



Southwest Ranches Town Council

REGULAR MEETING Agenda of March 12, 2015

Southwest Ranches Council Chambers
7:00 PM THURSDAY

13400 Griffin Road
Southwest Ranches, FL 33330

Mayor
Jeff Nelson

Vice-Mayor
Freddy Fisikelli

Town Council
Steve Breitzkreuz
Gary Jablonski
Doug McKay

Town Administrator
Andrew D. Berns

**Town Financial
Administrator**
Martin Sherwood, CPA CGFO

Town Attorney
Keith M. Poliakoff, J.D.

**Assistant Town
Administrator/Town Clerk**
Russell C. Muñiz, MMC

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation, a sign language interpreter or hearing impaired to participate in this proceeding should contact the Town Clerk at (954) 434-0008 for assistance no later than four days prior to the meeting.

1. Call to Order/Roll Call

2. Pledge of Allegiance

3. Public Comment

- All Speakers are limited to 3 minutes.
- Public Comment will last for 30 minutes.
- All comments must be on non-agenda items.
- All Speakers must fill out a request card prior to speaking.
- All Speakers must state first name, last name, and mailing address.
- Speakers will be called in the order the request cards were received.
- Request cards will only be received until the first five minutes of public comment have concluded.

4. Board Reports

5. Council Member Comments

6. Legal Comments

7. Administration Comments

8. Resolution - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXPRESSING THE COUNCIL'S DESIRE TO ESTABLISH THE TOWN OF SOUTHWEST RANCHES NEIGHBORHOOD SAFETY GRANT PROGRAM FOR FY 2014-2015; PROVIDING FOR APPLICATION REQUIREMENTS; APPROVING AN ADDITIONAL 2014-2015 EXPENSE NOT TO EXCEED \$40,000 (FORTY THOUSAND DOLLARS) FOR PROMOTION OF SAFE NEIGHBORHOODS; APPROVING A FY 2014-2015 BUDGETARY APPROPRIATION FROM THE GENERAL FUND; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR AND TOWN ATTORNEY TO ENTER INTO AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

9. Resolution – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA AMENDING RESOLUTION NO. 2015-002, THE TOWN COUNCIL MEETING SCHEDULE FOR THE CALENDAR YEAR 2015, BY RESCHEDULING THE SEPTEMBER 10, 2015 TOWN COUNCIL MEETING TO SEPTEMBER 15, 2015 AND RESCHEDULING THE SEPTEMBER 24, 2015 TOWN COUNCIL MEETING TO SEPTEMBER 29, 2015; AND PROVIDING AN EFFECTIVE DATE.

10. Appointments – Broward League of Cities Board of Directors

11. Approval of Minutes**12. Adjournment**

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

RESOLUTION NO. 2015 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXPRESSING THE COUNCIL'S DESIRE TO ESTABLISH THE TOWN OF SOUTHWEST RANCHES NEIGHBORHOOD SAFETY GRANT PROGRAM FOR FY 2014-2015; PROVIDING FOR APPLICATION REQUIREMENTS; APPROVING AN ADDITIONAL 2014-2015 EXPENSE NOT TO EXCEED \$40,000 (FORTY THOUSAND DOLLARS) FOR PROMOTION OF SAFE NEIGHBORHOODS; APPROVING A FY 2014-2015 BUDGETARY APPROPRIATION FROM THE GENERAL FUND; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR AND TOWN ATTORNEY TO ENTER INTO AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 166 and 170, Florida Statutes gives the Town of Southwest Ranches the authority to establish a neighborhood safety grant program; and

WHEREAS, the Town of Southwest Ranches has determined that it is in the best interest of the residents to establish a Southwest Ranches Neighborhood Safety Grant Program; and

WHEREAS, the program is not funded in the current fiscal year 2014-2015, and the Town desires to provide funds for this program from its General Fund; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA THAT:

Section 1: The Town Council of the Town of Southwest Ranches hereby establishes the Southwest Ranches Neighborhood Safety Grant Program.

