

8d

TOWN OF LAUDERDALE-BY-THE-SEA
TOWN COMMISSION

SPECIAL WORKSHOP MINUTES

Jarvis Hall

4505 Ocean Drive

Monday, November 15, 2010

5:00 P.M. or soon thereafter

1. CALL TO ORDER, MAYOR ROSEANN MINNET

Mayor Roseann Minnet called the meeting to order at 5:15 p.m. Vice Mayor Stuart Dodd, Commissioner Birute Ann Clotley, Commissioner Scot Sasser, and Commissioner Chris Vincent were present. Also present were Town Attorney Susan L. Trevarthen, Interim Town Manager Connie Hoffman, Town Clerk June White, and Deputy Clerk Nekisha Smith.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. PROJECTS OF DISCUSSION:

a. Strategic Priorities

Town Manager Hoffmann explained the process of multi-voting, which facilitates prioritizing a long list of items. She indicated that in the first round of voting, each Commissioner was being asked to vote for forty-five (45) items on the list of almost one hundred (100) items that they felt was most important to accomplish. Town Manager Hoffmann suggested that the Commission raise their hands if they wished to vote in favor of an item. Attorney Trevarthen suggested Town Manager Hoffmann recite the names of who voted for the item along with the votes for each project.

Town Manager Hoffmann asked whether the Commission wanted to add anything to the project list before voting.

Commissioner Clotley requested the addition of an agreement with Choice Environmental to pick up yard waste and staff to look into young children riding/playing in the streets. She wanted to prevent a tragedy.

Commissioner Sasser believed the Garbage & Refuse Ordinance had accommodations for picking up yard waste and would look into it after the meeting. Vice Mayor Dodd believed that yard waste was considered bulk trash.

Town Manager Hoffmann advised that once the Commission established their top priorities, if the resources to accomplish them by the end of the fiscal year were not available, she would return to the Commission with options on how to get it done.

Vice Mayor Dodd added street lighting.

Mayor Minnet requested a re-evaluation of establishing a CRA.

Town Manager Hoffmann asked whether the Commission wanted her to cast her vote on the projects as well. The Commission agreed they did want her to vote.

The recorded votes are attached to these minutes for easy reference.

Some projects were commented upon and are recorded in these minutes.

Project # 8 - Nuisance Abatement Ordinance: Town Manager Hoffmann stated that the Florida Statute allowed that the Town to set up a Nuisance and Abatement Board. Commissioner Vincent asked whether there was an abundance of nuisance properties. Mayor Minnet believed the ordinance could help with the problem properties that currently existed in Town.

Project # 19 – Street Sweeper Analysis: Vice Mayor Dodd asked whether the Town purchased a street sweeper 2 years ago. Town Manager Hoffmann said it was a small one and currently they were in the process of deciding whether to contract out for all street sweeping services or do it in house.

Project # 28 – Capital Asset Balances: Commissioner Clotey believed the Town already had identified the Capital Assets. Town Manager Hoffmann said she had advised the Commission of the funds in those accounts, but was in the process of reviewing records to determine the money set aside to replace specific assets. Staff was having difficulty doing so.

Project # 29 – Efficiency of Finance Operation: Commissioner Clotey inquired as to whether if the Town was required to do this. Town Manager Hoffmann said it was not statutory required.

Project # 49 – 5 Year CIP: It was agreed that the Capital Improvement Plan must be more detailed than the one presented this year.

Project # 57 – Assume Responsibility for Annual Fire Inspection Billing: Town Manager Hoffmann stated that this was being done in accordance with the amendment to the VFD contract.

Project # 58 – Code Enforcement Priorities: This would be helpful to staff.

Project # 59 – Choice Environmental Negotiations: Town Manager Hoffmann stated this was already done.

Project # 63 – Charter Review Board: Mayor Minnet wanted Town Manager Hoffmann to check the dates in the Charter as to when the Town was required to review the Charter as she had for re-districting.

Project # 64 – Investigation of Missing Halloween & Easter Projects: Town Manager Hoffmann stated that this investigation was underway by BSO.

Project #65 – Complaint or Inquiry System: Vice Mayor Dodd inquired as to whether staff was supposed to maintain a complaint log. Town Manager Hoffmann said she would follow up.

Project # 67 - Monitor Recreation Instructors was combined with Project # 69 - Expand Recreation and Cultural Programming.

Project # 68 – Benihana ROW Agreement: It was determined that this project had to be done anyway.

