



**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

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## **CITY COMMISSION WORKSHOP AGENDA**

**City Commission Chambers**

**March 25, 2024**

**5:00 PM**

**REVISED 3/25/2024**

***Please join the meeting via Zoom***

<https://us06web.zoom.us/j/83568414494>

***Please join the meeting via telephone:***

1 305 224 1968 or 1 309 205 3325

Meeting ID: 835 6841 4494

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

REVIEW OF THE MARCH 26, 2024 CITY COMMISSION MEETING AGENDA

- 4. DISCUSSION OF PROPOSED ORDINANCE(S)**
- 5. ADDITIONAL WORKSHOP ITEMS**

- A.** ADVISORY BOARDS' PRESENTATION TO THE CITY COMMISSION (BEAUTIFICATION ADVISORY BOARD AND HISTORIC PRESERVATION BOARD) (5:30 P.M. TIME CERTAIN)
- B.** DISCUSSION REGARDING LOCAL VENDOR/TARGET MARKET PROGRAM (SPONSORED BY VICE MAYOR SPENCE)  
This is a discussion regarding the City of Lauderdale Lakes adopting a Local Vendor/Target Market Program similar to the City of Lauderhill.
- C.** DISCUSSION REGARDING SENIOR EXEMPTION (SPONSORED BY VICE MAYOR SPENCE)  
This is a discussion regarding the process and the impact of adopting a City Senior Exemption.
- D.** DISCUSSION REGARDING HOSTING THE 2024 UNIFEST EVENT IN THE CITY OF LAUDERDALE LAKES IN COLLABORATION WITH THE GREATER CARIBBEAN AMERICAN CULTURAL COALITION  
This is a discussion on hosting the 2024 Unifest Event in the City of Lauderdale Lakes in collaboration with the Greater Caribbean American Cultural Coalition (GCACC) on June 2, 2024.
- E.** DISCUSSION REGARDING VOUCHER DISTRIBUTION (SPONSORED BY COMMISSIONER CAUSWELL)  
This is a discussion on the Voucher Distribution.
- F.** DISCUSSION REGARDING VACANCY IN CITY COMMISSION SEAT 1

This is a discussion regarding the vacancy in City Commission Seat 1.

**G. DISCUSSION REGARDING CONSOLIDATION OF THE COMMISSION WORKSHOP AND THE COMMISSION MEETING (SPONSORED BY COMMISSIONER MAXWELL-WILLIAMS)**

This is a continued discussion regarding consolidation of the Commission Workshop and the Commission Meeting into one day.

**H. DISCUSSION REGARDING AUTHORIZING CITY MANAGER TO SUBMIT APPLICATION TO BROWARD COUNTY SEEKING ALLOCATION OF FUNDING FOR THE 50TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT ("CDBG") FUNDING CYCLE FOR THE CITY'S MINOR HOME REPAIR PROGRAM, SENIOR TRANSPORTATION PROGRAM AND QUALITY OF LIFE ENHANCEMENT PROGRAM, SUBJECT TO REQUIRED PUBLIC NOTICE AND PENDING HEARINGS HELD ON MARCH 25, 2024 AND APRIL 9, 2024**

This is a discussion requesting approval by the City Commission through the public hearing to approve the proposed application for the 50th Program Year CDBG Funding Cycle.

**6. REPORTS**

**A. UPDATE ON ARPA FUNDING**

Update on ARPA/Loss Revenue Funding - February 2024.

**B. PETITIONS FROM THE PUBLIC**

a. Alcee Hastings Parkway update

b. Ms. Hay Tench of Hawaiian Gardens - Hawaiian Gardens needs to be cleaned up

c. Ms. Erica Holmes - badly broken sidewalks at the Diamond Building

d. Ms. Benita Johnson of Hawaiian Gardens - vehicle burglary and suspicious person in her neighborhood

**FUTURE MEETINGS:**

The next City Commission Workshop will take place on April 8, 2024.

The next City Commission Meeting will take place on April 9, 2024.

**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.

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**Mayor Veronica Edwards Phillips - Vice-Mayor Mark Spence**

**Commissioner Tycie Causwell - Commissioner Karlene Maxwell-Williams - Commissioner Sharon Thomas**

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CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title

DISCUSSION REGARDING LOCAL VENDOR/TARGET MARKET PROGRAM (SPONSORED BY VICE MAYOR SPENCE)

Summary

This is a discussion regarding the City of Lauderdale Lakes adopting a Local Vendor/Target Market Program similar to the City of Lauderhill.

Staff Recommendation

Background:

See attached memorandum.

Funding Source:

n/a

Fiscal Impact:

n/a

Sponsor Name/Department: Mark Spence, Vice Mayor

Meeting Date: 3/25/2024

ATTACHMENTS:

Description	Type
Local Vendor/Target Market Memorandum	Cover Memo
City of Lauderdale Lakes Procurement Code	Exhibit



## MEMORANDUM

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**TO:** Mark Spence, Vice Mayor

**THRU:** Treasa Brown-Stubbs, City Manager

**FROM:** Asheley A. Hepburn, Financial Services Director

**DATE:** March 15, 2024

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Staff reviewed the ordinance which the City of Lauderdale recently implemented, that amended their local vendor preference program to target specific services that the City needs and could be provided by locally owned businesses. Staff is eager to find ways to solicit products and services from local businesses. However using the exact model that City of Lauderdale implemented provides some limitations to competitive requirements of the City of Lauderdale Lakes Procurement Code.

The “Target Market Program” added to the City of Lauderdale’s Ordinance states “Reserved for Only Local City of Lauderdale Vendors Bids. Provided there are at least (3) qualified Local City of Lauderdale Vendors and the estimated annual cost does not exceed \$100,000 bids for the following target markets: advertising services, automotive, catering, disc jockey services, electrical services, fencing, HVAC, janitorial services, janitorial supplies, locksmith, painting, pool cleaning, plumbing, printing services, sprinkler/irrigation, transcription services, and tree trimming/landscaping services shall be procured by “Reserved for Only Local City of Lauderdale Vendors to Bid.” Any Local City of Lauderdale Vendor is permitted to be awarded up to three (3)-local vendor bid contracts in a single fiscal year.”

In review of the 760 businesses that have business tax receipts in the City of Lauderdale Lakes, staff has reviewed those that meet the requirements of the “Target Market Program” and have quantified them by the services identified in the City of Lauderdale’s Local Vendor Preference Program. Below is a table that list the number of businesses by service in the City of Lauderdale Lakes.

**Table A**

<b>Service</b>	<b>Number of Businesses</b>
Advertising/Marketing	4
Automotive/Motor Vehicle Repair	17
Restaurant/Caterers	30
Disc Jockey Services	1
Electrical Services	1
Contractor Air Conditioning (HVAC)	4
Janitorial Services	3
Locksmith Services	1
Pool Services	2
Plumbing	1
Printer Services	6
Landscaping Services	4

Based upon Table A, there are only three service areas where the “Target Market Program” would be viable and be able to provide the City with the necessary competition, to solicit market pricing when conducting a bid. The service areas include Automotive/Motor Vehicle Repair, 17 businesses, Restaurant/Caterers, 30 businesses and the Printer Services, 6 businesses. Additionally, the City of Lauderdale Lakes doesn’t have businesses with business tax receipts that provide painting services, sprinkler/irrigation services, fence contractors or transcription services.

Staff’s recommendation based upon the above information is to implement the revised language solely for services that allow for the greatest competition. That would limit the implementation to the Automotive/Motor Vehicle Repair Services and Restaurant/Caterers.

The City of Lauderdale Lakes does have a Local Business Preference as part of the existing Code of Ordinances Article XIII Sec. 82-356. Methods of source selection. Attached please find this section of the Procurement Code (pg. 10-11). In summary it indicates that preference is given to businesses that are located in the City of Lauderdale Lakes. They receive “five percent of any bid or five points of any proposal score to a local business. Such preference shall apply to quotations, Bids or proposals for commodities and services.” Preferences equivalent to a Local Vendor is given to a business not residing in the City but 20% of their workforce must be a resident of the City of Lauderdale Lakes. The Procurement Code states, “A vendor located outside of the City of Lauderdale Lakes city limits is considered equivalent to a Lauderdale Lakes vendor and accorded the same preference if it employs a minimum of ten full-time equivalent (“FTE”) Lauderdale Lakes residents or Lauderdale Lakes residents constitute 20 percent FTE of the company's local workforce (Broward and Miami-Dade Counties), whichever is larger.”

A local vendor whose bid score is within 10 percent of the low bid, will be allowed the opportunity to meet the price of the low bid. The Procurement Code states, “If a qualified local business submits a response to either an inquiry made pursuant to informal competitive conditions or a formal invitation to bid, as required in this code, and the original bid of the qualified local business is within ten percent of the low bid, then the city shall give the qualified local business the opportunity to meet the price of the low bid. The order of preference by which the qualified local business shall be

given the opportunity to match the low bid shall be from the lowest to the highest bid, as long as the initial bid was within ten percent of the low bid.” The City Commission may consider changing the percentage from 10% to 20%.

## ***ARTICLE XIII. LAUDERDALE LAKES PROCUREMENT CODE<sup>1</sup>***

### **Sec. 82-351. Title.**

The provisions of this article shall be known as the Lauderdale Lakes Procurement Code.

(Ord. No. 2013-01, § 4(82-196.1), 2-12-2013)

### **Sec. 82-352. Purpose and intent.**

- (a) *General.* This article applies to all purchases of materials, supplies, equipment, certain contractual services and construction by the city, except as provided herein. In the event of a conflict between the provisions of this article and any applicable state or federal law, the latter shall prevail, respectively.
- (b) *Purpose and intent.* The purpose and intent of this article shall be to generally prescribe the manner in which the city shall control the purchase of materials, supplies, equipment and certain contractual services. This article shall be construed and applied to promote its underlying purposes. The underlying purposes are:
  - (1) To obtain the supplies, services and construction required by city departments in order for those departments to properly function in a cost effective and responsive manner to better serve the city's residents and businesses;
  - (2) To uphold the highest standards and best practices through the adoption and adherence with the public procurement professional values and guiding principles of accountability, ethics, impartiality, service and transparency;
  - (3) To provide the fair and equitable treatment of all persons who transact business with the city;
  - (4) To maximize the purchasing value of public funds in the procurement of goods and services;
  - (5) To provide safeguards for the quality and integrity of the city's maintenance of a procurement;
  - (6) To maintain a high ethical standard for all officers and employees of the city in connection therewith; and
  - (7) To require all parties involved in the negotiation, performance or administration of city contracts to act in good faith.
- (c) *Contracts to which this article is applicable.* This article applies only to contracts solicited or entered into after the effective date of this article. Nothing in this article shall be construed to prohibit the city from complying with the terms of a grant, gift, or cooperative agreement.
- (d) *Supplementary general principles of law applicable.* Unless displaced by the particular provisions of this code, the principles of law and equity, including the Uniform Commercial Code of the State of Florida shall supplement the provisions of this article.

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<sup>1</sup>Editor's note(s)—Ord. No. 2013-01, § 3, adopted Feb. 2, 2013, added provisions to the Code designated as §§ 82-196.1—82-196.19. To maintain the sequential numbering and style of the Code, at the editor's discretion these provisions have been renumbered to as Art. XIII, §§ 82-351—82-369.