Section 2: The Neighborhood Safety Grant Program Criteria; Application; and Agreement is attached hereto, and is incorporated herein by reference as Composite Exhibit "A".

Section 3: The Town Council hereby authorizes the Mayor, Town Administrator and Town Attorney to make such modifications, additions and/or deletions, which they deem necessary and proper to effectuate the intent of this Resolution.

Section 4: In accordance with the Town Charter and the budget adopted in Ordinance No. 2014-006, a FY 2014-2015 Budget amendment totaling \$40,000 enabling the partial utilization of unassigned General Fund Fund Balance, which includes our unaudited Fiscal Year 2014 increase of \$372,269 (\$3,830,892-\$3,458,623), is required by increasing the General Fund: Appropriated Fund Balance revenue account 001-0000-399-39900 in the amount of \$40,000 and increasing the General Fund: Other Grants /Aid expense account 001-1000-511-82100 in the amount of \$40,000.

Section 5: That this Resolution shall become effective immediately upon its adoption.

[Signatures on Next Page]

PASSED AND ADOPTED by the Town Council of the Town of Southwest

Ranches, Florida, this ____ day of _____, 2015, on a motion by Council

Member _____, and seconded by Council Member _____.

Nelson _____
Fisikelli _____
Breitkreuz _____
McKay _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Jeff Nelson, Mayor

Attest:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith M. Poliakoff, J.D., Town Attorney

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Neighborhood Safety Grant Program

FY 2014-2015

**Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33331
954-434-0008
www.southwestranches.org**

Neighborhood Safety Grant Program

FY2014/2015

PURPOSE

The purpose of the Neighborhood Safety Grant Program is to promote the undertaking of activities by Town neighborhoods to promote safety throughout their communities. The Town Council has approved project funding in the amount not to exceed of \$40,000 for the 2014/2015 fiscal year, which would allow for organized neighborhood, civic, and homeowner associations, which are recognized by the Town, to apply to the Town for monies to be used in executing a neighborhood safety program. Promotion of Safe Neighborhoods shows commitment by the Town and its residents to help secure the entire community.

WHO CAN APPLY

Neighborhood Safety Grants are available to Town recognized homeowner and civic associations. Individual homeowners are not eligible.

A neighborhood, civic, or homeowner association's Board of Directors must vote on and approve the grant application prior to submitting to the Town.

All Neighborhood Safety Grant projects shall be completed within six (6) months of receiving funding.

TO BE ELIGIBLE, THE PROJECT SHALL CREATE AND MAINTAIN SAFER COMMUNITIES

Improve the safety of the particular community where the money is sought.

Address a noted neighborhood deficiency or a deficiency which is likely to occur.

Have significant neighborhood support and involvement from residents.

Enhance the overall wellbeing of the neighborhood.

APPLICATION PROCESS

The following items shall be attached to the Safety Grant application:

1. Project narrative
2. 3 quotes for proposed work
3. A complete budget showing total cost of the project
4. Photos of existing site conditions
5. Other documentation specifically requested by staff.

STAFF CONTACT

For additional information on the Neighborhood Safety Grant program, or to schedule a meeting, you may contact _____.

Town of Southwest Ranches
Neighborhood Safety Grant Program

APPLICATION INSTRUCTIONS AND REQUIREMENTS

Project Name:

Neighborhood:

Type of Organization (Neighborhood, Civic, Homeowner's Association, etc.):

Mailing Address:

Name and Title of Contact Person:

Phone:

Daytime: () _____ Fax: () _____

Email Address:

1. What is the amount of your grant request?
(Amount must not exceed \$40,000)

\$ _____

Town of Southwest Ranches
Neighborhood Safety Grant Program

Project Information:

1. Project location (Please provide physical address, subdivision or project limits and/or attach map)

2. Please describe the project and the benefits that will be derived by the neighborhood and/or Town:

3. Project Specifics:

A. Describe the project in detail. Provide specific design information including drawings, plans, sketches and maps if available.

