



City of Lauderdale Lakes
Office of the City Clerk
4300 Northwest 36 Street - Lauderdale Lakes, Florida 33319-5599
(954) 535-2705 - Fax (954) 535-0573

CITY COMMISSION WORKSHOP AGENDA
City Commission Chambers
September 11, 2023
5:00 PM

Please join the meeting via Zoom
<https://us06web.zoom.us/j/89524740326>

Please join the meeting via telephone:
1 305 224 1968 or 1 646 931 3860
Meeting ID: 895 2474 0326

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1. **CALL TO ORDER**
 2. **ROLL CALL**
 3. **DISCUSSION**

REVIEW OF THE SEPTEMBER 12, 2023 CITY COMMISSION MEETING AGENDA

4. **DISCUSSION OF PROPOSED ORDINANCE(S)**
5. **ADDITIONAL WORKSHOP ITEMS**
 - A. DISCUSSION REGARDING FY 2024 GROUP INSURANCE BENEFITS RENEWAL (5:30 P.M. TIME CERTAIN)
 - B. DISCUSSION REGARDING 2023 LEGISLATIVE UPDATE
6. **REPORTS**
 - A. UPDATE ON ARPA FUNDING
 - B. PETITIONS FROM THE PUBLIC

FUTURE MEETINGS:

City Commission Workshop - September 25, 2023 at 5:00 p.m.
City Commission Meeting - September 26, 2023 at 7:00 p.m.

PLEASE TURN OFF ALL CELL PHONES DURING THE MEETING

If a person decides to appeal any decision made by the Board, Agency, or Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (FS 286.0105)

Any person requiring auxiliary aids and services at this meeting may contact the City Clerk's Office at (954) 535-2705 at least 24 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by using the following numbers: 1-800-955-8770 or 1-800-955-8771.

Mayor Veronica Edwards Phillips - Vice-Mayor Karlene Maxwell-Williams
Commissioner Tycie Causwell - Commissioner Mark Spence - Commissioner Sharon Thomas

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title

UPDATE ON ARPA FUNDING

Summary

Staff Recommendation

Background:

UPDATE ON ARPA/LOSS REVENUE FUNDING - AUGUST 2023

Funding Source:

Fiscal Impact:

Sponsor Name/Department: Asheley A. Hepburn, MPA –Director, Financial Services Department

Meeting Date: 9/11/2023

ATTACHMENTS:

Description	Type
<input type="checkbox"/> ARPA/Loss Revenue Report - AUGUST 2023	Backup Material



AMERICAN RESCUE PLAN ACT/
ALLOWNANCE FOR \$10 MILLION LOSS REVENUE
MONTHLY REPORT AS OF AUGUST 2023
TOTAL PROJECT COST: \$2,933,441







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ARPA AUGUST 2023
MONTHLY REPORT
TOTAL PROJECT COST: \$934,942



City Projects Budget vs Actual

Department	Project Name	Description
Public Works	 City Facilities HVAC Upgrade	Replacement of existing Chiller air handlers roof top unit interior, refurbish the casing and installation of UV Ray devices in several locations to prevent airborne diseases.
Financial Services	 Citywide Broadband Improvements	Information technology improvements and upgrades to the network capabilities for the resident and business community.
Financial Services	 Free WiFi at Citywide Parks	The City conducted a marketing research study in August 2017. The study framed the issue of expanding social media marketing to maximize access for citizens. Offering free and fast WiFi access helps customers to stay connected and productive while they are at the park.
City Manager	 Stormwater Improvements (Canal Bank Stabilization)	Improvements to the several miles of canal banks in the boundaries of the City of Lauderdale Lakes are necessary. A report issued in FY 2013 indicated the canal banks in our city were eroding and a more recent survey is being conducted in FY2021 to determine the status of the canal banks. Therefore based on the most recent survey to be completed in FY 2021 the City must proceed with fixing canal banks by investing in an aggressive canal bank stabilization project.