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- (e) *Severability*. If any provision of this article or any application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or application of this article which can be given effect without the invalid provision or application and, to this end, the provisions of this article are declared to be severable.
  - (f) *Determinations*. Written determinations required by this article shall be retained in the appropriate official contract file of the director of financial services or designee or the using department.
  - (g) *Public access to procurement information*. Procurement information shall be a public record to the extent permitted by Florida statute as amended from time to time, and shall be available to the public as provided in such statute.
  - (h) *Authorization for the use of electronic transmissions*. The use of electronic media, including acceptance of electronic signatures, is authorized consistent with State of Florida applicable statutory, regulatory provisions or other guidance for use of such media, so long as such guidance provides for:
    - (1) Appropriate security to prevent unauthorized access to the bidding, approval and award processes, and
    - (2) Accurate retrieval or conversion of electronic forms of such information into a medium which permits inspection and copying.

(Ord. No. 2013-01, § 5(82-196.2), 2-12-2013)

### **Sec. 82-353. Definitions.**

The words defined in this section shall have the meanings set forth below, whenever they appear in this article, unless:

- (1) The context in which they are used clearly requires a different meaning; or
- (2) A different definition is prescribed for a particular article or provision.

*Addendum/addenda* means a formal written notification to prospective bidders or proponents which provides clarification of the requirements for a solicitation. Addenda are also used to summarize clarifications made during a pre-bid or pre-solicitation conference. Whenever a potential bidder/proponent requests information or a clarification regarding information that is not clearly referenced in a solicitation document, all bidders and proponents shall be provided with the information in writing, using the addendum document.

*Administrative policy* means a formal written policy or procedural guideline which governs the operational process for carrying out various fiduciary functions of government on a citywide basis. Administrative policies shall be approved and issued by the city manager.

*Advertisement* means a formal announcement of an invitation for a solicitation; usually placed in a newspaper of general circulation or on an Internet website.

*Best and final offer (BAFO)* means, in a competitive negotiation, the final proposal submitted after negotiations are completed that contains the proposer's most favorable terms for price, services and products to be delivered. Sometimes referred to as BAFO and utilized during the request for proposal method of procurement.

*Best value* means the highest overall value to the city based on relevant factors that may include, but are not limited to, price, quality, design and workmanship.

*Bid bond* means a bid security in the form of a bid surety, certified check, cashier's check, or cash that ensures that the bidder will be capable of entering into a contract and subsequently provide the required performance and payment bonds within a specified period of time.



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*Business* means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity.

*Business day* means a day, Monday through Friday, excluding any day that is a city observed holiday.

*Calendar day or day* means a consecutive 24-hour period, running from 12:01 a.m. to the following midnight.

*Category two* means the dollar threshold, currently \$35,000.00 defined by F.S. § 287.017(43), which may be amended by the State of Florida from time to time; which shall serve as the formal solicitation threshold for purchases made on behalf of the City of Lauderdale Lakes. In the event that the State of Florida amends the category three threshold, such change shall be reported to the city commission and the city commission shall be required to formally consent to such change prior to such new threshold becoming effective for the city.

*Change order* means any written alteration or modification to a contract executed by the city in accordance with the terms of the contract, directing the contractor to make changes due to unanticipated conditions or developments, which do not substantially alter the character of the work contracted for, and which do not vary so substantially from the original specifications as to constitute a new undertaking.

*Construction* means the process of building, altering, repairing, improving, or demolishing any public facility, including any public improvements of any kind to real property, including roadways, utilities, infrastructure, and facility site work. Construction does not include the routine operation, routine repair, or routine maintenance of any existing public infrastructure facility, including structures, buildings or real property.

*Construction manager-at-risk* means a construction delivery process allowing the project owner to choose a construction manager who assumes the risk for construction, rehabilitation, or repair of a public facility, at the contracted price, as a general contractor, provides consultation to the city regarding construction during and after the design.

*Consultant's Competitive Negotiations Act (CCNA)* means F.S. § 287.055, as amended, governing the procurement of architectural, engineering, land surveyor and mapping or landscape architect services.

*Contingent or contingency contract* means an agreement whereby the contractor's revenue is generated from a commission, percentage or other fee that is conditional upon the success that a person has in securing a contract, or based on performance on a contract.

*Continuing services agreement or contract* means a contract for professional services entered into in accordance with F.S. § 287.055, as amended, whereby a firm provides professional services for projects in which construction costs, and costs for a study activity do not exceed the ten current thresholds outlined in F.S. § 287.055, or for work of a specified nature as outlined in the contract required by the city, with no time limitation except the contract must provide for a termination clause.

*Contract* means all types of city agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, or construction between parties with binding legal and moral force, usually exchanging goods or services for money or other consideration.

*Contract modification* means written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.

*Contractor* means any person or business having a contract with a governmental body or that contracts to perform work or services, or provides goods or supplies to the city.

*Contractual services* means without limitation, the purchase of insurance, printing, gas, electricity, fuel, cleaning services; the purchase, installation, rental repair and maintenance of equipment and machinery, and other personal property; lease or real property and office space, and all other contractual supplies, materials and equipment and services not specifically excluded from the requirements of this article.

*Data* means recorded information, regardless of form or characteristic.

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*Day* - See Calendar Day.

*Debarment* means the disqualification of a person to receive solicitations or the award of contracts by the city for a specified period of time commensurate with the gravity of the offense or the failure or inadequacy of performance.

*Design-bid-build* means a construction project delivery method in which the city sequentially awards separate contracts, the first for architectural and engineering services to design the project and the second for construction of the project according to the design.

*Design-build* means a construction project delivery method in which the city enters into a single contract for design and construction of an infrastructure facility as defined in F.S. § 287.055, (CCNA) as amended.

*Designee* means a person who is chosen to represent or given the authority to act on behalf of another person of authority.

*Electronic* means electrical, digital, magnetic, optical, electromagnetic, or any other similar technology.

*Employee* means an individual drawing a salary from a governmental body, whether elected or not.

*Excess supplies (also see surplus property)* means any tangible personal property having a remaining useful life but which is no longer required by the city department in possession of the supplies.

*Governmental body* means any unit or association of units of federal, state or local government, any public authority which has the power to tax, any other public entity created by statute and any other entity which expends public funds for the procurement of supplies, services or construction.

*Grant* means a contribution, gift, or subsidy made for specific purposes, frequently made conditional upon specific performance by the grantee.

*Gratuity* means a gift, payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, presented or promised, unless consideration of substantially equal or greater value is received.

*Invitation for bid* means a written solicitation for competitive sealed bids with the title, date and hour of the public bid opening designated and specifically defining the commodity, group of commodities, or services for bids that are sought.

*Invitation to negotiate* means a written solicitation for competitive sealed replies to one or more vendors with which to negotiate for the procurement of commodities or services.

*Job order contracting* means a construction delivery method in which the city awards a term contract agreement that provides for unit pricing for individual tasks of a project to provide construction services based on individual quotations prepared on a project-by-project basis. Unit pricing is normally predicated on the compilation of a task guide reflecting local construction market conditions where contractors bid a general discount or add-on factor.

*Non-collusion* means a bidder shall not collude, conspire, connive or agree, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham bid in connection with the work for which the bid has been submitted; or to refrain from bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the bid or of any other bidder, or to fix any overhead, profit or cost elements of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other bidder or any person interested in the proposed work.

*Performance bond* means a contract of guarantee, executed subsequent to award by a successful bidder, to protect the city from loss due to the bidder's inability to complete the contract as agreed. The bond insures that the project will be able to be completed in the event that the bonded contractor defaults on their contract.

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*Person* means any business, individual, union, committee, club, other organization, or group of individuals.

*Procurement* means buying, purchasing, renting, leasing, or otherwise acquiring any supplies, certain services or construction including, but not limited to, all functions that pertain to the obtaining of any supply, certain services, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

*Professional services* means services within the scope of a particular area of practice; such as the practice of architecture, landscape architecture, land surveying and professional engineering which are governed by F.S. § 287.055, the Consultants' Competitive Negotiation Act, as amended. Auditing services, which are governed by F.S. § 218.391, professions including, but not limited to, management consulting, real estate appraising, or other area of expertise.

*Public notice* means the distribution or dissemination of information to interested parties using methods that are reasonably available. Such methods will often include publication in newspapers of general circulation, posting on a bulletin board, electronic or paper mailing lists, and website(s) designated by the city and maintained for that purpose.

*Purchase request* means a document whereby a city department requests that a contract be entered into for a specified need, and may include, but is not limited to, the technical description of the requested item, delivery schedule, transportation, criteria for evaluation, suggested sources of supply, and information supplied for the making of any written determination required by this article.

*Purchasing agent* means person designated as such by the city manager or, in the absence of such designation the director of financial services or designee who serves as head of the purchasing and contracts division within the department of financial services, which is established as the central procurement office of the City of Lauderdale Lakes.

*Request for proposal (or competitive sealed proposals)* means a written solicitation for competitive sealed proposals with the title, date and hour of deadline for submittal. The request for proposals is used when it is impractical for the agency to define a detailed scope of work. The request for proposal document is used to solicit proposals from potential providers for goods and services (offerors). Requests for proposals are evaluated on various criteria, which may or may not include price. When used as an evaluation factor, price may not be the primary evaluation factor, but the proposal document shall state the relative importance of price as well as any other evaluation criteria. A request for proposal provides for the negotiation of all terms, including price, prior to contract award; and may include a provision for the negotiation of a BAFO. Requests for proposal may be a single step or a multi-step process.

*Responsible bidder or offeror* means a person, business or contractor who has the capability in all respects to fully perform the contract requirements and the experience, capacity, facilities, equipment, credit, sufficient qualified personnel, and record of timely and acceptable past performance that is directed to assure or promote good faith performance for a city project or purchase.

*Responsive bidder or offeror* means a person, business or contractor whose response to a bid or proposal substantially conforms in all material respects to the requirements and criteria set forth in the invitation or solicitation. This includes such aspects as following bid instructions for proper submittal, completing all necessary forms included with the solicitation, providing information required by the solicitation, and complying with all terms, conditions and specification requirements as enumerated in the solicitation.

*Reverse auction* means a procurement method wherein bidders, anonymous to each other, electronically submit real time bids on designated supplies or services.

*Services* means the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance.

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*Signature* means a manual or electronic identifier, or the electronic result of an authentication technique attached to or logically associated with a record that is intended by the person using it to have the same force and effect as a manual signature.

*Single source* means a supply source for goods or services to which purchases are directed because of issues related to standardization, warranty, or other factors, even though other competitive sources may be available.

*Sole source* means a situation created due to the inability to obtain competition. This situation may result because only one vendor or supplier possesses the unique ability or capability to meet the particular requirements of the user, or situations where only one economically viable source is capable of providing the service or item that the city seeks to purchase. Sole sources may be characterized by a marketplace where there is only one vendor because items are patented or geographically franchised.

*Specific period* means unless otherwise provided by law, a contract for supplies or services may be entered into for no more than five years without the express consent of the city commission.

*Specification* means a precise description of the physical or functional characteristics of a product, good or construction item. A description of goods and/or services. A description of what the purchaser seeks to buy and what a bidder must be responsive to in order to be considered for award of a contract. Specifications generally fall under the following categories: design, performance, combination (design and performance), brand name or approved equal, qualified products list and samples. May also be known as a purchasing description.