4. Describe the Resident/Community involvement in accomplishing this project.

5. Does this project require the assistance or approval of a Town department? If yes, describe what is required from the Town to implement the project. (Planning and Zoning, Engineering).

6. Estimate how long it will take to complete the project.

7. Will you be removing any existing plants or trees? ____ Yes ____ No (check one). If so, please explain, indicate the number of plants, their species and reason for removal. A tree removal permit may be requires from the Town of Southwest Ranches.

8. Clearly show public right-of-ways, easements and private lands on the plans.

PROJECT FUNDING

A. Funds requested (\$40,000 max): _____

I (we), the applicant of the above described project understand that the intent of this application is only for purposes of pre-qualifying and does not guarantee acceptance or approval and no commitment is hereby made, in whole or in part, on behalf of the applicant, Town Staff, or the Southwest Ranches Town Council.

I understand and agree to these terms

CERTIFICATION OF THE APPLICANT

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the applicant's knowledge and belief. Providing false information shall disqualify the applicant from the approval process for the **2014-2015** fiscal year.

Verification of any information contained in this application may be obtained by Town Staff from any available source.

Applicant Signature

Date

Town of Southwest Ranches
Neighborhood Safety Grant Program

NEIGHBORHOOD SAFETY GRANT PROGRAM

THIS AGREEMENT made and entered into this ____ day of _____, 20____, by and between the Town of Southwest Ranches (“Town”), a Florida Municipal Corporation, located at 13400 Griffin Road, Southwest Ranches, Florida 33331, and _____, a neighborhood, civic, or homeowner’s association established pursuant to Florida law, organized under the laws of the State of Florida, collectively referred to as “Neighborhood Association”, which Neighborhood Association has as its principal address at _____ do hereby agree and stipulate as follows:

WHEREAS, the Town Council approved certain expenditures for eligible Safety Projects for the Town’s Neighborhood Associations, through its *Neighborhood Safety Grant Program*, to promote safety throughout the Town, in accordance with the terms of this Agreement, and written directives of the Town Administrator, if any, and;

WHEREAS, the Town Council of the Town of Southwest Ranches approved the expenditure of funds for the purpose of establishing Safe Neighborhoods, for the use and benefit of Neighborhood Associations wishing to participate in the Neighborhood Safety Grant Program; and

WHEREAS, all grant monies under this program shall be expended solely for the construction and/or completion of the specified project (hereinafter referred to as “Project”), a description of which is shall be attached as Exhibit “A” of this Agreement; and

WHEREAS, the Grantee’s receipt of Program funding is conditioned upon satisfactory completion of the project; and

WHEREAS, Grantee is required to provide monthly progress statements to Town, together with receipts and invoices showing expenditures; and

WHEREAS, the Program serves to maintain safe neighborhoods, thereby promoting economic stability, exceptional quality of life, community serenity and security within the Town, the Program constitutes a public purpose.

WHEREAS, in consideration of the funds received from the Town, and other good and valuable consideration:

NOW, THEREFORE, the parties agree as follows:

1. Above Provisions: The above provisions are hereby incorporated into the agreement.
2. Grant: Town hereby awards Grantee a grant for the Project in the amount of \$_____ under the Neighborhood Safety Grant Program.