Scorecard Legend




-  No Information
-  On Target
-  Below Target
-  Caution

Department	Project Name	Description
Financial Services	 ARP Accountant IV and II (Contract Position)	<p>On a yearly average, the Accounting Division processes 2,976 Journal Entries, issues 2,328 check, sends 1,188 wire transfers to vendors, processes 696 Electronic Fund Transfers and 6,512 Invoices and spending upward of \$30 million. Adding an additional \$7.5 million to our budget annually under the American Recovery Plan will dramatically add accounting transactions to workload of existing team members. It is not expected that the existing team members cannot handle the current workload and the anticipated workload driven by an additional \$7.5 million in spending anticipated annually. We will be required to add a ARP Accountant 4 (\$50/hour) and an Accountant II (\$25/hour) in order to support the anticipated workload. These positions will be contractual and funded from the proceeds derived from the ARP (American Recovery Plan). The expected time period for these two positions will be from May 3, 2021 to April 28, 2023. These positions will be responsible for all accounting transactions and reporting related to the ARP.</p>
Financial Services	 ARP Purchasing and Contracts Officer (Contract Position)	<p>Due to the increase in the demand to procure equipment, supplies and to manage contracts to support the American Rescue Plan Projects, it is recommended that a Contractor is hired for a period of time to assist with the solicitation to the project close out activities.</p>
City Manager	 ARP Construction Manager/Project Manager (Contract Position)	<p>Temporary Contractor to assist with new projects that will be approved per the American Rescue Plan funding.</p>

Department	Project Name	Description
Human Resources & Risk Mgmt	 Employee Vaccine Incentive	The Employee Vaccine Incentive program will encourage and educate employees on the benefits of being fully vaccinated and incentivize employees to provide proof of taking the federally approved vaccines. The goal of the program is make the work environment safe for employees and the public that interacts with City staff. We have a total of 111 full-time and 33 part-time positions in the FY 2022 Budget. The requested allocation of \$32,000 is based upon the combined position count of 128 positions both full-time and part-time each receiving a \$250 gift card. However it is likely we will spend much less than the requested amount. Our current position count is 93 full-time employees and 20 part-time employees or a total of 113 employees, resulting in a cost of \$28,250 for each employee to receive a \$250 gift card.
Human Resources & Risk Mgmt	 Employee COVID-19 Test Kits	Providing COVID-19 Test Kits to employees will make it easier to determine the COVID-19 status of employees and will strengthen the safety of all employees in the workplace. As the Omicron variant is a breakthrough virus and those who have been fully vaccinated and have received the vaccine booster shot are susceptible to COVID-19, it is imperative we take the necessary steps to put into place test protocols and provide test kits to City employees. An allocation of \$25,000 will allow the City to purchase an estimate of 2,500 test kits. Considering our workforce includes a total of 111 full-time and 33 part-time positions in the FY 2022 Budget, we will have available an average of 17 test kits per employee. Additionally if you only consider our current position count of 93 full-time employees and 20 part-time employees or a total of 113 employees, we will have available an average of 22 test kits per employee.

Project Summary 2

Project Name	Project/Program Update	Start Date	End Date	Budget	FY2023 Actuals YTD	Actual Project Cost	Difference
 City Facilities HVAC Upgrade	Project complete. South Florida Trane Services paid on 7/28/23 \$499,307.95 for replacement of HVAC System in City Hall.	9/1/21	6/30/23	\$ 500,000.00	\$ 499,307.95	\$ 499,307.95	\$ 692.05
 Citywide Broadband Improvements	Project on hold.	9/1/21	3/7/24	\$ 932,180.00	\$ 0.00	\$ 0.00	\$ 932,180.00
 Free WiFi at Citywide Parks	Project is completed. Free Wifi is available at all Parks within the City	9/1/21	12/31/22	\$ 20,000.00	\$ 0.00	\$ 13,762.91	\$ 6,237.09
 Stormwater Improvements (Canal Bank Stabilization)	Canal 2 and Canal 7 projects were awarded to the contractors for construction: - PO for Metro Equipment, Canal 7 = \$1,435,764.50 - PO for ENCO LLC, Canal 2 = \$1,097,222	1/3/22	2/29/24	\$ 6,000,000.00	\$ 0.00	\$ 0.00	\$ 6,000,000.00
 ARP Accountant IV and II (Contract Position)	Accountant IV position filled and staff onboard.	9/1/21	3/7/24	\$ 296,397.00	\$ 82,887.50	\$ 178,687.50	\$ 117,709.50
 ARP Purchasing and Contracts Officer (Contract Position)	Position filled.	9/1/21	3/7/24	\$ 112,320.00	\$ 60,000.00	\$ 84,000.00	\$ 28,320.00