*Supplies* means all tangible property, including, but not limited to: equipment, materials, and commodities required for ongoing operational city requirements including, but not limited to, equipment, materials, printing, insurance, and leases of real property, excluding a permanent interest in land.

*Surplus property* means any tangible personal property or real property no longer having use to the city. Surplus property includes obsolete supplies, scrap materials, and non-expendable supplies that have completed their useful life cycle.

*Term contract or agreement* means a contract in which a source or sources of supply are established to provide for needs for a specified period of time for specified services or supplies at an agreed upon unit price(s).

*Using agency/department* means any department, division, activity, agency, board, commission, or other unit in city government that procures commodities, construction, or services which derive their support wholly or in part from city funds as provided in this article.

*Written or in writing* means the product of any method of forming characters on paper, other materials, or viewable screens, which can be read, retrieved, and reproduced, including information that is electronically transmitted and stored.

(Ord. No. 2013-01, § 5(82-196.2), 2-12-2013)

## **Sec. 82-354. Purchasing and contracts division established; supervision.**

There is hereby established a purchasing and contracts division under the supervision of the director of financial services.

(Ord. No. 2013-01, § 6(82-196.3), 2-12-2013)

## **Sec. 82-355. Responsibilities and authority.**

- (a) *General.* Except as otherwise provided herein, the director of financial services or designee shall have responsibility for the general supervision of the purchasing and contracts division and shall perform all duties required and shall act as the principal public purchasing officer for the city, responsible for the procurement

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of supplies, services and construction in accordance with this article, as well as the disposal of excess equipment or supplies.

(b) *Responsibilities and authority.*

- (1) All purchases of goods and services shall be processed through the purchasing and contracts division. The director of financial services or designee is hereby authorized to promulgate procedures for the requisitioning of supplies and services.
- (2) For all purchases, the director of financial services or designee shall verify that the purchase request has sufficient unencumbered funds to cover the purchase, or that a budget amendment or transfer is in process for approval by the city manager or designee.
- (3) The city manager or designee shall have the authority to approve and execute all procurement-related non-capital improvement purchase orders, contracts, contract amendments and contract renewals in the amount of \$25,000.00 or less, including the making of contracts, not to exceed a duration of three years.
- (4) The city manager or designee shall have the authority to approve and execute all procurement-related capital improvement purchase orders, contracts, contract amendments and contract renewals up to and equal to the amount of the threshold for purchasing category two, currently \$35,000.00, as defined in F.S. § 287.017 or less; provided, however, the city commission may, at the time of the award of applicable improvement project revise such amount for such project only.
- (5) For the purposes of this section, the value of the contract or purchase order shall be the total value, to include existing change orders, contract renewals, renewal options and contract amendments. The city manager and director of financial services, or their designees, may approve contract amendments and contract renewals where the revised value of the contract does not exceed the respective award authority.
- (6) For contracts containing options to renew and initially approved by the city commission pursuant to paragraph (5) of this section, the city manager shall have the authority to exercise options to renew when the option value is within his award authority.

(Ord. No. 2013-01, § 7(82-196.4), 2-12-2013; Ord. No. 2017-011, § 3, 6-13-2017)

**Sec. 82-356. Methods of source selection.**

- (a) *General.* Except as otherwise provided by law, this article or by charter; all contracts of the city involving dollar amounts in excess of the threshold for purchasing category three, as defined in F.S. § 287.017, as amended, shall be awarded through the use of a formal competitive process identified within this section.
  - (1) *Competitive sealed bidding.*
    - a. *Invitation for bid.* An invitation for bid may be issued and shall include specifications and all contractual terms and conditions applicable to the procurement.
    - b. *Public notice.* Adequate public notice of the invitation for bid shall be given a reasonable time, not less than ten calendar days prior to the date set forth therein for the opening of bids, in accordance with procedures as may be promulgated by the director of financial services or designee. The director of financial services or designee shall designate a means of distribution or determination of information to interested parties using methods that are reasonably available. Such methods may include, but are not limited to, publication in newspapers of general circulation, websites designated and maintained for such notification or on a dedicated area on a website maintained by the city, or through the use of vendor list which may be maintained by the

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purchasing and contracts division on an ongoing basis. Publications in newspapers of general circulation must be at least one time, with the notice published in the "Legal Notices" section of the newspaper, at least ten days prior to the bid opening date. Notices published on websites must be posted immediately upon release of the invitation for bid, and remain available to the public until the scheduled bid opening date and time. Such notice shall state the place, date and time of the bid opening. When the projected cost of a city construction project exceeds the bid threshold set forth in F.S. § 255.0525(2), as amended, bids for that project shall be advertised in accordance with procedures outlined in such statute.

- c. *Bid bonds.* When deemed necessary by the director of financial services or designee, bid bonds or deposits may be prescribed in the public notice inviting bids. Unsuccessful bidders shall be entitled to return of surety when the director of financial services or designee has previously required surety. A successful bidder shall forfeit any surety required by the director of financial services or designee upon failure on the part of the bidder to enter into a contract within ten days after the award.
- d. *Addenda.* After an invitation for bid is issued and before the submission deadline, the purchasing and contracts division may issue one or more written addenda for the purpose of clarifying specifications or other matters relating to the bid. The director of financial services or designee may establish a deadline for written questions concerning the bid, after which time, no additional questions will be accepted.
- e. *Bid opening.* The following procedures shall apply to all bid openings:
  - 1. *Sealed.* Bids shall be submitted sealed to the purchasing office and shall be clearly identified in accordance with the terms of the invitation for bid, as bids on the exterior of the envelope or other casing or wrapping sealing the contents of the bid from view.
  - 2. *Copies.* The appropriate number of copies of the bid as required by the invitation for bid shall be required to be submitted prior to bid opening.
  - 3. *Opening.* Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the director of financial services or designee deems appropriate, together with the name of each bidder shall be recorded;
  - 4. *Tabulation.* A tabulation of all bids, and each bid shall be open to public inspection in accordance with the Florida Public Records law.
  - 5. *Late receipt.* No late bids shall be accepted or opened; if received after the date and time called for in the bid notice, late bids shall be returned unopened to the bidder.
- f. *Bid acceptance.* Bids shall be unconditionally accepted without alteration or correction, except as authorized in this article.
- g. *Correction or withdrawal of bids; cancellation of awards.* Correction or withdrawal of inadvertently erroneous bids shall be permitted up to the time of bid opening. Mistakes discovered before bid opening may be withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. Any modification prior to the bid opening must be submitted in a sealed envelope prior to the scheduled opening of the bid.

After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interests of the city or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake may be permitted to withdraw its bid if:

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1. The mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident, or
  2. The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made.

All decisions to permit the correction or withdrawal of bids after bid opening, based on bid mistakes, shall be supported by a written determination made by the director of financial services or designee.

- h. *Bid evaluation.* Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability, such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used, including past performance. No criteria may be used in bid evaluation that is not set forth in the invitation for bids.
- i. *Award.* The contract shall be awarded with reasonable promptness to the lowest, fully responsive and responsible bidder whose bid meets the requirements and criteria set forth in the invitation for bid. Unless specifically authorized by this article, no negotiation is permitted, and the contract award is granted to the lowest priced responsive and responsible bid, which conforms to the requirements set forth in the bid document. In the event all the low responsive and responsible bid for a project exceeds available funds, the director of financial services or designee is authorized, when time of economic considerations preclude re-solicitation, to negotiate a reduced scope of work and an appropriate adjustment of the bid price, including changes in the bid requirements, with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds. In determining the lowest responsive and responsible bidder, in addition to price, city officials may consider other factors that relate directly to the bidder's level of responsibility pursuant to the requirements of subsection 82-356(a)(1)h. of this article, ("methods of source selection, competitive sealed bidding, bid evaluation").
- j. *Award to other than low bidder.* When award of a solicitation is not granted to the lowest priced, a statement of the reason for award to the next lowest responsive and responsible bidders shall be prepared and made a part of the record file.
- k. *Definitions applicable to local business preference.*
  1. *Definitions.* For purposes of this section, the following terms shall have the respective meanings as set forth in this subsection:

*Business location* means a permanent office or other use of property in which a vendor operates, conducts, engages in or carries on all or a portion of its business, provided that the mere use of a post office box shall not be sufficient to constitute a business location under this provision.

*Local business* means a vendor who has a business location within the city, who has a current, valid, city tax receipt certificate and whose business stationery and business cards make a specific reference to a Lauderdale Lakes address.

*Low bid* means a vendor who is qualified to perform the work required under the invitation to bid, meets all conditions of the invitation to bid, and has submitted the lowest price in the bid response, and shall also include the consideration of the following items: the ability and capacity to perform the contract or provide the goods or services required; whether the vendor can perform the contract or provide the goods or services within the time specified in the invitation to bid; the character, integrity, reputation, judgment, experience

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and efficiency of the vendor; the vendor's quality of performance on previous jobs; the vendor's past and current compliance with laws and ordinances; the sufficiency of financial resources and ability to perform the contract or provide the goods or services; the quality, availability, and adaptability of the goods or services to the particular use required; and the ability to provide future maintenance on the contract or goods or services.

*Qualified local business* means a local business which satisfies the requirements under the bid guidelines to perform the services or goods requested.

*Vendor* means a sole proprietorship, partnership, corporation, limited partnership or limited liability corporation which offers to contract with the city for either goods or services.

I. *Local business preference.*

1. *Procedure.*

- i. Notice of option to match low bid. The city shall give a preference to a qualified local business which responds to bid proposals or an invitation to bid in the following manner:
- ii. Preference for local bidders. Except where federal, state or county law mandates to the contrary, or as otherwise provided herein, the city, pursuant to its purchasing authority, shall grant a preference in the amount of five percent of any bid or five points of any proposal score to a local business. Such preference shall apply to quotations, bids or proposals for commodities and services.
- iii. Preference for businesses employing Lauderdale Lakes residents. A vendor located outside of the City of Lauderdale Lakes city limits is considered equivalent to a Lauderdale Lakes vendor and accorded the same preference if it employs a minimum of ten full-time equivalent ("FTE") Lauderdale Lakes residents or Lauderdale Lakes residents constitute 20 percent FTE of the company's local workforce (Broward and Miami-Dade Counties), whichever is larger.
- iv. Application of preferences. Preferences shall be additive and computed as a whole on the bid or proposal. For example, the city, pursuant to its purchasing authority, shall grant a preference in the amount of ten percent of any bid or ten points of any proposal score to a local disadvantaged business. Such preference shall apply to bids or proposals for commodities and services.
- v. If a qualified local business submits a response to either an inquiry made pursuant to informal competitive conditions or a formal invitation to bid, as required in this code, and the original bid of the qualified local business is within ten percent of the low bid, then the city shall give the qualified local business the opportunity to meet the price of the low bid. The order of preference by which the qualified local business shall be given the opportunity to match the low bid shall be from the lowest to the highest bid, as long as the initial bid was within ten percent of the low bid.
- vi. The city shall give the qualified local business written notice of the opportunity to match the price of the low bid within five business days of determining the low bid. There shall only be one valid notice of an opportunity to match the price of the low bid outstanding at any one point in time.