3. Payment: Town shall pay to Grantee the agreed upon grant amount specified herein as the Project has been completed to the satisfaction of Town staff.
4. Project: Grantee agrees to perform, or supervise the performance of, all work constituting the Project.
5. Implementation of Project: Grantee shall execute all project activities and shall apply for any permits required to construct physical improvements as part of the Project. The Town shall not be required to issue any permit unless the applicant satisfies the Town's requirements for the issuance of such permit, as provided by the Town Code of Ordinances and any other lawful requirements.
6. Term: The work activities to be performed by the Grantee, as part of the Project, shall be completed by the ___ day of _____, 20 __. If there is a need for an extension, Grantee shall submit a written request for an extension no later than 30 days prior to the completion date described herein. Any extension shall be granted at the discretion of the Town. The Town's grant of an extension shall in no way constitute a waiver of any term of the Agreement. If for any reason the Project cannot be completed by the completion date, written notification must be provided to the Town.
7. Applicable Laws: The Grantee must comply with all applicable laws and ordinance, and shall, at its own expense, secure and pay for all permits and be responsible for all other fees or charges associated with the performance of the Project or any other activities under this Agreement. The Agreement does not constitute a waiver of any applicable codes or regulations nor does it constitute approval of the Project for development.
8. Indemnification: The Grantee shall indemnify and hold the Town harmless, including its elected officials, agents and employees, from and against all claims, damages, and losses, and expenses, including but not limited to attorney's fees and costs arising out of or resulting from the carrying out of the Agreement, arising out of any activities performed under this Agreement.
9. Monthly Statements: Monthly progress statements in the form set forth in Exhibit "B" to this Agreement must be submitted to the Town on or before the last Thursday of every month during the length of the Project. When work has begun, receipts and invoices must be submitted with the monthly statements. The submittal of monthly statements is an express condition of this Agreement. Grantee's violation of said condition may result in termination of this Agreement and revocation of the grant hereunder.
10. Monitoring: The Grantee agrees that Town staff may employ any means, by law, to see to it that the aforementioned requirements of the grant program are met.
11. Maintenance: Grantee shall maintain any and all improvements that are purchased or installed under this Agreement, at its sole cost and expense.
12. Notices: Any notices to the Town, under this Agreement, shall be made in writing and mailed to:

**Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33331**

13. Termination: The Town shall have the right to terminate this Agreement for any breach of any term of this Agreement. In the event of a termination for Grantee's breach of the Agreement, Grantee shall not be entitled to receive any portion of the grant amount. Termination of the Agreement shall preclude the Grantee from applying for any further grants under the Neighborhood Safety Grant Program.
14. Entire Agreement: This Agreement constitutes the full and complete understanding between the parties and supersedes all prior or contemporaneous oral or written communication between parties.
15. Town Discretion: Any matter not expressly provided for herein shall be within the reasonable professional discretion of the Town Administrator.
16. Survival: Paragraph 11 shall survive the completion of this Agreement.

TOWN OF SOUTHWEST RANCHES

By _____
Andrew D. Berns
Town Administrator

By _____
Jeff Nelson, Mayor

ATTEST:

RUSSELL MUÑIZ
Assistant Town Administrator/Town Clerk

Approved as to form and completeness for the
Use and reliance of the Town of Southwest Ranches, only

Keith M. Poliakoff
Town Attorney

NEIGHBORHOOD ASSOCIATION

By _____
President

ATTEST:

Corporate/Neighborhood
Association Secretary

Exhibit A

Town of Southwest Ranches
Neighborhood Safety Grant Program

DESCRIPTION OF PROJECT

Project Information:

1. Project location (Please provide physical address, subdivision or project limits and/or attach map)

2. Please describe the project and the benefits that will be derived by the neighborhood and/or Town:

3. Project Specifics:

- A. Describe the project in detail. Provide specific design information including drawings, plans, sketches and maps if available.

Exhibit B

Town of Southwest Ranches
Neighborhood Safety Grant Program

MONTHLY PROGRESS STATEMENT

*****To be completed by the applicant after execution of a grant award***

Status Report for the Month of _____, 20__

Project Address _____

Contact person for the project: _____

Telephone: _____

I. Narrative description of activity status/milestones:

II. Expected work to be completed in the next month:

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Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628

(954) 434-0008 Town Hall
(954) 434-1490 Fax

Town Council
Jeff Nelson, Mayor
Freddy Fisikelli, Vice Mayor
Steve Breitzkreuz, Council Member
Gary Jablonski, Council Member
Doug McKay, Council Member

Andrew D. Berns, Town Administrator
Keith M. Poliakoff, Town Attorney
Russell C. Muñiz, Assistant Town Administrator
Martin D. Sherwood, CPA CGFO, Town Financial Administrator

COUNCIL MEMORANDUM

TO: Honorable Mayor Nelson and Town Council

THRU: Andrew D. Berns, Town Administrator

FROM: Russell C. Muñiz, Assistant Town Administrator

DATE: March 12, 2015

SUBJECT: Reschedule of September 2015 Town Council Meetings

Recommendation:

Town Staff is requesting Town Council's consideration and approval to reschedule the previously approved Town Council meetings for September 2015.