Project Name	Project/Program Update	Start Date	End Date	Budget	FY2023 Actuals YTD	Actual Project Cost	Difference
 ARP Construction Manager/Project Manager (Contract Position)	Position filled and staff onboard.	9/1/21	3/7/24	\$ 210,000.00	\$ 66,000.00	\$ 108,000.00	\$ 102,000.00
 Employee Vaccine Incentive	This program was completed in 2 rounds. One in March 2022 and the other in May 2022.	11/23/21	3/7/24	\$ 32,000.00	\$ 0.00	\$ 28,898.50	\$ 3,101.50
 Employee COVID-19 Test Kits	Test kits were bought and distributed to staff in 2022. Additional kits were purchased in January 2023 and are available to staff, if needed.	11/23/21	3/7/24	\$ 25,000.00	\$ 0.00	\$ 22,284.69	\$ 2,715.31

Scorecard Legend

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LOSS REVENUE AUGUST 2023
MONTHLY REPORT
TOTAL PROJECT COST: \$1,998,499

City Projects Budget vs Actual

Department	Project Name	Description
Development Services	 Residential Mortgage Rent & Utilities Assistance Program	Programs to assist residents, such as mortgage, rental and utilities assistance.
CRA	 Business Rent & Utilities Assistance Program	This grant is available to businesses located in the City of Lauderdale Lakes affected by COVID-19 and have not been able to make full payments of their rent, and utilities. The Business Rent and Utilities Assistance Program provides rent subsidies of up to \$20,000 per business for rent/mortgage and business operating expenses. Funding will be awarded on a first-come, first-qualified - first-served basis.
City Manager	 City Commission Chambers Retrofit	Modification of the City Commission Chambers to facilitate social distancing.
City Manager	 Remodeling the Gereffi Room	Modification of the Gereffi Room to facilitate social distancing.
CRA	 Safe & Clean Restaurant Assistance Program	As a result of the impact of COVID19 on small businesses, the City of Lauderdale Lakes created the Restaurant Assistance Program to assist local restaurants in the City. There have been several economic relief programs that some businesses were able to qualify and apply for; however, the funding was not sufficient and/or available to all. The purpose of the Restaurant Assistance Program is to assist local businesses with the payment of a portion of their monthly rent, utilities and maintenance expenses such as walls, floors, deck surfaces, furniture, fixtures and equipment. This will allow businesses to focus their efforts in maintaining and generating business activity.
Parks & Human Services	 Mini Bus Purchase	Respond to Public Health Emergency: Expand Seating for Bus Accommodations to Seniors and Youth.
Parks & Human Services	 Alzheimer Care Center/Resource Room Renovation	Respond to Public Health Emergency: Expand Activities Area to accommodate for social distancing.