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entitled to return of surety where the director of financial services or designee has requested surety. A successful bidder shall forfeit any surety required by the director of financial services or designee upon failure on the part of the bidder to enter into a contract within ten days after the award.

- d. Addenda. After an invitation for bid is issued and before the actual occurrence of the electronic auction/ reverse auction, the purchasing and contracts division may issue one or more written addenda for the purpose of clarifying specifications or other matters relating to the bid. The director of financial services or designee may establish a deadline for written questions concerning the bid, after which time, no additional questions will be accepted.
  - e. Bid submission. Bid pricing shall be submitted by electronic means in a manner prescribed procedures as prescribed by the director of financial services or designee.
  - f. Acceptance, evaluation and award. Bids shall be accepted, evaluated and awarded consistent with the requirements of subsections 82.356(a)(1) ("methods of source selection, competitive sealed bidding").
- (3) *Competitive sealed proposals (request for proposals).*
- a. When the director of financial services or designee determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the city, a contract may be entered into by the use of the competitive sealed proposal method.
  - b. Public notice. Adequate public notice of the request for proposals (RFP) shall be given in the same manner as provided in subsection 82.356(a)(1)b., ("methods of source selection, competitive sealed bidding, public notice").
  - c. Addenda. After a request for proposals is issued and before the submission deadline, the purchasing and contracts division may issue one or more written addenda for the purpose of clarifying specifications or other matters relating to the RFP. The director of financial services or designee or designee may establish a deadline for written questions concerning the bid, after which time, no additional questions will be accepted.
  - d. Receipt of proposals. Proposals shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. A register of proposals shall be prepared in accordance with regulations, and shall be open for public inspection in accordance with F.S. ch. 119, Florida Public Records Law, as amended.
  - e. Evaluation factors. The request for proposals shall state the criteria to be used in the evaluation of the proposals which shall include their respective relative importances.
  - f. Evaluation committee. The city manager shall appoint an evaluation committee to evaluate and make a recommendation based on the criteria set forth in the request for proposals. The director of financial services or designee shall recommend to the city manager, prospective members for the committee who may include, but shall not be limited to, representatives of the end-user department, including any assigned project manager, or individuals who may possess a level of skill or expertise related to the scope of work. All meetings of an evaluation committee shall be open to the public in accordance with the Florida Sunshine Law, as amended, and public notice shall be conspicuously posted by the city.
  - g. Discussion with responsible offerors and revisions to proposals. As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably acceptable for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of

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proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining BAFOs. In conducting such discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors. In the event of receipt of an adequate number of proposals, which in the opinion of the evaluation committee require no clarification and/or supplementary information, such proposals may be evaluated without discussion or need for presentations.

- h. **Award.** Award shall be made to the responsible offeror whose proposal conforms to the solicitation and is determined in writing to be the most advantageous to the city taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria, except those set forth in the solicitation, shall be used in the evaluation. The contract file shall contain the basis upon which the award is made. The city reserves the right to waive any and all formalities of the proposal procedure and to award the proposal in the best interest of the city.
  - i. **Continuing services contracts.** Continuing services contracts are defined as contracts for professional services entered into in accordance with F.S. § 287.055, whereby a firm provides professional services for projects in which construction costs, and costs for a study activity do not exceed the then current thresholds outlined in F.S. § 287.055, or for work of a specified nature as outlined in the contract required by the city, with no time limitation except the contract must provide a termination clause. Continuing services contracts shall be awarded using a qualifications based selection procedure in accordance with F.S. § 287.055.
- (4) *Invitation to negotiate.*
- a. *Determination of use.* When the director of financial services or designee determines that a procurement request is not suitable for an invitation for bid or request for proposals, and that concurrent negotiation with one or more vendors may be necessary for the city to receive the best value, the director of financial services or designee may procure commodities and contractual services by competitive sealed replies solicited through an invitation to negotiate. This source selection method does not apply to procurements subject to the Consultants' Competitive Negotiation Act, F.S. § 287.055, unless expressly permitted by statute.
  - b. *Public notice.* Adequate public notice of the invitation to negotiate shall be given in the same manner as provided in subsection 82.356(a)(1)b., ("methods of source selection, competitive sealed bidding, public notice")
  - c. *Addenda.* After an invitation to negotiate is issued and before the submission deadline, the purchasing and contracts division may issue one or more written addenda for the purpose of clarifying specifications or other matters relating to the invitation to negotiate. The director of financial services or designee or designee may establish a deadline for written questions concerning the bid, after which time, no additional questions will be accepted.
  - d. *Receipt of competitive sealed replies by invitation to negotiate.* Responses shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. Submittals shall be open for public inspection in accordance with Florida's Public Records Law, as amended.
  - e. *Evaluation criteria.* Responsive replies shall be evaluated and ranked against all evaluation factors or criteria as set forth in the invitation to negotiate, and the evaluation committee shall select based on the ranking, one or more respondents with which to commence negotiations.
  - f. *Evaluation committee.* The city manager shall appoint an evaluation committee to evaluate and make a recommendation based on the criteria set forth in the invitation to negotiate. The director of financial services or designee shall recommend to the city manager, prospective

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members for the committee who may include, but shall not be limited to, representatives of the end user department, or individuals who may possess a level of skill or expertise related to the scope of work.

- g. *Negotiations with respondents.* Negotiations may be conducted with respondents. The city may utilize either sequential or concurrent negotiation methods.
    - 1. *Sequential negotiations.* The city may consider the respondent's statements of qualifications without consideration to price, and may select the most qualified respondents as finalists. The city may conduct interviews with all finalists, and rank the responses without regard to price. Exclusive negotiations as to the scope of work, terms and price may be conducted with the respondent providing the proposal ranked as most advantageous to the city. If an agreement is not reached, the city may commence negotiations with the successive ranked respondents until an agreement is attained.
    - 2. *Concurrent negotiations.* The city may consider the respondent's statement of qualification and price; however, both are subject to future negotiations. The city may select a group of the most qualified respondents as finalists and commence simultaneous negotiations with each regarding the scope of work and price. Final BAFOs may be requested of the finalists. In determining the best value, the negotiation team may re-rank the respondents. Award of a contract is made to the respondent representing the best value to the city.
  - h. *Award.* Contract award shall be made to the respondent whose negotiated agreement is determined to be the best value to the city considering final negotiated pricing and other criteria as specified in the invitation to negotiate. The contract file shall contain the basis upon which the award was made.
- (b) *Selection advisory committee.* There is hereby established a selection advisory committee (SAC) for the purpose of evaluating firms who express interest in contracting with the city for professional services for projects subject to the requirements of the Consultants' Competitive Negotiations Act, F.S. § 287.055, as may be amended from time to time.
- (1) The SAC shall be comprised of the director of financial services or designee, who shall facilitate the committee process, and have voting privileges, the director of public works and development services, the director of financial services, the parks and human services director, the city engineer, the special assistant to the city manager, and the city manager, or their designees who shall be voting members of the committee.
  - (2) All meetings of the SAC shall be subject to and held in conformity with the requirements of the Florida Sunshine Law, as may be amended.
  - (3) All minutes of the meetings of the SAC shall be promptly recorded and the records shall be open to public inspection in accordance with the provisions of Florida's Public Records laws, as may be amended.
  - (4) *Selection procedure.*
    - a. The SAC shall evaluate the statements of qualifications submitted by all proposers, shall conduct discussions with, and may require presentations by no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services; however, if less than three proposals are received, the SAC may interview those firms submitting responses. All expenses, including travel expenses for interview, incurred in the preparation of the proposal shall be borne by the proposer. After presentations and interviews have been completed, the SAC shall rank all responses and determine the response that is most advantageous to the city.

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- b. The ranking of firms shall be based on the SAC's ability to differentiate qualifications applicable to the scope and nature of the request for proposals. Such determination shall be based on, but not necessarily be limited to:
    - 1. The proposer's demonstrated understanding of the city's requirements and plans for meeting those requirements;
    - 2. The professional qualifications, related experience and adequacy of the personnel assigned to the project;
    - 3. The prior experience and references of the proposer;
    - 4. The prior experience, if any, that the proposer has had with the city.
    - 5. All other statutory requirements of the Consultants' Competitive Negotiation Act as applicable to the specific procurement, including whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985.
  - c. Upon reaching consensus on the recommendation by the SAC, the city shall negotiate with the number one ranked firm, and upon completion of negotiations, shall make a recommendation to the city commission for contract award. If negotiations are not successful with the number one ranked firm, the city shall negotiate with the next highest ranked firm.

(Ord. No. 2013-01, § 7(82-196.6), 2-12-2013; Ord. No. 2013-22, §§ 2—4, 9-24-2013; Ord. No. 2017-012, § 2, 6-13-2017)

## **Sec. 82-357. Small purchase procedures.**

- (a) *General.* Any procurement not required to be conducted pursuant to the terms and conditions of section 82-356, ("methods of source selection"), shall be made in accordance with the operational procedures and thresholds for informal small purchases.
- (b) *Delegation of authority.* The director of financial services or designee may establish operational procedures delegating authority for city departments to obtain written or oral quotations and issue small dollar procurements directly to vendors for purchases below the purchasing category three threshold as defined in the most current version of F.S. § 287.017, as amended.
- (c) *[Bidding of electrical work in excess of threshold.]* Electrical work in excess of the threshold provided pursuant to F.S. § 255.20(1), as amended, shall be competitively bid.
- (d) *Requirements for quotations.* The director of financial services or designee, or by a department or division, as delegated by the director of financial services or designee, shall solicit informal quotations by any one or more of the following methods and must document in writing the selected method(s), vendor(s) contacted and the quotes received:
  - (1) By direct mail or requests to prospective vendors;
  - (2) By telephone, facsimile or e-mail;
  - (3) By public notice posting on a city-maintained public electronic bulletin board or bulletin board at city hall;
  - (4) By use of a third-party Internet hosting site;
  - (5) By reverse auction.

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- (e) *Quotation threshold.* The following dollar thresholds shall apply to the requirement for quotations for small market purchases made by the city. The purchasing and contracts division shall develop procedures for processing quotations within the guidelines established.

\$0.00—\$2,499.99	Minimum of one quotation required.
2,500.00—4,999.99	Minimum of three verbal quotations required.
5,000.00—24,999.99	Minimum of three written quotations required.
25,000.00—Formal threshold	Formal written quotations required.

In the event that fewer than three quotations are received in those circumstances where three quotes are required, the city may consider those quotations received; however, the director of financial services or designee reserves the right to validate the availability of suppliers for an item or service.