Strategic Priority:

A. Sound Governance

Background:

Due to scheduling conflicts with the Broward County School Board, Town staff has identified that meetings previously approved for September 10, 2015 and September 24, 2015 must be rescheduled, as required by law, so that the Broward County Property Appraiser's office can mail the Town's TRIM notices. At the February 26, 2015 Town Council meeting, direction was given by the Town Council to reschedule the September 2015 meeting dates to September 15, 2015 and September 29, 2015.

Dates have been reviewed to ensure no conflict exists with established holidays.

Fiscal Impact:

No impact.

Staff Contact:

Andrew D. Berns, Town Administrator
Russell C. Muñiz, Assistant Town Administrator

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RESOLUTION NO. 2015 –

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA AMENDING RESOLUTION NO. 2015-002, THE TOWN COUNCIL MEETING SCHEDULE FOR THE CALENDAR YEAR 2015, BY RESCHEDULING THE SEPTEMBER 10, 2015 TOWN COUNCIL MEETING TO SEPTEMBER 15, 2015 AND RESCHEDULING THE SEPTEMBER 24, 2015 TOWN COUNCIL MEETING TO SEPTEMBER 29, 2015; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on October 23, 2014, the Town Council approved Resolution 2015-002, establishing the Town Council Meeting Schedule for 2015; and

WHEREAS, in order to accommodate the Broward County Property Appraiser’s Office schedule for non-ad valorem assessment notification schedule the Council desires to reschedule its September 10, 2015 meeting date to September 15, 2015 and reschedule its September 24, 2015 meeting date to September 29, 2015; and

WHEREAS, the revised schedule of Town Council Meetings is now revised as attached in Exhibit “A”.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Southwest Ranches, Florida:

Section 1. The above-referenced recitals are true and correct and are incorporated herein by reference.

Section 2. The Town Council of the Town of Southwest Ranches hereby amends Resolution No. 2015-002 and approves the following modification to its 2015 meeting schedule:

Schedule:

<u>Month</u>	<u>Date</u>	<u>Day</u>	<u>Type</u>
September	10, 2015	Thursday	Regular
September	15, 2015	Tuesday	Regular
September	24, 2015	Thursday	Regular
September	29, 2015	Tuesday	Regular

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this ____ day of _____, 2015, on a motion by _____ and seconded by _____.

Nelson _____
Fisikelli _____
Breitkreuz _____
Jablonski _____
McKay _____

Ayes _____
Nays _____
Absent _____

Jeff Nelson, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith M. Poliakoff, J.D., Town Attorney

112296245.1



Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628

(954) 434-0008 Town Hall
(954) 434-1490 Fax

Town Council
Jeff Nelson, Mayor
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Steve Breitkreuz, Council Member
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Doug McKay, Council Member

Andrew D. Berns, Town Administrator
Keith M. Poliakoff, Town Attorney
Russell C. Muñiz, Assistant Town Administrator
Martin D. Sherwood, CPA CGFO, Town Financial Administrator

COUNCIL MEMORANDUM

TO: Honorable Mayor Nelson and Town Council

THRU: Andrew D. Berns, Town Administrator

FROM: Russell C. Muñiz, Assistant Town Administrator

DATE: March 12, 2015

SUBJECT: Broward League of Cities Board of Director Appointments

Recommendation

Discussion and appointment at the March 12, 2015 meeting.

