



**COMMUNITY APPEARANCE BOARD (CAB)
CITY COMMISSION CONFERENCE ROOM - EIGHTH FLOOR CITY HALL
100 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA
WEDNESDAY, APRIL 9, 2008 — 5:30 P.M. (DATE REVISED)**

BOARD MEMBERS	ATTENDANCE	CUMULATIVE 1/08-12/08	
		<u>Present</u>	<u>Absent</u>
Patrick McTigue, Chair	P	4	0
John Castelli, Vice-Chair	P	4	0
Franci Bindler	P	4	0
Marilyn Mammano	P	4	0
Greg Stuart (arrived 5:53)	P	4	0
Ayisha Gordon	A	3	1
Cathy Curry	P	4	0
Bess Gathers	P	4	0
Pearl Maloney (arrived 5:49)	P	4	0
Jason Johnson	P	4	0
Chip Burpee	P	3	1
Ron Fairchild (arrived 5:37)	P	3	1
Tom O'Loughlin (arrived 5:36)	P	3	1
Joseph Camponella	P	4	0
Ryan Paton	P	3	0

Staff Present

Monique Damiano, Staff Liaison, Public Works
Valerie Holt Wilds, Accounts Payable Supervisor
Michael Walker, Procurement Contracts Manager
Hilda Testa, Recording Secretary, Prototype, Inc.

Call to Order/Roll Call

Chair McTigue called the meeting to order at 5:31 p.m. and a quorum was present.

Welcome New Members and Introductions

Ms. Damiano informed the Board of Michael Cordts' resignation due to work obligations.

Approval of Minutes of March 12, 2008 Meeting

Ms. Mammano noted a correction on Page 4, "Ms. Mammano volunteered to make phone calls to all the districts ..." should read, "Ms. Mammano would make best efforts to make connections between the Homeowner's Associations and the various districts."

Motion made by Mr. Castelli, seconded by Ms. Bindler, to approve the March 12, 2008 minutes with the correction as noted. In a voice vote, the motion passed unanimously.

Treasurer's Report

Item deferred as Mr. Stuart was not present.

Secretary's Report

Mr. Paton stated packets were being received without pictures. Mr. Paton told the applicants to send in what they could, as most calls to the phone-in line were about the pictures. One applicant had an incomplete CO. Ms. Damiano noted some properties were CO'ed in 2008. The application does not request a CO date. Ms. Damiano reminded the Board the original plan was to allow only '06/'07 COs. In some cases the property was done in December, but the City was behind in issuing COs, so they weren't returned until 2008.

Ms. Damiano stated the CO date would need to be added to the application for next year. The Board agreed to allow the 2008 CO dates for this year, and to clarify the issue for next year.

Presentation by Guest Speakers

Ms. Damiano referred to a communication regarding problems in Finance due to changes in operational procedures. Ms. Damiano noted the Board would have increased expenses due to the upcoming event, and wanted the Board to understand the current processes.

Mr. Mike Walker, Procurement Contracts Manager, provided a summary of the purchasing procedure for the City. Mr. Walker explained the procurement system was all electronic, including bid posting, bid tabulations, and vendor registration. Mr. Walker provided the following information on procurements in City departments:

- Purchases under \$1,000 are completed by procurement cards, which are audited quarterly.
- Purchases over \$1,000 up to \$10,000 require three informal quotations, including one minority vendor.
- Purchases over \$10,000 to \$25,000 require formal bids, which are advertised. Purchases would be awarded through the Procurement Department.

- Purchases over \$25,000 require formal bids, which are advertised. Purchases would be approved by the City Commission.
- Request For Proposals (RFP) - 20% pricing, 80% experience, references, anything else the bidder brings to the table required under the RFP.

Mr. Walker noted there were approximately 600 contracts set up with the City, including office supplies, towing services, etcetera.

In response to questions by Board members, Mr. Walker stated since the Board was appointed by the City Commission, the Board's budget comes from the City Commission budget and from money raised by sponsors. Mr. Walker explained the money received through the City Commission budget would be required to follow the City procurement procedures. Ms. Damiano informed the Board that she had contacted the Finance Department earlier in the day to ask if the Board might be able to secure its own checking account for sponsorship funds and money generated from ticket sales. She had not yet received a response from the Finance Department. These funds would not be subject to oversight from the City Auditor, as they were not revenue from the City, and would simplify the Board's management of its events. She will bring answers to the budget questions back to the Board.

Mr. Walker explained any proprietary purchases must be justified and approved by Procurement.

Ms. Valerie Holt Wilds, Accounts Payable Supervisor, explained the process for paying out of a trust account. An example was provided regarding last year's plaques, which were partially funded through the trust account, and partially from the City Commission budget. The plaques were not received in the fiscal year the purchase order was cut, so the funds were no longer available.