Department	Project Name	Description
Parks & Human Services	 Teen Skills Training Program	Respond to Public Health Emergency: Community Outreach Ambassadors, Training for Health Care, Creating Future Job opportunities in health care for community (10 students per quarter)
Financial Services	 Fire Engine Replacement	Replacement of Fire Engine 37 which was totaled in an accident.
Development Services	 Housing Repair Assistance Program	A home improvement program for owner-occupied, single-family and condos within the City of Lauderdale Lakes. The HIP program will provide assistance to residents with improvements meeting the Florida Building Codes and Manufacturer's Specifications. These improvements will provide financial relief to residents at or below the Broward County Area Median Income of \$73,400, in doing so many of our residents and their families will benefit from the increase in their home value.
Development Services	 Home Owner Insurance Down Payment Assistance Program	This program is limited to single-family homes and condominium units, the city will provide to eligible applicants one-time payment only up to \$3,500.00 to obtain property insurance. It is the responsibility of the property owner to maintain the insurance policy thereafter, the City of Lauderdale Lakes will not be responsible for any further payments. Priority will be given to residents applying to the City's grant programs. Funding is based on a first come, first serve bases until funding is exhausted.
CRA	 Commercial Improvement Assistance Program	Program geared to provide Lauderdale Lakes property owners and tenants with financial assistance in the form of a grant to improve the aesthetics or appearance of their properties as well of interior improvements in their spaces. The City will provide grants covering 100% of the cost of approved eligible improvements. Funding will be awarded on a first-come, first-qualified - first-served basis and there is no maximum per business.

Department	Project Name	Description
CRA	● Marketing Consultant Assistance Program	Program designed to assist businesses with their marketing and branding efforts. During a period of six months, selected businesses will be receiving training in branding and marketing their business. Targeting more than 10 businesses.
City Manager	↑ Community Center/Emergency Hurricane Shelter	City Commission approved Resolution 2022-031 authorizing the Community Center Project and earmarking \$4 million from the American Rescue Act Plan (ARPA) funding source. Additionally, the Parks and Recreation Master Plan recommends developing a multipurpose community center ranging 25,000 to 40,000 square feet. There is an empty space across from Vincent Torres Memorial Park which is the proposed site for the community center. Plans for this building include multipurpose rooms, a fitness center, an auditorium for cultural and educational programming, dance studio, computer/media room, full service kitchen, restrooms and offices.
Parks & Human Services	↓ Human Services Assistance Program	To provide eligible recipients with rental deposit assistance, temporary childcare assistance, food assistance and informational and referral services.
Development Services	● Residential Assistance Officer (Contractual Position)	To assist residents applying for the Residential Assistance Program and coordinate the Residential Assistance Program application process for the City.
City Manager	● Public Information Officer (Contractual Position)	To assist with communicating and publicizing information regarding Coronavirus relief efforts on behalf of the City.
	↑ Administrative Staffing	Funds identified to purchase necessary items to onboard consultants etc.
Parks & Human Services	↓ Human Service Assistance Coordinator	To assist residents applying for the Human Services Program and coordinate the Human Services Program application process for the City.

Department	Project Name	Description
CRA	 Prosperity Broward - Pilot Program	<p>Prosperity Partnership is an initiative of the Greater Fort Lauderdale Alliance Foundation that represents a collective impact initiative that challenges the status quo by finding Innovative solutions around Broward County's most pressing social and economic issues. Prosperity Broward is an initiative of the Prosperity Partnership that seeks to expand economic mobility In communities that have experienced decades of intentional deprivation of resources and opportunities. Tthe pilot project will consist of a co-research process with employers, community partners, elected officials, and twenty (20} single mothers who are residents of the City of Lauderdale Lakes.</p>



