



AGENDA ITEM MEMORADUM

TOWN CLERK

GLENN MCCORMICK

Department

Department Director

gjm

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input type="checkbox"/> Feb 28, 2012	Feb 17
<input type="checkbox"/> Mar 13, 2012	Mar 2
<input type="checkbox"/> Mar 27, 2012	Mar 16
<input checked="" type="checkbox"/> April 10, 2012 *	Mar 30
<input type="checkbox"/> April 24, 2012	Apr 13

***Subject to Change**

- Presentation Reports Consent Ordinance
 Resolution Quasi-Judicial Old Business New Business

FY2012 DESIGNATED HIGH PRIORITY ITEM - PRIORITY TOPIC

SUBJECT TITLE: Commission District Study

EXPLANATION: The Town Charter, Article VI, Elections, Section 1.5, mandates the geographic boundary for the northern and southern districts shall be designated, prepared and identified no later than the first of September 2012. The Town Charter requires this task be accomplished through a contract entered into by the Town with an accredited four year college or university.

Multiple colleges and universities were contacted and the sole proposal was received from Florida Atlantic University, (FAU), the University that performed the previous district analysis. Their proposal is structured as a two-phase project. Phase I is to perform the district analysis and determine if redistricting is necessary. The cost for Phase I is \$5,835.00. If it is determined redistricting is not necessary, the project is complete. If it is determined redistricting is necessary, Phase II, at an additional cost of \$2,760.00, will commence to develop three redistricting options to be presented for discussion and approval. For expediency's sake, we suggest the Commission appropriate funds for the full project with the understanding that we will only proceed to Phase II if required. The proposal submitted is attached. If the Commission approves the approach outlined the Town Manager will execute an agreement with FAU that has been approved by the Town Attorney.

RECOMMENDATION:

1. Authorize the Division of Sponsored Research at FAU to do the redistricting identification and designation study in a Town Attorney approved format.
2. Authorize the transfer of \$8595 from Account 001-519.000-500.497 General Fund Contingencies to Account 001-511.000-500.315 General Fund Professional Services.

EXHIBITS:

1. Proposal for Phase I
2. Proposal for Phase II



FISCAL IMPACT AND APPROPRIATION OF FUNDS: See recommendation.

Reviewed by Town Attorney
 Yes No

Town Manager Initials CA

Phase I Redistricting Proposal for Town of Lauderdale-by-the-Sea

Working with the Town of Lauderdale-by-the-Sea (Town), the Town Manager and other staff, Florida Atlantic University (FAU) proposes to determine the need for redistricting in Phase I and, if necessary, to develop new district boundaries for the Town in Phase II (to be handled in a separate proposal). The project will begin with approval of this proposal and contract by the Town and FAU. The project will be led by Dr. Russell Ivy, Chair of the FAU Geography Dept., as Principal Investigator, and Dr. Lenore Alpert as Consultant. Dr. Ivy and Dr. Alpert will coordinate the analysis of current districts and development of redistricting option plans, identified as necessary after initial analysis, with City staff and the Town Manager. Dr. Alpert formerly worked at Florida Atlantic University, Center for Urban and Environmental Solutions, and prepared the last redistricting plan for the Town in 2004. She has developed redistricting and redistricting options for local government agencies in the past, including the following:

- City of Pembroke Pines, 2003, 2007
- City of Hollywood, 2003
- City of Lauderdale-by-the-Sea, 2004
- City of Greenacres, 2004
- Town of Lauderdale-by-the-Sea, 2004
- City of Deerfield Beach, 2008

Narrative Description of Tasks

Phase I

1. Develop Criteria for the Districting Process

The FAU redistricting team will provide the Town Clerk and staff with recommendations for redistricting criteria. The criteria will guide the analysis to determine if redistricting is necessary and the development of possible options.

Estimated Time Frame: April 2012

2. Data Collection & Base Map Creation to Determine Necessity of Redistricting

The redistricting team will create a GIS base map based on current city boundaries, existing districts, and the 2010 Census data. The team will analyze the city's demographics and neighborhoods, using 2010 Census blocks. A report will be prepared to assess whether the current districts require redistricting, using the 2010 population distribution, and identify relevant issues. A presentation will be made, as appropriate, to town staff and commissioners.

In order to proceed, the team will need a neighborhood map of all neighborhoods in the town to identify communities of interest, GIS boundaries of the two current districts, and addresses of current Commissioners and Mayor, to be provided by town staff.

Estimated Time Frame: April 2012

Invoicing

Funds are due in two payments, half within 7 days of signing the contract and the other half upon completion of the project. This is a fixed fee contract.

Project Cost: \$5,835 Total
(\$5,074 direct costs for personnel and expenses; \$761 for indirect costs to FAU)

IN WITNESS WHEREOF, the parties have made and executed this proposal on the respective dates under each signature.