Project # 70 – Bus Contract: It was determined that this project had to be done anyway.

Project # 87 – Imperial Lane Traffic Calming: Town Manager Hoffmann believed this project was dead because of the County Traffic Engineering Department's rejection of the proposed solutions.

Project # 89 – Trial Valet Project: Mayor Minnet said the Town was in the middle of the trial and was currently waiting for the results.

Project # 96 – Parking Ordinance: Mayor Minnet believed a parking study was needed in order to figure out what ordinances should be looked at. Town Manager Hoffmann explained that this would be a cleanup ordinance.

Project # 98 – Paver Crosswalks on A1A and Commercial Blvd: Town Manager Hoffmann explained there was a conflict between traffic and pedestrians at the intersection of A1A and Commercial Boulevard which made it difficult for people to cross the street: the Town needs to come up with a solution.

Project # 103 – CRA: Mayor Minnet added this project. Town Manager Hoffmann suggested re-titling the project to develop a mechanism to lead the economic development activities for the Town. The Commission agreed.

Town Manager Hoffmann reviewed the numbered projects that contained the most votes (4 or more). Projects that received 3 votes or less were not considered.

The following numbered projects were read into record as the Commission's top 37 priorities on the first vote: 4, 5, 8, 10, 11, 12, 19, 20, 24, 26, 27, 36, 41, 45, 48, 49, 51, 52, 55, 66, 71, 74, 78, 82, 83, 84, 85, 86, 90, 93, 95, 96, 97, 98, 99, 102, and 103.

Town Manager Hoffmann asked for another vote on the chosen picks to determine those that were top priority. The recorded votes are attached as part of these minutes. Projects that received 2 votes or less were not considered.

Town Manager Hoffmann reviewed the numbered projects that contained the most votes (3 or more) in the second round of voting to determine the top 28 priorities (hereto

attached as part of these minutes): 4, 5, 8, 10, 11, 12, 20, 26, 36, 41, 45, 48, 49, 51, 55, 71, 74, 82, 83, 84, 85, 86, 96, 97, 98, 99, 102, and 103.

b. Town Manager FY 2010/2011 Performance Goals

Town Manager Hoffmann inquired as to whether the Commission wanted the 28 priorities as part of her performance goal. The Commission agreed. Mayor Minnet added that should an issue arise, Town Manager Hoffmann would have to address it.

Mayor Minnet went back to Project #39 and stated that she believed that an efficient government included customer service. Commissioner Clotey believed there was a difference between efficient and effective. Commissioner Sasser believed that it was the biggest priority for the Town Manager. He believed she needed to look at all ideas on how to function properly including staffing needs.

It was the consensus of the Commission for Town Manager Hoffmann to take what was accomplished at this Roundtable and provide a revised version of performance goals for herself at the November 22, 2010 Roundtable meeting. Attorney Trevarthen stated that this was the baseline that the Commission would use to evaluate the Town Manager come October, 2011.

4. ADJOURNMENT

With no further business before the Commission, Mayor Minnet adjourned the meeting at 6:55 p.m.

Mayor Roseann Minnet

ATTEST:

Town Clerk, June White CMC

Date

LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | |
|----|---|---|----|----------------------------------|----|----|----|-----|---|---|----------------------------------|-----|----|----|----|-----|---|
| 1 | PROJECT | V | | Commission and Town Manager Vote | | | | | | V | Commission and Town Manager Vote | | | | | | |
| 2 | | | MM | VMD | CC | CS | CV | TMH | | | MM | VMD | CC | CS | CV | TMH | |
| 3 | ORDINANCES | | | | | | | | | | | | | | | | |
| 4 | Sign code revisions | 4 | x | | | x | x | x | | | 3 | | | | x | x | x |
| 5 | Parking Regulations | 6 | x | x | x | x | x | x | | | 6 | x | x | x | x | x | |
| 6 | Comp Plan Updates: Greenhouse Gas and Schools | | | | | | | | | | | | | | | | |
| 7 | Pain Clinic Ordinance | 0 | | | | | | | | | | | | | | | |
| 8 | Nuisance Abatement Ordinance | 4 | x | | | x | | x | x | | 3 | x | | | x | | x |
| 9 | ADMINISTRATIVE ISSUES | | | | | | | | | | | | | | | | |
| 10 | Outdated Technology | 5 | x | x | x | | | x | x | | 4 | x | x | | | x | x |
| 11 | Personnel Policies | 5 | x | x | | | | x | x | x | 4 | x | x | | | x | x |
| 12 | Purchasing Policies | 4 | x | | | | | x | x | x | 4 | x | | | x | x | |
| 13 | Town Website Improvements | 3 | | | x | x | | | x | | | | | | | | |
| 14 | Master Contract List | 0 | | | | | | | | | | | | | | | |
| 15 | Annual Records | 0 | | | | | | | | | | | | | | | |
| 16 | Channel 78 Upgrades | 1 | | | x | | | | | | | | | | | | |
| 17 | Granicus Renewal? | 0 | | | | | | | | | | | | | | | |
| 18 | Hurricane Contracts | 0 | | | | | | | | | | | | | | | |
| 19 | Street Sweeper Analysis | 4 | x | x | x | | | | | x | 1 | | | | | | |
| 20 | Customer Service | 4 | x | x | | | | | x | x | 3 | x | x | | | | |

LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | |
|----|------------------------------------|--|---|------------|-----------|-----------|-----------|------------|---|----------|--|---|-----------|-----------|-----------|----------|--|
| 1 | PROJECT | V O T E | Commission and Town Manager Vote | | | | | | | | V O T E | Commission and Town Manager Vote | | | | | |
| 2 | | 1 | MM | VMD | CC | CS | CV | TMH | | 2 | MM | VMD | CC | CS | CV | T | |
| 21 | Upgrade Staff Skills & Knowledge | 3 | x | x | | | | | x | | | | | | | | |
| 22 | Revisions to Dept. Monthly Reports | 0 | | | | | | | | | | | | | | | |

LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|----|---|-----|----------------------------------|-----|----|----|----|-----|---|---|----------------------------------|-----|----|----|----|---|
| 1 | PROJECT | V | Commission and Town Manager Vote | | | | | | | V | Commission and Town Manager Vote | | | | | |
| 2 | | 1st | MM | VMD | CC | CS | CV | TMH | | | MM | VMD | CC | CS | CV | T |
| 23 | BUDGET / FINANCE | | | | | | | | | | | | | | | |
| 24 | Current Year Budget vs. Actual Analysis | 4 | x | | x | | x | x | | 2 | | | | x | | |
| 25 | Budget Book | 0 | | | | | | | | | | | | | | |
| 26 | Chamber of Commerce Agreement | 5 | x | x | x | x | x | | | 3 | x | | | x | | x |
| 27 | FEMA Audit | 4 | | x | x | x | x | | | 0 | | | | | | |
| 28 | Capital Assets Balances | 3 | | x | x | | | | x | | | | | | | |
| 29 | Efficiency of Finance Operation | 2 | | | x | | | | x | | | | | | | |
| 30 | Investment of Cash | 3 | x | x | | | | | x | | | | | | | |
| 31 | Bid Banking Services | 1 | | x | | | | | | | | | | | | |
| 32 | Legal Costs | 2 | | | x | | | | x | | | | | | | |
| 33 | Town Attorney Contract | 0 | | | | | | | | | | | | | | |
| 34 | Employee Health-Related Insurance Programs | 3 | x | | x | | | | x | | | | | | | |
| 35 | Other Insurance Costs | 2 | x | | x | | | | | | | | | | | |
| 36 | Sewer Fund Issues | 6 | x | x | x | x | x | x | | 6 | x | x | x | x | x | |
| 37 | Annual Financial Audit & Preparation of Annual Financial Report | 0 | | | | | | | | | | | | | | |
| 38 | Preparation of | | | | | | | | | | | | | | | |

LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|----|--|------------------|-------------------------------------|----|----|----|-----|---|----|------------------|--|----|----|---|---|---|
| | PROJECT | V o t e | Commission and Town Manager Vote | | | | | | | V o t e | Commission and Town Manager Vote | | | | | |
| | | MM | VMD | CC | CS | CV | TMH | | MM | VMD | CC | CS | CV | T | | |
| 1 | | | | | | | | | | | | | | | | |
| 39 | Improve Government Efficiency | 3 | | | x | x | | | x | | | | | | | |
| 40 | CAPITAL PROJECTS | | | | | | | | | | | | | | | |
| 41 | A1A Landscape/Streetscape LAP Project Pine Island to Terra Mar | 6 | x | x | x | x | x | x | | 3 | | | | x | | x |
| 43 | EI Mar Dr Streetscape Project | 0 | | | | | | | | | | | | | | |
| 44 | Swimming Pool at Public Safety Bldg | | | | | | | | | | | | | | | |
| 45 | Stormwater Projects | 6 | x | x | x | x | x | x | | 6 | x | x | x | x | x | |
| 46 | Tennis Court lighting | 0 | | | | | | | | | | | | | | |
| 47 | Public bathroom facilities near beach | 0 | | | | | | | | | | | | | | |
| 48 | Coral Reef Project | 5 | x | x | x | | x | x | | 4 | x | x | x | | x | |
| 49 | 5 Year CIP | 6 | x | x | x | x | x | x | | 6 | x | x | x | x | x | |
| 50 | Way finding Signs | 0 | | | | | | | | | | | | | | |
| 51 | Neighborhood Improvements Policy/ Program | 5 | | x | x | x | x | x | | 5 | x | x | x | x | x | |
| 52 | TerraMar Entrance Project | 6 | x | x | x | x | x | x | | 0 | | | | | | |

LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | |
|----|--|--|---|------------|-----------|-----------|-----------|------------|---|--|---|-----------|------------|-----------|-----------|-----------|----------|
| 1 | PROJECT | V O I S | Commission and Town Manager Vote | | | | | | | V O I S | Commission and Town Manager Vote | | | | | | |
| 2 | | MM | MM | VMD | CC | CS | CV | TMH | | | | MM | VMD | CC | CS | CV | T |
| 53 | OTHER DEVELOPMENT | | | | | | | | | | | | | | | | |
| 54 | Planning Contracts | 3 | x | | | | x | x | | | | | | | | | |
| 55 | Building Services Options | 5 | x | x | x | x | x | | | | 4 | x | x | x | x | | |
| 56 | Abandoned Property Ordinance | 2 | | x | | | | x | | | | | | | | | |
| 57 | Assume Responsibility for Annual Fire Inspection Billing | 0 | | | | | | | | | | | | | | | |
| 58 | Code Enforcement Priorities | 3 | x | | | x | | | x | | | | | | | | |

LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | |
|----|---|------------------------------|-----------|---|------------------|-----------|-----------|------------|---|----------|----------|---|------------|-----------|-----------|-----------|----------|
| 1 | PROJECT | V | o | Commission and Town Manager Vote | | | | | | V | o | Commission and Town Manager Vote | | | | | |
| 2 | | 1 | MM | VMD | CC | CS | CV | TMH | | | | MM | VMD | CC | CS | CV | T |
| 59 | OTHER ACTION ITEMS | | | | | | | | | | | | | | | | |
| 60 | Choice Environmental Negotiations | | | | | | | | | | | | | | | | |
| 61 | Lease of warehouse | 2 | | | x | | | | x | | | | | | | | |
| 62 | Revisions to Special Events Policy | 0 | | | | | | | | | | | | | | | |
| 63 | Charter Review Board | Check Charter for date req'd | | | | | | | | | | | | | | | |
| 64 | Investigation of Missing Halloween & Easter Items | | | | | | | | | | | | | | | | |
| 65 | Complaint or Inquiry System | | | | | | | | | | | | | | | | |
| 66 | Regulation of Beach Recreational Uses | 4 | x | | x | x | x | | | | 2 | | | | x | x | |
| 67 | Monitor Recreation Instructors | 2 | x | | COMBINE WITH #69 | | | | x | | | | | | | | |
| 68 | Benihana ROW Agreement | | | | | | | | | | | | | | | | |
| 69 | Expand Recreation & Cultural Programming | 2 | x | | COMBINE WITH #67 | | | | x | | | | | | | | |
| 70 | Town Bus Contract | | | | | | | | | | | | | | | | |
| 71 | Accelerate Recycling | 6 | x | | x | x | x | x | x | | 6 | x | x | x | x | x | |
| 72 | PUBLIC SAFETY | | | | | | | | | | | | | | | | |
| 73 | Volunteer Fire Department Oversight | 2 | x | | x | | | | | | | | | | | | |

LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | |
|----|--|-------|----------------------------------|-----|----|----|----|-----|---|-------|----------------------------------|-----|----|----|----|-----|---|
| | PROJECT | Votes | Commission and Town Manager Vote | | | | | | | Votes | Commission and Town Manager Vote | | | | | | |
| | | | MM | VMD | CC | CS | CV | TMH | | | MM | VMD | CC | CS | CV | TMH | |
| 74 | BSO Contract | 6 | x | x | x | x | x | x | | | 4 | | | | x | x | x |
| 75 | Public Emergency Notification System | 0 | | | | | | | | | | | | | | | |
| 76 | LETF Reimbursement | 1 | | x | | | | | | | | | | | | | |
| 77 | Identification of Public's Safety Concerns | 0 | | | | | | | | | | | | | | | |
| 78 | VFD Multi-Family Safety Drills & Fire | 4 | | x | x | x | x | | | | 1 | | | | | | x |

LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|----|---|------------------|-------------------------------------|----|----|----|-----|---|---|------------------|--|----|----|----|-----|---|---|
| | PROJECT | V o t e | Commission and Town Manager Vote | | | | | | | V o t e | Commission and Town Manager Vote | | | | | | |
| | | MM | VMD | CC | CS | CV | TMH | | | MM | VMD | CC | CS | CV | TMH | | |
| 1 | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 79 | STRATEGIC PLANING/MASTER PLAN & PRIORITIES | | | | | | | | | | | | | | | | |
| 80 | Priorities Discussions | | | | | | | | | | | | | | | | |
| 81 | Town Manager Performance Plan | | | | | | | | | | | | | | | | |
| 82 | Preparation of Strategic Plan | 6 | x | x | x | x | x | x | x | 6 | x | x | x | x | x | | |
| 83 | Urban Design Education | 5 | x | x | | x | x | x | | 3 | | | | x | x | | |
| 84 | Economic Vitality | 6 | x | x | x | x | x | x | | 5 | x | | | x | x | x | |
| 85 | Branding Plan | 6 | x | x | x | x | x | x | | 3 | | | | x | x | | |
| 86 | Updating Master Plan | 6 | x | x | x | x | x | x | | 6 | x | x | x | x | x | | |

LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|-----|---|-----|----|----------------------------------|----|----|----|-----|-----|----|----------------------------------|----|----|----|-----|---|---|
| 1 | PROJECT | V | | Commission and Town Manager Vote | | | | | | V | Commission and Town Manager Vote | | | | | | |
| 2 | | 1st | MM | VMD | CC | CS | CV | TMH | 2nd | MM | VMD | CC | CS | CV | TMH | | |
| 87 | TRAFFIC and PARKING ISSUES | | | | | | | | | | | | | | | | |
| 88 | Imperial Lane Traffic Calming | 3 | | | x | | x | x | | | | | | | | | |
| 89 | Trial Valet Project | 1 | x | | | | | | | | | | | | | | |
| 90 | Open outlet to alley from Pier parking lot | 5 | x | x | x | x | x | | | 2 | | x | | | | x | |
| 91 | Red light camera for Comm//A1A inter | 0 | | | | | | | | | | | | | | | |
| 92 | Bel Air traffic light issues | 1 | | | | x | | | | | | | | | | | |
| 93 | Parking Operational Study | 6 | x | x | x | x | x | x | | 2 | x | x | | | | | |
| 94 | Expand Sun trolley to LBTS | 0 | | | | | | | | | | | | | | | |
| 95 | Wings Parking Lot | 0 | | | | | | | | 0 | | | | | | | |
| 96 | Parking Ordinance | 6 | x | x | x | x | x | x | | 3 | | | x | x | x | | |
| 97 | Parking - multi-space meters | 6 | x | x | x | x | x | x | | 3 | | x | x | | | x | |
| 98 | Paver Crosswalks on A1A and Commercial Blvd | 6 | x | x | x | x | x | x | | 3 | x | x | | | | | |
| 99 | ILA Resource Recovery | 6 | x | x | x | x | x | x | | 3 | | | | | x | x | |
| 100 | Landscape Debris | 0 | | | | | | | | | | | | | | | |
| 101 | Child Safety in Streets | 2 | | | | x | x | | | | | | | | | | |

LIST OF SIGNIFICANT ASSIGNMENTS/PROJECTS

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | |
|-----|----------------|---|---|--|-----|----|----|----|-----|---|---|---|-----|----|----|----|--|
| 1 | PROJECT | V | O | Commission and Town Manager Vote | | | | | | V | O | Commission and Town Manager Vote | | | | | |
| 2 | | 1 | M | MM | VMD | CC | CS | CV | TMH | 2 | M | MM | VMD | CC | CS | CV | |
| 102 | Streetlights | 5 | | x | x | x | x | x | | | 3 | x | x | x | | | |
| 103 | CRA | | | Develop mechanism to lead the economic developments activities | | | | | | | 2 | x | x | x | x | x | |