Ms. Wilds explained the Board should create a budget at the beginning of the fiscal year, estimating what would be spent from both the City Commission money, and the trust account. As expenditures are made, money would be transferred from the trust into the operating funds to pay bills. Ms. Wild explained since the City was paying the bills, the accounting processes would need to be followed.

Ms. Wilds emphasized only funds collected could be spent, and pledges would not count in budgeting. Ms. Damiano asked about the turnaround time for a purchase order. Ms. Wilds stated simple purchases could be completed in about two days. Mr. Stuart asked if funds could be carried over to another fiscal year. Ms. Wilds stated if a purchase order had been created, and the money was transferred to the general fund, the purchase order could carry over to the following year.

Ms. Wilds stated money could not be transferred from the general fund back into the trust account. Ms. Wilds explained only the amount needed to cover a purchase order should be transferred to the general fund.

Chair McTigue thanked Mr. Walker and Ms. Wilds for providing guidance to the Board.

WOW Awards

- **Vote on May WOW Nomination**
 - **May winner due to liaison April 11, 2008**

Mr. Burpee provided a description and photographs of a home in Victoria Park in District 2. Mr. Burpee will provide a write up by the April 11, 2008 deadline.

- **WOW of the Year Award**

Ms. Damiano stated all photographs from September 2007 were on the website. The Board discussed the possibility of going back and locating photographs prior to September. The Board reached a unanimous agreement to not have a WOW of the Year Award for 2007.

Mr. O'Loughlin noted the front cover of the Imperial Point Homeowner's Association magazine, showing a WOW property. The magazine also included information for nominating properties for future awards.

Ms. Mammano asked about the City Commission meeting for the WOW awards. Ms. Damiano reminded the members a revised schedule had been provided at the last meeting, and stated the WOW presentations would be the second meeting of every month. The meeting for the May award will be May 20, 2008.

Motion made by Mr. Castelli, seconded by Mr. Stuart, to approve the Victoria Park house for May's Wow Award. In a voice vote, the motion passed unanimously.

Annual Awards Ceremony

- **Review checklist and assign outstanding tasks**
 - **Timeline**

Complete.

- **Budget**

Mr. Stuart agreed to provide budget details to Ms. Damiano for distribution. Ms. Damiano estimated there would be approximately \$668 left in the trust account. It was noted that the Public Information Office had replaced \$884 that had been taken from the Board's account in 2008 instead of 2007 (due to the funds not being properly encumbered) for last year's plaques. The PIO has actually put this money toward the balance difference for the cost of the 2008 plaques.

- **Sponsorships**

Check received from Sterling Bank - \$2,500; check to be issued from Harbor Shops - \$500; check to be issued from Orlando Sharp. Ms. Bindler agreed to send thank you letters to sponsors.

The Board held a discussion regarding other potential sponsors to be contacted. Mr. O'Loughlin agreed to call Woolbright. Ms. Damiano stated the deadline for sponsor ads would be April 18, 2008 by 4:00 p.m.

The Board discussed the process for paying the venue. Ms. Damiano suggested two checks be issued, one for the deposit and one for the balance. Mr. Stuart agreed to provide a budget for the event so that potential shortfalls could be discussed.

Ms. Damiano suggested a sponsor board be printed up and displayed at the event.

Mr. Castelli noted a correspondence from Ms. Gordon stating Stiles had agreed to donate \$1,000, but Ms. Gordon had an issue with the parking. Ms. Damiano (speaking for Ms. Gordon) explained an offer had been made by USA Parking to provide six valets for \$2,000. In addition, there would be a \$5.00 garage fee per car. Ms. Damiano noted there would need to be 400 cars parked to break even. Ms. Damiano had suggested to Ms. Gordon the Board could provide vouchers to the attendees and pay the \$5.00 garage fee, or Ms. Gordon could request Stiles get USA Parking to reduce the \$5.00 charge for the Board. Mr. Stuart agreed valet parking would be nice, but expressed concern regarding the \$2,000 fee when USA Parking already had a contract with the County. Ms. Damiano noted that in order to comply with the Americans with Disabilities Act, invitations must include a "reasonable accommodations" clause that asks attendees who need assistance to call Ms. Damiano's office for further information on event parking for guests with special needs.

Motion made by Mr. Castelli, seconded by Mr. Stuart, to not have valet parking for the event. In a voice vote, the motion passed unanimously.

- **Invitations**

Mr. Castelli suggested the cash bar would open at 6:30, with dinner beginning at 7:30. Halfway through the dinner service skits would begin, and the awards presentation would start during dessert. Mr. Castelli agreed to confirm the times with the venue.