Town of Lauderdale-by-the-Sea

Witnesses:

Date: _____

Witnesses:

**Division of Sponsored Research
Florida Atlantic University**

Date: _____

Detailed Budget Summary

PERSONNEL					
SALARY	Rate	Hours	Subtotal	Benefits & FICA	Total
Dr. Russell Ivy, Principal Investigator		4	\$ 171	\$50	\$ 221
Dr. Lenore Alpert, Consultant	\$100	35	\$3,500	0	\$3,500
Salary Total					\$3,721
OPS	Rate	Hours	Subtotal	FICA	Total
TBA GIS Assistant (OPS Appt.)	\$15	80	1,200	0	\$1,200
OPS Total					\$1,200
EXPENSES					
Printing & Mapping Supplies					\$ 103
Travel					\$ 50
Expense Total					\$ 153
TOTAL COST					
Direct Costs					\$5,074
University Overhead: 15% of Direct Cost					\$ 761
TOTAL COST					\$5,835

Phase II Redistricting Proposal for Town of Lauderdale-by-the-Sea

Florida Atlantic University (FAU) proposes to continue working with the Town of Lauderdale-by-the-Sea (Town), the Town Manager and other staff on their redistricting in Phase II, to determine the options for redistricting and to develop new district boundaries for the Town. (Phase I was handled in a separate proposal to establish the need for redistricting). The project will begin with approval of this proposal and contract by the Town and FAU. The project will be led by Dr. Russell Ivy, Chair of the FAU Geography Dept., as Principal Investigator, and Dr. Lenore Alpert as Consultant. Dr. Ivy and Dr. Alpert will coordinate the development of redistricting option plans identified as necessary after initial analysis, working with City staff and the Town Manager.

1. Prepare Draft Districting Option Maps for the Town Commissioners

Based on information collected in Phase I and best professional judgment, the redistricting team will prepare three districting options for submission to the Town Commission following the Criteria developed in Phase I. The Town Clerk and staff will share these options with commissioners for review and comment. The following information will be prepared and presented for each redistricting option:

- i. Map(s) depicting Proposed District Boundaries. Features on map will include major roadways and manmade and natural boundaries.
- ii. Population totals.

The redistricting map packets will be provided in digital format to the Town in both PDF format and ArcGIS format for public dissemination. FAU will provide 10 hard copies of the maps for the relevant Board meetings as well as presentation of the options to the Town Commissioners.

Estimated Time Frame: April/May 2012

2. Present Revised Options & Discuss Changes with City Manager/Staff

The team will revise the redistricting options as directed by the ~~City~~ Clerk and staff, who will discuss the revised options individually with Commission members. The team will develop up to two revisions per option.

Estimated Time Frame: May 2012

3. Present Final Version of the District Option Maps

Based upon the comments and recommendations received from the Commissioners, the team will submit a digital final version of the Redistricting Options for final approval and selection by the Town Commission. The redistricting map packets will be provided in digital format to the district in both PDF or TIFF file format and ArcGIS format for dissemination to public and other interested parties. FAU will produce 10 hard copies of the maps for the relevant Board meeting.

Estimated Time Frame: May/June 2012

4. Submit Redistricting Map Approved by the Commissioners

The FAU redistricting team will submit the approved redistricting option in ArcGIS and PDF or TIFF file format to the Town, who will be responsible for producing the legal descriptions for the new district boundaries. Dr. Alpert will attend two (2) Town Commission meetings to present redistricting alternatives, at which time the public shall have an opportunity to be heard on the proposals submitted to the Town Commission for consideration.

Estimated Time Frame: June 2012

Invoicing

Funds are due in two payments, half within 7 days of signing the contract and the other half upon completion of the project. This is a fixed fee contract.

Project Cost: \$2,760

IN WITNESS WHEREOF, the parties have made and executed this proposal on the respective dates under each signature.

Town of Lauderdale-by-the-Sea

Witnesses:

Date: _____

Witnesses:

**Division of Sponsored Research
Florida Atlantic University**

Date: _____

Detailed Budget Summary

PERSONNEL					
SALARY	Rate	Hours	Subtotal	Benefits & FICA	Total
Dr. Russell Ivy, Principal Investigator		4	\$ 171	\$49	\$ 220
Dr. Lenore Alpert, Consultant	\$100	11	\$1,100	0	\$1,100
Salary Total					\$1,320
OPS	Rate	Hours	Subtotal	FICA	Total
TBA GIS Assistant (OPS Appt.)	\$15	70	\$1,050	0	\$1,050
OPS Total					\$1,050
EXPENSES					
Printing and Mapping Supplies					\$ 30
TOTAL COST					
Direct Costs					\$2,400
University Overhead: 15% of Direct Cost					\$ 360
TOTAL COST					\$2,760