Scorecard Legend

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Project Summary 2

Project Name	Analysis	Start Date	End Date	Budget	FY2023 Actuals YTD	Actual Project Cost	Difference
 Residential Mortgage Rent & Utilities Assistance Program	Program budget needs to be revised, Presentation to be made to Commission in September.	9/28/21	3/7/24	\$ 498,949.00	\$ 252,900.02	\$ 523,436.22	\$ -24,487.32
 Business Rent & Utilities Assistance Program	No activity for the month of August	9/1/21	9/30/26	\$ 400,000.00	\$ 126,128.81	\$ 270,718.85	\$ 129,281.15
 City Commission Chambers Retrofit	The project is in final design phase.	10/1/21	12/29/23	\$ 500,000.00	\$ 0.00	\$ 0.00	\$ 500,000.00
 Remodeling the Gereffi Room	The project was awarded to Platinum General Contracting LLC. and construction to begin soon.	9/1/21	1/30/24	\$ 300,000.00	\$ 0.00	\$ 0.00	\$ 300,000.00
 Safe & Clean Restaurant Assistance Program	No activity for the month of August.	10/1/21	9/30/26	\$ 100,000.00	\$ 29,256.56	\$ 67,568.16	\$ 32,431.84
 Mini Bus Purchase	PO 22300346 issued in the amount of \$131,666 for purchase of van from Matthews Bus Alliance.	9/1/21	3/7/24	\$ 85,000.00	\$ 0.00	\$ 0.00	\$ 85,000.00
 Alzheimer Care Center/ Resource Room Renovation	In planning phase.	9/1/21	3/7/24	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 30,000.00
 Teen Skills Training Program	Program resumed in June 2023 with 29 participants.	9/1/21	3/7/24	\$ 100,000.00	\$ 27,267.73	\$ 100,000.00	\$ 0.00

Project Name	Analysis	Start Date	End Date	Budget	FY2023 Actuals YTD	Actual Project Cost	Difference
 Fire Engine Replacement	Fire Engine has been delivered and in custody of BSO Fire Rescue.	7/1/22	9/30/24	\$ 750,000.00	\$ 704,287.00	\$ 704,287.00	\$ 45,713.00
 Housing Repair Assistance Program	1 pmt for the month of August.	5/2/22	9/30/26	\$ 250,000.00	\$ 110,100.50	\$ 118,002.50	\$ 131,997.50
 Commercial Improvement Assistance Program	No activity for the month of August.	5/2/22	9/30/26	\$ 1,050,000.00	\$ 24,475.98	\$ 24,475.98	\$ 1,025,524.02
 Marketing Consultant Assistance Program	No activity for the month of August.	5/2/22	9/30/26	\$ 100,000.00	\$ 34,330.51	\$ 34,330.51	\$ 65,669.49
 Community Center/ Emergency Hurricane Shelter	Planning and design continues. Upcoming actions include public participation meetings.	5/2/22	9/30/26	\$ 4,000,000.00	\$ 0.00	\$ 0.00	\$ 4,000,000.00
 Human Services Assistance Program	Temporary staff being sought to administer the program	5/2/22	9/30/26	\$ 1,190,000.00	\$ 0.00	\$ 0.00	\$ 1,190,000.00
 Residential Assistance Officer (Contractual Position)	Position vacant	10/1/21	12/31/24	\$ 200,000.00	\$ 32,936.00	\$ 80,500.00	\$ 119,500.00
 Public Information Officer (Contractual Position)	Position vacant	10/1/21	12/31/24	\$ 75,000.00	\$ 20,312.50	\$ 29,687.50	\$ 45,312.50
 Administrative Staffing	Business Development Coordinator	10/1/21	12/31/24	\$ 60,000.00	\$ 5,600.00	\$ 20,492.20	\$ 39,507.80

Project Name	Analysis	Start Date	End Date	Budget	FY2023 Actuals YTD	Actual Project Cost	Difference
 Human Service Assistance Coordinator	Temporary staff being sought to administer the program.	10/1/21	12/31/24	\$ 210,000.00	\$ 0.00	\$ 0.00	\$ 210,000.00
 Prosperity Broward - Pilot Program	No activity for the month of August.	12/27/22	12/29/23	\$ 100,000.00	\$ 25,000.00	\$ 25,000.00	\$ 75,000.00

Scorecard Legend

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CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

FUTURE MEETINGS

Summary

City Commission Workshop - September 25, 2023 at 5:00 p.m.

City Commission Meeting - September 26, 2023 at 7:00 p.m.

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 9/11/2023