Strategic Priority:

A. Sound Governance

Issue

Staff is requesting that Council designate a Council Member to serve on the Broward League of Cities (BLOC) Board of Directors. The BLOC also requests that Council designate an alternate and second alternate.

Background

On March 3, 2015 the Broward League of Cities (BLOC) sent an e-mail asking the Town to designate a Director, Alternate, and Second Alternate in conformance with BLOC By-Laws. The role of the appointees would be to attend and vote at any Board of Directors or General Membership meeting held where the appointee would be representing their municipality.

Fiscal Impact

None.

Staff Contact

Russell C. Muñiz, Assistant Town Administrator



2014-2015 OFFICERS

President Patricia Asseff
Commissioner, Hollywood
1st Vice President David Rosenof
Commissioner, Parkland
2nd Vice President Greg Ross
Mayor, Cooper City
Secretary Jim Norton
Commissioner, Weston
Treasurer Gary Resnick
Mayor, Wilton Manors

DIRECTORS

Immediate Past President Susan Starkey
Councilmember, Davie
Past President M. Margaret Bates
Commissioner, Lauderdale
Past President Joy Cooper
Mayor, Hallandale Beach
Past President Lori Moseley
Mayor, Miramar
Past President Frank Ortis
Mayor, Pembroke Pines
Diane Veltri Bendekovic
Mayor, Plantation
Jack Brady
Mayor, North Lauderdale
Charlotte Burrie
Vice Mayor, Pompano Beach
Bryan Caletka
Councilmember, Davie
Dan Daley
Commissioner, Coral Springs
Thomas Dorsett
Commissioner, West Park
Harry Dressler
Mayor, Tamarac
Tom Green
Commissioner, Wilton Manors
Albert Jones
Commissioner, Dania Beach
Marty Kiar
Vice Mayor, Broward County
Keith London
Commissioner, Hallandale Beach
Shari McCartney
Commissioner, Oakland Park
Doug McKay
Councilmember, Southwest Ranches
Wayne Messam
Commissioner, Miramar
Ashira Mohammed
Mayor, Pembroke Park
Lesia Peerman
Commissioner, Margate
Eileen Rathery
Commissioner, Lauderdale Lakes
Donald K. Rosen
Deputy Mayor, Sunrise
Richard Rosenzweig
Commissioner, Deerfield Beach
Claire Schubert
Mayor, Hillsboro Beach
Iris Siple
Commissioner, Pembroke Pines
Elliot Sokolow
Commissioner, Lauderdale-by-the-Sea
Greg Sollitto
Councilmember, Sea Ranch Lakes
Ken Thurston
Commissioner, Lauderdale
Becky Tooley
Mayor, Coconut Creek
Dean Trantalis
Commissioner, Fort Lauderdale
Glenn Troast
Mayor, Lighthouse Point

Mary Lou Tighe
Executive Director
Sely Cochrane
Deputy Executive Director

TO: City Clerks
FROM: Mary Lou Tighe, Executive Director
DATE: March 3, 2015
REF: 2015-16 Board of Director Appointments

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.

PLEASE NOTE:

- 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. Directors are responsible for representing the collective interests of the entire general membership.
- Attendance Requirements: An absent member of the Board of Directors may submit an excuse for such absence from a Board of Directors meeting. Any member of the Board of Directors who has three (3) absences per year from regular Board of Directors meetings shall automatically be removed from said Board. The Alternate member from that city shall assume the position of a member of the Board of Directors. The Board of Directors may request that the respective municipality appoint a new Alternate. Please see the attached 2014-15 attendance matrix.

Please agenda this item for your next commission meeting so that all appointments are concluded by March 27, 2015. Upon commission action, please complete the information below and return to the League office by March 30, 2015.

Municipality: _____
Commissioner/Council Appointments:
Director: _____
Alternate: _____
Second Alternate: _____



Suite 122 Governmental Center, 115 South Andrews Avenue
Fort Lauderdale, Florida 33301
Phone: 954.357.7370 Fax: 954.357.5563
Internet: www.browardleague.org