- (f) *Recording.* The director of financial services or designee shall maintain a record of all small purchases and the quotations submitted in competition thereon, and such records shall also be open to public inspection.
- (g) *Procurement cards.* The director of financial services or designee shall have the authority to issue city procurement cards to employees at the request of the department director. The director of financial services or designee shall develop operational policies and procedures for the use of the procurement cards, which shall be adopted as an administrative policy.
- (h) *Petty cash.* The director of financial services may promulgate rules and regulations governing petty cash purchases, as appropriate.
- (i) *Unauthorized purchasing practices.* An unauthorized purchase occurs when any employee of the city orders, contracts for or buys any materials, supplies or services outside the purview of the City Charter and/or this article. Any individual making an unauthorized purchase may be subject to disciplinary actions as appropriate, which may include termination and/or prosecution. The following are unauthorized purchasing practices:
- (1) Artificially dividing purchases into multiple segments in an attempt to issue single orders below the dollar threshold requirements as established herein (also known as "bid-splitting," "stringing" or "splitting purchase orders") is prohibited.
  - (2) Purchasing any supplies or services above the thresholds delineated herein directly from a vendor, by-passing the purchasing and contracts division.
  - (3) Committing to a purchase without issuance of an authorized purchase order, when one is required.
  - (4) Obtaining items available on an existing city term contract from a supplier that does not hold the contract.
  - (5) Providing false information such as false quotations (without actually contacting and obtaining a quotation, bid or proposal from a vendor).
  - (6) Adding unauthorized purchases to previously approved purchase orders without approval of the appropriate approval authority and subsequent modification of the purchase order.
- (j) *Change orders.* The city manager or designee is authorized to approve and initiate change orders determined in the judgment of the city manager or designee to be in the public interest as follows:
- (1) All change orders decreasing the cost of the contract to the city; providing, however, such decrease does not materially alter the character of the work contemplated by the contract.
  - (2) All change orders increasing the cost of the contract to the city, where the total revised cost of the contract does not exceed the formal competitive purchasing category two threshold as defined in the

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most current version of F.S. § 287.017(3), as amended, provided that sufficient budgeted funds are available.

- (3) All other change orders must be formally approved by the city commission before work may be authorized to begin; and no claim against the city for extra work in furtherance of such change order shall be allowed unless prior written authorization has been provided, notwithstanding any other provision, contractual or otherwise.
- (4) Change orders shall not artificially be distributed or divided so as to bring the amount within the approval level of the city manager, and any such proposed change order shall include within it all logically connected work required to be done at the time of the proposal.
- (5) Work defined by the scope of a change order may not be commenced until obtaining final approval of the change order, except where such work is of an emergency nature as defined in subsection 82-358(c) "emergency procurements".

(Ord. No. 2013-01, § 8(82-196.7), 2-12-2013)

### **Sec. 82-358. Exclusions and exceptions to bid and proposal requirements.**

(a) *Exclusions.* This article shall not apply to:

- (1) The procurement of dues and memberships in trade or professional organizations; registration fees for trade and career fairs, subscriptions for periodicals and newspapers; advertisements; postage; expert witness; legal and mediation services; lobbying services; abstracts of title for real property; title searches and certificates; title insurance for real property; real estate appraisal services; water, sewer, telecommunications and electric utility services; copyrighted materials or patented materials including, but not limited to, technical pamphlets, published books, maps, testing or instructional materials; fees and costs of job-related seminars and training;
- (2) Goods purchased with petty cash or city procurement cards in accordance with the city's petty cash and procurement card procedures;
- (3) Items purchased for resale to the general public; for example, supplies for a city-owned concession area;
- (4) Purchase of groceries;
- (5) Artistic services or works of art;
- (6) Travel expenses, hotel accommodations and hotel services;
- (7) City-sponsored events held at venues not owned by the city;
- (8) Entertainment and entertainment-related services for city-sponsored events;
- (9) Purchase of motor vehicle license plates from a governmental agency;
- (10) Persons or entities retained as "expert consultants" to assist the city in litigation, or in threatened or anticipated litigation;
- (11) Educational or academic programs;
- (12) Health services involving examination, diagnosis, treatment, prevention, medical consultation, or administration;
- (13) Auditing services that are not subject to the requirements of F.S. ch. 218, pt. III;
- (14) The purchase of items critical to the security of city facilities; and

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- (15) Any services identified in F.S. § 287.057, as may be amended from time to time, as being exempt from competitive bid/request for proposal requirements.
- (b) *Sole and single source procurements.*
- (1) A contract may be awarded for a supply, service, or construction item without competition when the director of financial services or designee determines in writing that there is only one economically feasible source for the required supply, service, or construction item, or when requirements for standardization, warranty, geographic and territorial restrictions, or other factors create a situation where competition is either not feasible or practicable.
  - (2) The director of financial services or designee shall conduct negotiations, as appropriate, regarding price, delivery and terms. The city department requesting a single, or sole source procurement must submit a written request to the director of financial services or designee for approval, which must be accompanied by a written justification signed by the department head. The justification must document the purpose of the purchase, the reason(s) for the single or sole source purchase, and a summary of attempts to obtain competition.
  - (3) Sole source purchase requests in excess of the purchasing category three threshold as defined in F.S. § 287.017, as amended, may be approved by the city commission. A record of sole source purchases shall be maintained by the city and shall list each vendor's name, the amount and type of each contract and a listing of the item(s) procured under each contract.
- (c) *Emergency procurements.*
- (1) Notwithstanding any other provision of this article, the city manager or designee may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety under emergency conditions, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. Prior to the issuance of the purchase order, or within five working days from the time the procurement is made, a written determination of the basis for the emergency and for the selection of the particular contractor shall be provided by the city manager to the city commission and included in the contract file.
  - (2) The city manager is authorized to determine if an emergency exists for purposes of emergency purchases and procurements. If an emergency does exist, the city manager shall authorize emergency expenditures for the procurement or temporary acquisition of supplies, equipment and services necessary to meet the city's needs as a result of the emergency, and may delegate authority for a department head or other designee to secure emergency proposals. The city manager, the director of financial services or designee shall endeavor to secure proposals from at least two separate sources. If vendor other than the low responsible responsive vendor is selected, a written determination of the basis for the selection should be included in the contract file.
  - (3) Any emergency procurement exceeding the award authority of the director of financial services or designee or the city manager shall be reported to the city commission in writing or at a city commission meeting, no later than ten working days after the determination that the emergency situation has been stabilized and that no further emergency expenditures are required. The city manager shall make a full disclosure of all emergency expenditures made pursuant to this section to the city commission at the next regular meeting of the city commission.
- (d) *Cooperative purchasing.* When deemed to be in the best interests of the city, the director of financial services or designee may participate in, sponsor, conduct or administer contracts under a cooperative purchasing program with one or more governmental units for the procurement of any supplies, services, or construction. Such cooperative purchasing programs may include, but not be limited to, joint or multiparty contracts between public procurement units and open ended public procurement term contracts that are made available to other governmental units.



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- (e) *Purchases from other governmental entities.* Purchases of goods or services from the federal government, any state or political subdivision thereof, or any municipality are exempt from the requirements of this section.
  - (f) *Purchases of goods or services from contracts awarded by other governmental or not-for-profit entities by a formal competitive selection process.* The purchase of goods or services under a contract awarded by the United States Government or another governmental or not-for-profit entity by a formal competitive process is authorized provided the director of financial services or designee makes a determination that time, expense and marketplace factors make it financially advantageous for the city to do so.
  - (g) *Professional services.* Contracts for the service of professionals, including, but not limited to, the practice of law, management consulting, medicine, real estate appraisal, or other area of expertise as determined by the city manager or designee to be in the best interest of the city, and not otherwise subject to the requirements of F.S. § 287.055, as amended, may be entered into without competitive bidding, however, qualifications, work history and other relevant data shall be reviewed before entering into such contracts. Professional services contracts that exceed the threshold established in subsection 82-356(a) of this code, ("methods of source selection"), will require approval by the city commission.
  - (h) *Owner direct purchase.* A contract may be awarded for supplies or materials without competition where such supplies or materials are being procured by the city as an owner direct purchase for incorporation into a public works project, the contract for which was previously awarded by the city, which prior award included the cost of such supplies and materials. In such event, the city shall procure the supplies or materials in accordance with Florida Statutes and regulations related to owner-direct purchases by governmental entities.
  - (i) *Waiver of procurement procedures.* The city commission may authorize the waiver of procurement procedures upon the recommendation of the city manager that it is in the city's best interest to do so to obtain goods and services which cannot be acquired through the normal purchasing process due to insufficient time, the nature of the goods or services, or other factors. Purchases authorized by the waiver process shall be acquired with such competition as is practicable under the circumstances and only after a good faith review of all available sources and negotiation as to price, delivery and terms. There shall be no waiver of procurement procedures for procurements that are subject to the provisions of F.S. § 287.055 or § 255.20, as amended.

(Ord. No. 2013-01, § 9(82-196.8), 2-12-2013)

## **Sec. 82-359. Bonds and security requirements.**

- (a) *Bid security.*
  - (1) *[Submission.]* The director of financial services or designee may require the submission of a bid security to guarantee full and faithful performance of a solicitation. In determining the amount and type of bid security required, the director of financial services or designee or designee shall consider the nature of the solicitation and performance required to protect the city during the term of the contract. Bid security shall be a bond provided by a surety company licensed to do business in the State of Florida or the equivalent in cash or otherwise supplied in a form satisfactory to city and approved by the director of financial services or designee.
  - (2) *Amount of security.* Bid security shall be in an amount equal to at least five percent of the amount of the bid.
  - (3) *Rejection of bids for noncompliance with bid security requirements.* When the invitation for bids requires security, noncompliance requires that the bid be rejected unless, pursuant to regulations, it is determined that the bid fails to comply in a non-substantial manner with the security requirements.

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- (4) *[Bid withdrawal.]* If a bidder is permitted to withdraw its bid before award as provided in subsection 82-356(a)(1)g, ("methods of source selection, "correction or withdrawal of bids; cancellation of awards"), no action shall be taken against the bidder or the bid security.
- (b) *Performance and payment bonds.*
- (1) *[Construction contracts in excess of \$200,000.00]* When a construction contract is awarded in excess of \$200,000.00, the following bonds as security shall be delivered to the city and shall become binding on the parties upon execution of the contract as required in F.S. § 255.05 and F.S. § 713.01, as either statute may be amended:
- a. *Performance bond.* Required to ensure the completion of a project in the event of contract breach or forfeiture by the contractor.
  - b. *Payment bond.* Required to ensure the payment of sub-contractors and suppliers to a contractor, for work completed in the event of contract breach or forfeiture by the contractor.
- (2) *When required.*
- a. The director of financial services or designee shall require performance and payment bonds for all contracts for the construction of a public building or public work, or for repairs upon a public building or a public work whose estimated construction cost exceeds the thresholds established by subsection 82-359(b)(1).
  - b. Performance and payment bonds may also be required, at the discretion of the director of financial services or designee, for construction work estimated to cost less than the thresholds established by F.S. § 255.05, as amended. Performance and payment bonds shall be executed by a surety company authorized to do business in the State of Florida in an amount equal to 100 percent of the contract price or otherwise secured in a manner satisfactory to the city. The bonds shall be recorded in the public records of Broward County, Florida.
- (3) *Reduction of bond amounts.* The director of financial services or designee shall be authorized to reduce the amount of performance and payment bonds when conditions warrant, and when there is no statutory requirement for performance and payment bonds.
- (4) *[Alternate forms of security.]* In lieu of a performance and payment bond, the city may accept cash, money order, certified check, cashier's check, or irrevocable letter of credit in the amount of 100 percent of the contract price. Such alternate form of security shall be for the same purpose and shall be subject to the same conditions as a performance and payment bond.
- (c) *Guidelines and standards for surety companies.* The director of financial services or designee in consultation with the city's human resources and risk management director may establish minimum guidelines and standards for surety companies providing performance and payment bonds to the city on behalf of a contractor.
- (d) *Use of city forms.* The city reserves the right to require that all bid sureties, performance and payment bonds be submitted on forms prescribed by the city. The director of financial services or designee shall include copies of any prescribed bond forms as a part of the solicitation document provided to bidders and proposers.

