



Item No. 2d

AGENDA ITEM REQUEST FORM

Town Commission

Vice Mayor Stuart Dodd

Department Submitting Request

Dept Head's Signature

REGULAR
COMMISSION MTG
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

ROUNDTABLE
MEETING
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

- Nov 9, 2010
- Dec 7, 2010
- Jan 25, 2011
- Feb 22, 2011
- Mar 22, 2011

- Oct 29 (5:00 pm)
- Nov 30 (5:00 pm)
- Jan 14 (5:00 pm)
- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

- Nov 22, 2010
- Dec 14, 2010
- Jan 11, 2011
- X Feb 8, 2011
- Mar 8, 2011

- Nov 12 (5:00 pm)
- Dec 3 (5:00 pm)
- Dec 30 (5:00 pm)
- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

*Subject to Change

- | | | | |
|---------------------------------------|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports | <input type="checkbox"/> Consent | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Old Business | <input type="checkbox"/> New Business |

SUBJECT TITLE: RFPs

EXPLANATION: I feel this deserves more discussion since it is not true that it will hold up government. It means Government will have to plan ahead and start preparing the RFPs a little earlier. We struggled for the last two years with badly worded and confusing RFPs. The important RFPs for Banking, Parking equipment, Technical services, Trash contract are all RFPs that I would like to see before they are sent out. I accept tree trimming and beach raking could and should be left to the manager's discretion.

RECOMMENDATION: Reconsider after staff produces an updated list of RFP's so each commissioner can follow up on those RFPs that were included in their election promises or where their personal expertise could help the town.

EXHIBITS: Town Manager Memo dated February 4, 2011

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

- | | |
|---|--|
| <input type="checkbox"/> Amount \$ _____ | <input type="checkbox"/> Acct # _____ |
| <input type="checkbox"/> Transfer of funds required | <input type="checkbox"/> From Acct # _____ |

Reviewed by Town Attorney
 Yes No

Town Manager Initials CS

Town of Lauderdale-by-the-Sea

OFFICE OF THE TOWN MANAGER

Memorandum

Date: February 4, 2011

To: Mayor Roseann Minnet
Commissioner Stuart Dodd
Commissioner Birute Clottey
Commissioner Scot Sasser
Commissioner Chris Vincent

From: Connie Hoffmann, Town Manager 

Subject: RFPs

I would like to suggest that we try, for a period of time, a process under which staff sends the Commission by email any RFPs for services for which we anticipate the contract amount will exceed \$25,000 approximately a week in advance of the planned release of the RFP. That will enable individual Commissioners to discuss any concerns they have about the RFP with us before it is issued, but not hold up the process as it would if we had to schedule it for discussion at a Commission meeting.