Ms. Damiano suggested an RSVP date of May 2, 2008 to allow for a final count. Mr. Paton agreed to handle incoming RSVPs. Ms. Damiano stated printing for invitations, RSVP card, and envelopes would be approximately \$800.

Motion made by Ms. Mammano, seconded by Ms. Maloney, to not have a keynote speaker due to the scheduled show. In a voice vote, the motion passed unanimously.

- **Security**

Ms. Damiano asked about police presence for security. The security would be handled by the venue.

- **Entertainment and Decorations**

Mr. Castelli agreed to research slides for the spotlight to celebrate the 30th anniversary. Chair McTigue suggested silver balloons for the background. Ms. Damiano suggested borrowing palm trees from the Parks and Rec Department. Mr. Castelli stated with the podium and the piano player, there would not be much room for decorating at the stage area.

Mr. Castelli asked about availability of a projector for the PowerPoint presentation. Ms. Damiano suggested that the City's IT Department may be able to provide projection equipment. Mr. Castelli suggested hiring a City employee to run the equipment for the PowerPoint presentation. Ms. Mammano agreed to put together a list of equipment needed.

Ms. Damiano agreed to provide a PowerPoint template from the presentation last year. Mr. Castelli expressed concern regarding using a presentation that was not professionally done, and suggested hiring a graphics person. Mr. Castelli and Chair McTigue would work on the script for the presentation.

- **Photography**

Mr. Stuart agreed to provide the photography. Ms. Damiano agreed to provide a camera.

- **Sign-in Table**

Ms. Bindler agreed to man the sign-in table. Tickets will be \$65 at the door. Ms. Bindler agreed to stuff the invitation envelopes.

- **Venue, Logistics**

Mr. Castelli agreed to handle the walk through the day before the event.

Ms. Mammano suggested including previous winners in a PowerPoint presentation to be shown in the reception area. Ms. Damiano agreed to look for old pictures from past events.

- **Awards**

Ms. Damiano stated the winning bid was for \$195/plaque. The plaques would be run without the names, but the plaque maker would be able to have the names on the plaques for the event if he has the names by next week. The Board agreed it would be better to have one plaque to use for pictures, with the names to be engraved after the event. The Board held a discussion regarding the different categories for awards.

- **Tour**

Ms. Damiano provided tour addresses, descriptions, and categories for Board members to rank. Ms. Damiano asked the Board members to fill out the ballots, and return the ballots by Monday. The tour is scheduled for 9:00 a.m. on Saturday, and a quorum is required. Chair McTigue and Mr. Castelli agreed to work out tie breakers with Ms. Damiano. Ms. Damiano asked the Board to provide any additional addresses for invitations.

- **Program**

Ms. Damiano requested PIO to provide a cover design with the diamond anniversary design. Ms. Damiano provided last year's program was \$566, including full color ads inside. Ms. Damiano suggested a four-color cover with two color ads to help reduce the costs. Mr. Stuart will approve the final costs for the program.

Ms. Damiano asked about people receiving certificates. Mr. Castelli explained the certificates were given in lieu of plaques last year. Mr. Castelli stated there would not be certificates this year.

Ms. Mammano agreed to bring the list and check for the trolley on Saturday for the tour. Ms. Mammano agreed to handle purchasing a welcome sign for the front door, and a sponsor sign for the stage. Ms. Damiano agreed to provide easels. Ms. Bindler agreed to proof the program prior to printing. Chair McTigue suggested a meeting on May 5th or 6th at 6:00 p.m. at Laffing Matterz to go over everything one more time. Ms. Damiano suggested a follow up meeting earlier than May 5th to tie up loose ends. Mr. Castelli agreed to send an email to Ms. Damiano with dates for a follow up meeting. Ms. Damiano reminded the Board they would need a quorum for the meeting, so the Board needed to pick a date everyone could attend.

Other Matters of Interest or Concern

Ms. Damiano announced she would be in classes and unable to attend the May and June Board meetings. A substitute will be sent to fill in.

Ms. Damiano suggested the Chair, the Vice-Chair, or the Board as a whole sets the agenda for the next meeting. Ms. Damiano would have a section called Liaison's Report. Ms. Damiano explained currently the agenda is set by using the meeting minutes, but felt the Board as a whole, or the Chair and Vice Chair, should be setting the agenda. She provided a blank agenda form for the Chair to complete during meetings as they occur; the Chair will then pass this form on to Ms. Damiano for formatting and distribution.

□ Causeway Lumber gift certificates

Chair McTigue stated a letter had been sent to Causeway Lumber requesting they continue to sponsor. Chair McTigue agreed to follow up on the issue.

Mr. Castelli reminded the Board members the sponsor money needed to be brought in as soon as possible. Chair McTigue urged the Board members to solicit more sponsorships.

Adjournment

With no further business to come before the Board, the meeting was adjourned at 7:26 p.m.