(Ord. No. 2013-01, § 10(82-196.9), 2-12-2013)

## **Sec. 82-360. Insurance requirements.**

The director of financial services or designee with the concurrence of the human resources and risk management director may establish guidelines for determining the type and minimum limits of liability, workers'

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compensation and other forms of insurance coverage that may be required for each type of contract. The City of Lauderdale Lakes shall be named as an additional insured for any required general liability coverage. From time to time, the city may require a contractor or consultant to provide the city with professional liability errors and omissions coverage. Firms unable to comply with the requirements of this section may be considered to be non-responsive vendors and precluded from doing business with the city.

(Ord. No. 2013-01, § 11(82-196.10), 2-12-2013)

### **Sec. 82-361. Types of contracts and contract administration.**

- (a) *General.* Firm fixed price contracting is the preferred method; however, any type of contract which will promote the best interests of the city may be used; provided that the use of a cost-plus-a-percentage-of-cost contract is prohibited. A cost-reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the city than any other type or that it is impracticable to obtain the supplies, services, or construction required, except under such a contract.
- (b) *Multi-year contracts.*
  - (1) *Specified period.* Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the city provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds for such contract.
  - (2) *Use.* A multi-year contract is authorized where:
    - a. Estimated requirements cover the period of the contract and are reasonably firm and continuing; and
    - b. Such a contract will serve the best interests of the city by encouraging effective competition or otherwise promoting efficiencies in city procurement.
  - (3) *Cancellation due to unavailability of funds in succeeding fiscal periods.* When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor shall be paid for any work, supplies or services already delivered under the contract. This provision shall be disclosed in all solicitations required by this article.
- (c) *Contract administration.* The director of financial services or designee shall establish operational procedures to maintain a contract administration system designed to ensure that a contractor is performing in accordance with the solicitation requirements for which the contract was awarded and the terms and conditions of the contract.
- (d) *Contingent contracts.* The use of contingent contracts is prohibited.

(Ord. No. 2013-01, § 12(82-196.11), 2-12-2013)

### **Sec. 82-362. Specifications.**

- (a) *Maximum practicable competition.* All specifications and statements of work used for formal competitive solicitations shall be drafted to promote overall economy for the purposes intended, to encourage competition in satisfying the city's needs, and shall not be unduly restrictive. This requirement shall apply to all specifications including, but not limited to, those prepared for the city by outside sources.

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- (b) *Required characteristics.* All specifications should include required characteristics for performance and design. To the extent practicable, and unless otherwise permitted by this article, all specifications shall describe the city's requirements in a manner that does not unnecessarily exclude a material, service or construction item. All specifications and statements of work used for competitive solicitations are subject to the final approval of the director of financial services or designee.
  - (c) *Relationship with user departments.* The director of financial services or designee shall obtain expert advice and assistance from personnel of user departments in the development of specifications and may delegate to a user department the authority to prepare and utilize its own specifications.

(Ord. No. 2013-01, § 13(82-196.12), 2-12-2013)

### **Sec. 82-363. Procurement of construction and professional design services.**

- (a) *Procurement of construction delivery methods.* Contracts for construction services shall be procured in accordance with Florida Statutes and with established procurement procedures and delivery methods approved by the director of financial services or designee. Construction delivery methods may include, but are not limited to, design-bid-build, design/build, construction manager-at-risk, task order-contracting, fixed price, or other approved methods.
- (b) *Bonds and insurance requirements for construction projects.* The city shall require bonds and insurance from contractors for construction projects as prescribed in sections 82-352, "bonds and security requirements" and 82-360, "insurance [requirements]" of this article.
- (c) *Professional design services.* Contracts for professional design services, including architectural, professional engineering, landscape architecture or registered surveying or mapping services must be procured in accordance with the Consultants' Competitive Negotiations Act, F.S. § 287.055, as amended, in accordance with the requirements of subsection 82-196.6(a)(2) of this article, ("methods of source selection; competitive sealed proposals") utilizing a qualifications-based procurement process which shall not permit the use of price as an evaluation factor.

(Ord. No. 2013-01, § 14(82-196.13), 2-12-2013)

### **Sec. 82-364. Appeals and remedies.**

- (a) *Applicability.* This section shall apply to protests by bidders and proposers regarding claims made by contractors holding a city contract, and shall only apply to protests by bidders or offerors when the city manager recommends a purchase in excess of the city's formal competitive threshold as established in subsection 82-356(a) "methods of source selection", "general".
  - (1) *Protests; right to protest.* Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the director of financial services or designee. The protest shall be submitted in writing within five business days after such aggrieved person knows or should have known of the facts giving rise thereto.
  - (2) *Contract claims.* All claims by a contractor against the city relating to a contract shall be submitted in writing to the director of financial services or designee. The contractor may request a conference with the director of financial services or designee on a submitted claim. Claims include, without limitation, disputes arising under a contract and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or rescission.
  - (3) *Service of a protest.* Service of a protest by mail or courier shall not expand the time frame period allowed for delivery of a protest.

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- (b) *Authority to resolve protests and contract claims.*
- (1) *Protests.* The director of financial services or designee, after consulting with the city attorney, shall have the authority consistent with this article to settle and resolve a protest of an aggrieved bidder, offeror, or contractor, actual or prospective, concerning the solicitation or award of a contract.
  - (2) *Contract claims.* The director of financial services or designee, after consulting with the city attorney, shall have the authority to resolve contract claims, subject to the approval of the city manager or city commission, as applicable, regarding any settlement that will result in a change order or contract modification.
- (c) *Decision.* If a protest brought pursuant to subsection (a) of this section is not resolved by mutual agreement, the director of financial services or designee shall promptly issue a decision in writing to the protesting party upholding or denying the protest or staying the award process for further investigation. A copy of the decision shall be mailed or otherwise furnished to the protestant or claimant and any other party intervening. The decision shall state the reasons for the action taken.
- (d) *Finality of decision.* A decision under subsection (c) of this section shall be final unless within three business days from the date of receipt of the decision, the protestant or claimant files a written appeal with the city manager.
- (e) *Authority of the city manager.* The city manager shall have the jurisdiction to review and determine any appeal by an aggrieved party from a determination by the director of financial services or designee regarding a protest or contract claim. Such decision shall be final and conclusive.
- (f) *Protest limitations.* A written protest may not challenge the relative weight of evaluation criteria or a formula for assigning points.
- (g) *Protest bond required.* Upon the filing of a formal written protest the contractor or vendor shall post a bond, payable to the City of Lauderdale Lakes, in an amount equal to five percent of the total bid or estimated contract amount, or \$5,000.00, whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protesting contractor or vendor in the event the protest is resolved adversely to the protester. An irrevocable letter of credit or other form of approved security, payable to the city, will be accepted. Failure to submit a bond simultaneously with the formal written protest shall invalidate the protest and the city may proceed to award the contract as if the protest had never been filed.
- (h) *Consideration of timely protests.* The city's consideration of a timely written protest shall not necessarily stay the award process, as may be in the best interest of the city. The director of financial services or designee, through the city manager, may recommend to the city commission to render moot any written protest that is overtaken by events, in which case the city commission may abate or dismiss such protest.
- (i) *Timely submittal of protest or appeal required.* Failure of a party to submit timely a written protest to the director of financial services or designee within the time provided in this section shall constitute a waiver of such party's right to protest pursuant to this section.
- (j) *Costs.* Any and all costs incurred by a protesting party in connection with a protest pursuant to this section shall be the sole responsibility of the protesting party.

(Ord. No. 2013-01, § 15(82-196.14), 2-12-2013)

## **Sec. 82-365. Authority to debar or suspend.**

- (a) *Authority.* The city manager or designee, after reasonable notice to the person involved and reasonable opportunity for that person or firm to be heard, is authorized to debar a vendor or bidder for cause from consideration for award of contracts. Debarment shall not be for a period of more than three years.

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- (b) *Causes for debarment or suspension.* The causes for debarment or suspension include the following:
- (1) Conviction for the commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
  - (2) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a contractor;
  - (3) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals or contracts;
  - (4) Violation of contract provisions, as set forth below, of a character which is regarded by the city manager or designee to be so serious as to justify debarment action:
    - a. Deliberate failure without good cause to perform in accordance with the contract documents or within the time limit provided in the contract; or
    - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
    - c. Refusal to perform a contract after a contract is accepted by the city and awarded to the vendor;
    - d. Any other cause the director of financial services or designee determines to be so serious and compelling as to affect the responsibility as a contractor, including, but not limited to, debarment by another governmental entity for any cause listed in regulations; and
    - e. Violation of the ethical standards set forth in section 82-366 (ethics in public contracting).
- (c) *Decision.* The director of financial services or designee shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken.
- (d) *Notice of decision.* A copy of the decision under subsection 82-365(c) shall be mailed or otherwise furnished immediately to the debarred or suspended person and any other party intervening.
- (e) *Appeal.* A decision under subsection 82-365(c) shall be final unless within ten calendar days from the date of receipt of the decision, the protestant or claimant files a written appeal with the city manager.
- (f) *Authority of the city manager.* The city manager shall have the jurisdiction to review the financial services' decision regarding suspension or debarment and decide whether, or the extent to which, the debarment or suspension was in accordance with this section, was in the best interest of the city, and was fair. Such decision by the city manager shall be final and conclusive.

(Ord. No. 2013-01, § 16(82-196.15), 2-12-2013)

## **Sec. 82-366. Ethics in public contracting.**

- (a) *Standards of ethical conduct.*
- (1) *Ethical standards for employees.* Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the city employee's or elected official's duties is a breach of a public trust.
  - (2) *Ethical standards for non-employees.* Any effort to influence any public employee to breach the standards of ethical conduct set forth in this section is also a violation of this article.

