors.
- Use data to identify where outreach efforts and target demographic should take place.
- Translate educational material about the Affordable Care Act (ACA) and the marketplace from English to Spanish.
- Identify and develop partnerships with entities throughout the region.
- Attend events throughout the region to disseminate information about the ACA and The Door to Healthcare Program.
- Meet with partners and community leaders to ensure proper outreach strategies are developed and executed.
- Plan and execute outreach events and health fairs throughout the community.

Patricia J. Omaña ♦ 443-956-1462 ♦ patriciajomana@gmail.com ♦ Lauderdale-by-the-Sea, FL 33308

Regional Outreach Manager, Nov. 2013-June. 2015
Field Operations Manager, July 2013-Nov. 2013

Entravision, (Univision and UniMas TV stations), Washington, DC
Manager, Integrated Sales, 2012-2013
Lead and trained eight salespeople with interactive initiative (web, mobile) products. Manage daily operations of local sales for both local affiliate stations of Univision Network; Univision, DC and UniMas, DC.

- Helped clients in creating their marketing/advertising plans.
- Oversee a team of 14 salespersons.
- Create strategy and education plan for clients on Mobile Advertising.
- Oversee sales team and client pipeline.
- Meet and exceeded sales goal of Mobile advertising.

Centro de Ayuda (Center of Help), Annapolis, MD
Executive Director, 2010-2012
Manage and direct daily operations, paid staff, volunteer recruitment, and programs for an Annapolis based nonprofit which services approximately 2,500 individuals per year with a broad spectrum of human services, health, employment, and educational needs. Grant research, grant application and reporting. Created and managed programs in accordance to grant specifications and outcomes.

- Increased the organization's visibility by participating in outreach events.
- Increased income via grants. Report outcomes of programs to grantors.
- Established partnerships with key organizations to reach a greater need of resources.
- Planned and executed educational forums for the community.
- Managed over 20 volunteers.
- Create and execute marketing plans aligning to strategic goals of organization.

Howard Community College, Columbia, MD
Adjunct Professor, 2012
Taught Spanish language lab levels I and II. Provided education through learning centered instruction.

- Supported students learning considering their learning abilities and levels.
- Create lesson plans and delivered lessons accordingly.

EDUCATION

BA, Communications Radio and Television Production, Marist College, Poughkeepsie, NY
Leadership Anne Arundel, Neighborhood Leadership Academy, 2011
Candidate for Masters in Human Services, Child Protection, 2023

PROFESSIONAL AFFILIATIONS

Planning and Zoning Board, Lauderdale by the Sea, FL. First Alternate Board Member June 2020-present
Board Member, Maryland Hispanic Chamber of Commerce 2008-2016
President, Board of Directors, The Center of Help, Annapolis, MD 2013-2017
Maryland's Top 100 Women, 2013 and 2015
Dallas G. Pace Humanitarian Award, 2014
Board of Immigrations Appeals Certification, 2015
Commissioner, Women's Commission of the State of Maryland 2012-14

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

Name of Board: Planning & Zoning Board
Applicant Name: Ron Piersante
Street Address: 227 Lake Ct.
City State Zip Code: Lauderdale By The Sea, FL 33308-5021
Home Phone: (954)772-0847 Cell Phone: (954)830-8465
Email Address: piersante227@comcast.net
Occupation: Retired
Business Address: N/A
Work Phone: N/A
Fax Number: N/A

Are you a Town resident? Yes X No ___ How long? 24 Years 8 Months

Are you a registered voter within the Town? Yes X No ___

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

If so, which one(s)? Planning & Zoning Board Audit Committee; Board of Adjustments

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

Experience: I was a field premium auditor for many years, Regional Audit Mgr. for 8 years, and Corporate Director of the Premium Audit Dept. for a large Mid-Western Ins. Co. for 12 years.

Education: High School Graduate; Walsh Institute of Accounting & Business; Dale Carnegie Public Speaking.

Interests/Hobbies: Serving on Town Boards, volunteering for the Town for their events.

Please attach additional page, if needed

Applicant Signature Ronald J. Piersante

Name (printed) Ronald Piersante Date: January 14, 2022

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Revised 6/21/2010

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

Planning and Zoning Board

Name of Board:
Applicant Name: Karen Sylvester
Street Address: 1600 E Terra Mar Drive
City State Zip Code: LBTS, Fl 33062
Home Phone: 954-304-0932 **Cell Phone:** 954-304-0932
Email Address: KSylvester954@gmail.com
Occupation: Director Benefits Strategy, JM Family
Business Address: 100 Jim Moran Blvd, Deerfield Beach
Work Phone: 954-304-0932

Are you a Town resident? Yes _x__ No ___ How long? __2_ Years ___ Months

Are you a registered voter within the Town? Yes _x__ No ___

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

If so, which one(s)? Planning & Zoning Board LBTS and Women in Distress of Broward County Trustee

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

Experience: I am currently serving on the P&Z board as an alternate. It has been a pleasure to represent LBTS in this capacity over the last year and I would like to continue. Further I was a board member of Women in Distress for 6 years (max term), beginning 2000 and served on the executive board. Following my board membership, I continued my involvement through the present time, serving on the Board of Trustees.

Education: BS Business from University Rhode Island

Interests/Hobbies: I am a child advocate, serving as a Guardian Ad Litem in Broward County. The court appoints me to represent the best interests of a child who has been abused or neglected. I love our town, and care about the future as I intend to remain here through my retirement. I believe in preserving what we can of our unique town, while enhancing an keeping up with changes that will bring is comfortably into the future.

Applicant Signature Karen Sylvester

Name (printed) Karen Sylvester Date: 2/3/22

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Revised 6/21/2010

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

Name of Board: P+Z Committee
Applicant Name: Brandy Whitford
Street Address: 4220 Sea Grape Dr. #2
City State Zip Code: Lauderdale by the Sea FL 33308
Home Phone: - Cell Phone: 954-670-7243
Email Address: wfhbrandy@gmail.com
Occupation: Realtor, DJ/Entertainer, Mom
Business Address: @ Home
Work Phone: 954-670-7243
Fax Number: -

Are you a Town resident? Yes ✓ No ___ How long? 1 Years 7 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)? For local realtor board = 2021 Prof. Development Com.

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

Experience: I'm a Broward Realtor since 2015 and have been working closely with communities I live in since I was a girl scout in elementary school. I love to help where I live and be a part of the change instead of just talking or commenting about what needs to be done.

Education: 2014 + 2017: Gold Coast Schools (for real estate)
2009: Acting School of S. Florida (for acting)
2004: Kankakee Valley High (Indiana - Grad. with Core 40 Dip.)
2021: Wired Sound Academy (for DJ + Entertainment Production)

Interests/Hobbies: Helping others, creating upbeat ambiance, making positive impacts, playing with my teen son anything outdoors, music, acting

Please attach additional page, if needed

Applicant Signature Brandy Whitford

Name (printed) BWhitford Date: 3/29/22

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