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(b) *Standards of conduct for employees, public officials and suppliers.*

- (1) *Failure to follow proper procurement procedures.* It shall be a violation of this section for any employee to order, contract for or purchase any materials, supplies or services except in strict compliance with all procurement procedures as provided herein or as established by administrative policy of the city.
- (2) *Solicitation or acceptance of gifts.*
  - a. No city official or employee shall solicit or accept anything of value from any vendor or bidder, including a gift, loan, reward, promise of future employment, favor or service, based upon any understanding that the actions of that official or employee would be influenced thereby.
  - b. No bidder, supplier, vendor or contractor shall solicit or provide anything of value to any city official or employee.
- (3) *Doing business with the city.* No city officer, agent, employee nor any elected public official acting in his or her official capacity shall directly or indirectly purchase, rent or lease any realty, goods or services for the city from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director or proprietor or in which the official or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. No city official or employee, acting in a private capacity, shall rent, lease or sell any realty, goods or services to the city.
- (4) *Unauthorized compensation.* No city officer, agent or employee or his or her spouse or child shall, at any time, accept any compensation, payment or thing of value when that person knows, or with the exercise of reasonable care, should know, that it was given to influence action in which the official or employee was expected to participate in his or her official capacity.
- (5) *Conflicting employment or contractual relationship.* No city officer, agent or employee through outside employment or contractual relationship shall have any financial interests in the profits of any contract, service or other work performed by the city; nor personally profit directly or indirectly from any contract, purchase, sale or service between the city and any person or company through a relationship with any business entity which is doing business with the city. This section, however, shall not be construed to prevent any officer, agent or employee from accepting other employment or following any pursuit which does not interfere with the full and faithful discharge of the officer or employee's duties in his or her employment with the city.
- (6) *Contingent fees.* No city official or employee shall be retained, or shall retain a person, to solicit or secure a city contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.
- (7) *Confidential information.* No city official or employee shall disclose or use any information not available to members of the general public and gained by reason of his or her official position for his or her personal gain or benefit or for the personal gain or benefit of any other person or business entity.
- (8) *Prohibition against lobbying.*
  - a. During the solicitation of any bid or proposal, any firm and its agents, officers or employees who intend to submit, or who have submitted, bids or proposals shall not lobby, either individually or collectively, any city commission members, candidates for city commission or any employee of the city. Contact should only be made through regularly scheduled commission meetings, or meetings scheduled through the purchasing and contracts division for purposes of obtaining additional or clarifying information. Any action, including meals, invitations, gifts or gratuities by a submitting firm, its officers, agents, or employees shall be within the purview of this prohibition and shall result in the immediate disqualification of that firm from further consideration.

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- b. During a formal solicitation process, contact with personnel of the city other than the director of financial services or designee or designated representative regarding any such solicitation may be grounds for elimination from the selection process.

(Ord. No. 2013-01, § 17(82-196.16), 2-12-2013)

### **Sec. 82-367. Surplus tangible property.**

- (a) *Determination that property is surplus.* At least once annually, each department shall review city inventory and make a determination of city property that should be classified as surplus; however, at any time during the fiscal year a department may identify property as being surplus.
- (b) *Disposition of surplus property.* The director of financial services or designee shall have the responsibility to dispose of any city tangible property that exists on the official municipal inventory, that is obsolete, worn out, excess, scrapped, or not cost effective to repair.
  - (1) Using departments shall submit to the director of financial services or designee, at such time and on such forms that may be prescribed, reports showing stock of all supplies which are no longer used or which have become obsolete, worn out, excess, scrapped or that are not cost effective to repair. The using department may suggest a dollar value per item or per lot of items; however, such suggestion shall not constitute the minimum sale amount.
  - (2) The director of financial services or designee shall have the authority to dispose of surplus property by the method or methods deemed to be most advantageous, convenient and economical to the city. Methods of disposal of surplus stock may include, but not be limited to, the use of competitive sealed bids, public auction, including internet auctions, established markets, sales at posted prices, or trade-in for new equipment as may be prescribed for the individual situation.
  - (3) Property that has been declared surplus that has a book value of greater than \$5,000.00 shall be disposed of by authorization of the city commission.
  - (4) Property which has been declared surplus may be donated to an outside agency at the discretion of the city manager or designee. The city manager or designee shall report any donations with a book value of greater than \$5,000.00 to the city commission at its next regularly scheduled meeting.
  - (5) Property which is in a wrecked, inoperative or partially dismantled condition, or which has deteriorated to the point that it has no apparent monetary value, or may pose a potential risk to the city if disposed of through a sale, may be discarded as trash in an environmentally acceptable method, upon receipt of written approval by the director of financial services or designee.
  - (6) In the event that either the competitive sealed bid or public auction methods for disposal are used, notice of a proposed sale of property shall be publicly noticed by advertisement in a newspaper of general circulation within the city, or by electronic notice published on the Internet at least one week prior to the scheduled sealed bid or auction. The property shall be available to prospective buyers for inspection in advance of the bid opening or auction.
  - (7) Competitive sales of surplus property shall be made to the highest responsive and responsible bidder.
- (c) *Surplus proceeds.* The proceeds from any sale of city property, less selling expenses if applicable, shall be deposited into the fund which purchased the property.

(Ord. No. 2013-01, § 18(82-196.17), 2-12-2013)



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**Sec. 82-368. Surplus real property.**

- (a) *General.* Upon the city commission's determination that continued ownership of any parcel of real estate is no longer necessary, appropriate, required for the use of, profitable to, or for the best interests of the city, the commission shall authorize by resolution or ordinance the sale or other disposition of such real estate. No sale or conveyance shall be deemed authorized except as provided in the authorizing resolution or ordinance.
- (b) *Appraisal required.* Prior to the sale or other disposition of any city-owned real property, an appraisal shall be obtained unless the city commission finds that, due to exigent or other circumstances, an appraisal would not be in the best interest of the city. For platted, undeveloped residential property, a recent appraisal of comparable property located in the same vicinity of the subject property may be utilized to satisfy the appraisal requirement. For purposes of this section, a "recent" appraisal shall mean one that was prepared not more than 12 months prior to the proposed date of sale or other disposition.

(Ord. No. 2013-01, § 19(82-196.18), 2-12-2013)

**Sec. 82-369. Acceptance of donations.**

Donations other than sponsorships of city events, with an estimated value exceeding \$5,000.00, shall be approved by the city commission prior to acceptance.

(Ord. No. 2013-01, § 20(82-196.19), 2-12-2013)

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement: No

Title

DISCUSSION REGARDING SENIOR EXEMPTION (SPONSORED BY VICE MAYOR SPENCE)

Summary

This is a discussion regarding the process and the impact of adopting a City Senior Exemption.

Staff Recommendation

Background:

See the attached memorandum.

Funding Source:

n/a

Fiscal Impact:

Sponsor Name/Department: Mark Spence, Vice Mayor

Meeting Date: 3/25/2024

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Senior Exemption Memorandum	Cover Memo
<input type="checkbox"/>	Exhibit A	Exhibit



## MEMORANDUM

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**TO:** Mark Spence, Vice Mayor

**THRU:** Treasa Brown-Stubbs, City Manager

**FROM:** Asheley A. Hepburn, Financial Services Director

**DATE:** March 15, 2024

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The Senior Exemption is governed by Florida State Statute. It allows municipalities to provide up to \$50,000 as an exemption towards a property owners primary residency based upon the property owner being a minimum age of 65 and income not to exceed \$20,000. Additionally, the homeowner's Just Property Value must not exceed \$250,000 and maintained permanent residence as the owner for at least 25 years. A municipality must pass by an ordinance authorizing the additional homestead exception in compliance with Florida Statute 196.075 (4) (a-d).

City staff has reviewed the impact of the City of Lauderdale Lakes granting an additional homestead exception to seniors who meet the stated qualification as outlined in the Florida Statute 196.075. Based upon staff's review, 694 parcels would qualify for the exemption based upon those parcel that currently receive the exemption through the County. However only 203 parcels would benefit from the additional homestead exemption because 491 parcels after receiving the County's Senior Exemption have a taxable value of 0. If the City provides an additional homestead exemption to seniors who qualify for the exemption in accordance with Florida Statute 196.075 (4) (a-d), 201 parcels will be impacted and the City will lose City Wide Ad Valorem taxes estimated to be \$38,059. See Exhibit A for the detail impact of granting the Senior Homestead Exemption.

City of Lauderdale Lakes  
Impact of Granting \$50K  
Senior Homestead Exemption

Exhibit A

FOLIO	NUMBER	USE	COD	JUST LAND VALUE	JUST BUILDING VALUE	NEW SOH VALUE	NEW SB SOH VALUE	HE1 AMOUNT	HE2 AMOUNT	CITY TAXABLE	Impact of Loss Ad Valorem Tax
494125GK1260	04			9,830.00	88,470.00	98,300.00	98,300.00	25,000.00	-	49,150.00	422.69
494230090530	01			41,750.00	330,420.00	122,980.00	122,980.00	25,000.00	25,000.00	47,980.00	412.63
494219150500	01			41,010.00	350,360.00	122,280.00	122,280.00	25,000.00	25,000.00	47,280.00	406.61
494124080550	01			74,420.00	401,610.00	121,870.00	121,870.00	25,000.00	25,000.00	46,870.00	403.08
494124140490	01			40,520.00	298,190.00	121,410.00	121,410.00	25,000.00	25,000.00	46,410.00	399.13
494113120740	01			46,420.00	319,320.00	121,170.00	121,170.00	25,000.00	25,000.00	46,170.00	397.06
494230090380	01			41,750.00	336,990.00	120,540.00	120,540.00	25,000.00	25,000.00	45,540.00	391.64
494124130900	01			21,930.00	193,260.00	120,470.00	120,470.00	25,000.00	25,000.00	45,470.00	391.04
494124010270	01			35,750.00	273,770.00	120,150.00	120,150.00	25,000.00	25,000.00	45,150.00	388.29
494124100430	01			39,950.00	374,860.00	119,790.00	119,790.00	25,000.00	25,000.00	44,790.00	385.19
494230101020	01			60,210.00	339,860.00	119,480.00	119,480.00	25,000.00	25,000.00	44,480.00	382.53
494124130950	01			22,030.00	210,830.00	119,400.00	119,400.00	25,000.00	25,000.00	44,400.00	381.84
494124010020	01			38,500.00	243,500.00	118,650.00	118,650.00	25,000.00	25,000.00	43,650.00	375.39
494124BB0600	04			11,420.00	102,790.00	81,360.00	94,830.00	25,000.00	-	43,640.00	375.30
494125CA0220	04			10,740.00	96,680.00	84,470.00	94,560.00	25,000.00	-	43,620.00	375.13
494124120520	01			41,920.00	316,110.00	118,410.00	118,410.00	25,000.00	25,000.00	43,410.00	373.33
494124130880	01			21,930.00	167,270.00	118,060.00	118,060.00	25,000.00	25,000.00	43,060.00	370.32
494219150060	01			37,980.00	345,010.00	122,860.00	122,860.00	25,000.00	25,000.00	42,860.00	368.60
494219150490	01			52,130.00	411,980.00	121,850.00	121,850.00	25,000.00	25,000.00	41,850.00	359.91
494219140390	01			37,950.00	330,770.00	116,360.00	116,360.00	25,000.00	25,000.00	41,360.00	355.70
494219120970	01			37,950.00	312,440.00	116,340.00	116,340.00	25,000.00	25,000.00	41,340.00	355.52
494124100540	01			48,260.00	313,260.00	115,940.00	115,940.00	25,000.00	25,000.00	40,940.00	352.08
494219100510	01			39,950.00	375,370.00	115,660.00	115,660.00	25,000.00	25,000.00	40,660.00	349.68
494124DG0150	04			11,050.00	99,490.00	66,240.00	81,290.00	25,000.00	-	40,220.00	345.89
494230070610	01			39,990.00	310,940.00	119,840.00	119,840.00	25,000.00	25,000.00	39,840.00	342.62
494219031170	01			38,120.00	237,290.00	114,630.00	114,630.00	25,000.00	25,000.00	39,630.00	340.82
494219100700	01			44,690.00	395,620.00	119,150.00	119,150.00	25,000.00	25,000.00	39,150.00	336.69
494219071360	01			36,120.00	410,370.00	124,060.00	124,060.00	25,000.00	25,000.00	39,060.00	335.92
494125HM0020	04			9,830.00	88,470.00	65,400.00	76,050.00	25,000.00	-	38,500.00	331.10
494230090880	01			50,190.00	315,130.00	118,210.00	118,210.00	25,000.00	25,000.00	38,210.00	328.61
494230011310	01			49,960.00	350,420.00	113,190.00	113,190.00	25,000.00	25,000.00	38,190.00	328.43
494125GK0330	04			11,250.00	101,200.00	112,450.00	112,450.00	25,000.00	25,000.00	37,450.00	322.07
494124010330	01			38,500.00	281,800.00	112,360.00	112,360.00	25,000.00	25,000.00	37,360.00	321.30
494219080220	01			37,970.00	335,960.00	117,350.00	117,350.00	25,000.00	25,000.00	37,350.00	321.21
494219010260	01			33,650.00	237,770.00	112,220.00	112,220.00	25,000.00	25,000.00	37,220.00	320.09
494230100830	01			37,950.00	284,220.00	111,390.00	111,390.00	25,000.00	25,000.00	36,390.00	312.95
494219030640	01			33,440.00	299,600.00	110,760.00	110,760.00	25,000.00	25,000.00	35,760.00	307.54
494125GK0660	04			9,830.00	88,470.00	60,890.00	75,280.00	25,000.00	-	34,760.00	298.94
494219150720	01			52,700.00	419,570.00	114,750.00	114,750.00	25,000.00	25,000.00	34,750.00	298.85
494124010940	01			35,750.00	229,230.00	109,730.00	109,730.00	25,000.00	25,000.00	34,730.00	298.68
494219101520	01			42,900.00	370,240.00	114,490.00	114,490.00	25,000.00	25,000.00	34,490.00	296.61
494230100050	01			38,070.00	371,110.00	109,440.00	109,440.00	25,000.00	25,000.00	34,440.00	296.18
494230110550	01			48,760.00	335,140.00	113,690.00	113,690.00	25,000.00	25,000.00	33,690.00	289.73
494230031101	01			58,280.00	277,580.00	108,260.00	108,260.00	25,000.00	25,000.00	33,260.00	286.04
494124080040	01			38,100.00	255,520.00	108,240.00	108,240.00	25,000.00	25,000.00	33,240.00	285.86
494219110970	01			37,950.00	314,290.00	107,950.00	107,950.00	25,000.00	25,000.00	32,950.00	283.37
494219050540	01			36,660.00	297,670.00	107,650.00	107,650.00	25,000.00	25,000.00	32,650.00	280.79
494113120010	01			41,730.00	328,640.00	107,600.00	107,600.00	25,000.00	25,000.00	32,600.00	280.36
494125AJ0310	04			10,740.00	96,680.00	107,420.00	107,420.00	25,000.00	25,000.00	32,420.00	278.81
494113120720	01			35,690.00	324,060.00	106,900.00	106,900.00	25,000.00	25,000.00	31,900.00	274.34
494219100640	01			49,490.00	360,170.00	116,890.00	116,890.00	25,000.00	25,000.00	31,890.00	274.25
494124AJ0190	04			7,220.00	64,990.00	61,190.00	65,690.00	25,000.00	-	31,600.00	271.76
494124140370	01			38,040.00	268,730.00	106,310.00	106,310.00	25,000.00	25,000.00	31,310.00	269.27
494219080340	01			37,970.00	311,450.00	106,190.00	106,190.00	25,000.00	25,000.00	31,190.00	268.23
494113120650	01			54,850.00	268,900.00	105,630.00	105,630.00	25,000.00	25,000.00	30,630.00	263.42
494219020650	01			47,810.00	353,880.00	105,590.00	105,590.00	25,000.00	25,000.00	30,590.00	263.07
494230080700	01			43,760.00	273,350.00	105,500.00	105,500.00	25,000.00	25,000.00	30,500.00	262.30

City of Lauderdale Lakes  
Impact of Granting \$50K  
Senior Homestead Exemption

Exhibit A

FOLIO	NUMBER	USE	COD	JUST LAND VALUE	JUST BUILDING VALUE	NEW SOH VALUE	NEW SB SOH VALUE	HE1 AMOUNT	HE2 AMOUNT	CITY TAXABLE	Impact of Loss Ad Valorem Tax
494230090600	01			41,750.00	290,960.00	110,420.00	110,420.00	25,000.00	25,000.00	30,420.00	261.61
494124100380	01			40,000.00	381,060.00	104,910.00	104,910.00	25,000.00	25,000.00	29,910.00	257.23
494219131160	01			37,950.00	386,070.00	104,880.00	104,880.00	25,000.00	25,000.00	29,880.00	256.97
494124020150	01			39,460.00	245,040.00	104,550.00	104,550.00	25,000.00	25,000.00	29,550.00	254.13
494219152130	01			35,200.00	282,580.00	104,520.00	104,520.00	25,000.00	25,000.00	29,520.00	253.87
494219070570	01			40,440.00	330,450.00	109,350.00	109,350.00	25,000.00	25,000.00	29,350.00	252.41
494219051450	01			33,940.00	391,350.00	104,240.00	104,240.00	25,000.00	25,000.00	29,240.00	251.46
494219141240	01			37,950.00	328,160.00	109,240.00	109,240.00	25,000.00	25,000.00	29,240.00	251.46
494219110940	01			42,380.00	337,010.00	104,200.00	104,200.00	25,000.00	25,000.00	29,200.00	251.12
494113120640	01			40,350.00	311,930.00	103,890.00	103,890.00	25,000.00	25,000.00	28,890.00	248.45
494219051370	01			33,890.00	396,840.00	103,760.00	103,760.00	25,000.00	25,000.00	28,760.00	247.34
494219100620	01			52,950.00	317,470.00	108,650.00	108,650.00	25,000.00	25,000.00	28,650.00	246.39
494230AC0260	04			7,320.00	65,850.00	55,480.00	63,410.00	25,000.00	-	28,650.00	246.39
494219091930	01			38,560.00	316,600.00	103,410.00	103,410.00	25,000.00	25,000.00	28,410.00	244.33
494124131210	01			22,120.00	210,950.00	103,270.00	103,270.00	25,000.00	25,000.00	28,270.00	243.12
494230080200	01			37,950.00	307,640.00	113,100.00	113,100.00	25,000.00	25,000.00	28,100.00	241.66
494219140460	01			37,950.00	329,040.00	102,860.00	102,860.00	25,000.00	25,000.00	27,860.00	239.60
494219151760	01			37,980.00	346,980.00	102,630.00	102,630.00	25,000.00	25,000.00	27,630.00	237.62
494124080210	01			45,630.00	341,950.00	102,300.00	102,300.00	25,000.00	25,000.00	27,300.00	234.78
494124131020	01			31,890.00	214,350.00	102,240.00	102,240.00	25,000.00	25,000.00	27,240.00	234.26
494219071110	01			35,720.00	303,810.00	102,120.00	102,120.00	25,000.00	25,000.00	27,120.00	233.23
494230080430	01			37,950.00	276,140.00	101,840.00	101,840.00	25,000.00	25,000.00	26,840.00	230.82
494124070600	01			40,880.00	341,840.00	106,750.00	106,750.00	25,000.00	25,000.00	26,750.00	230.05
494230080300	01			41,610.00	257,170.00	101,660.00	101,660.00	25,000.00	25,000.00	26,660.00	229.28
494219090870	01			35,590.00	359,260.00	106,520.00	106,520.00	25,000.00	25,000.00	26,520.00	228.07
494124040520	01			25,250.00	219,850.00	101,360.00	101,360.00	25,000.00	25,000.00	26,360.00	226.70
494219152070	01			39,960.00	270,230.00	101,230.00	101,230.00	25,000.00	25,000.00	26,230.00	225.58
494124020830	01			35,750.00	343,600.00	100,960.00	100,960.00	25,000.00	25,000.00	25,960.00	223.26
494124070590	01			40,880.00	276,450.00	105,430.00	105,430.00	25,000.00	25,000.00	25,430.00	218.70
494125021110	01			47,310.00	304,180.00	100,130.00	100,130.00	25,000.00	25,000.00	25,130.00	216.12
494219100580	01			35,210.00	375,680.00	99,990.00	99,990.00	25,000.00	25,000.00	24,990.00	214.91
494125BK0190	04			14,220.00	127,990.00	99,670.00	99,670.00	25,000.00	25,000.00	24,670.00	212.16
494124CG0270	04			9,970.00	99,690.00	99,660.00	99,660.00	25,000.00	25,000.00	24,660.00	212.08
494219020470	01			33,180.00	330,340.00	99,530.00	99,530.00	25,000.00	25,000.00	24,530.00	210.96
494219060010	01			18,980.00	123,520.00	99,460.00	99,460.00	25,000.00	25,000.00	24,460.00	210.36
494124140660	01			35,760.00	327,460.00	98,830.00	98,830.00	25,000.00	25,000.00	23,830.00	204.94
494219110150	01			37,960.00	341,290.00	108,710.00	108,710.00	25,000.00	25,000.00	23,710.00	203.91
494230070100	01			39,130.00	229,590.00	98,250.00	98,250.00	25,000.00	25,000.00	23,250.00	199.95
494124070450	01			39,000.00	328,320.00	97,580.00	97,580.00	25,000.00	25,000.00	22,580.00	194.19
494230AH0680	04			10,190.00	91,670.00	101,860.00	101,860.00	25,000.00	25,000.00	21,860.00	188.00
494219130030	01			38,240.00	359,970.00	96,680.00	96,680.00	25,000.00	25,000.00	21,680.00	186.45
494230110390	01			40,190.00	281,930.00	96,240.00	96,240.00	25,000.00	25,000.00	21,240.00	182.66
494124011140	01			70,260.00	209,580.00	100,960.00	100,960.00	25,000.00	25,000.00	20,960.00	180.26
494230031490	01			44,000.00	313,440.00	95,950.00	95,950.00	25,000.00	25,000.00	20,950.00	180.17
494124140350	01			34,660.00	266,150.00	95,880.00	95,880.00	25,000.00	25,000.00	20,880.00	179.57
494219030430	01			33,440.00	301,470.00	95,480.00	95,480.00	25,000.00	25,000.00	20,480.00	176.13
494124DJ0590	04			11,050.00	99,490.00	95,240.00	95,240.00	25,000.00	25,000.00	20,240.00	174.06
494219150920	01			37,970.00	302,190.00	99,520.00	99,520.00	25,000.00	25,000.00	19,520.00	167.87
494230030100	01			46,590.00	274,560.00	94,340.00	94,340.00	25,000.00	25,000.00	19,340.00	166.32
494219010220	01			33,010.00	245,950.00	94,260.00	94,260.00	25,000.00	25,000.00	19,260.00	165.64
494124070920	01			34,730.00	291,160.00	93,580.00	93,580.00	25,000.00	25,000.00	18,580.00	159.79
494124020020	01			38,070.00	361,530.00	93,460.00	93,460.00	25,000.00	25,000.00	18,460.00	158.76
494219091540	01			46,670.00	336,970.00	98,420.00	98,420.00	25,000.00	25,000.00	18,420.00	158.41
494124020540	01			49,220.00	279,060.00	98,370.00	98,370.00	25,000.00	25,000.00	18,370.00	157.98
494230100530	01			37,950.00	309,690.00	98,100.00	98,100.00	25,000.00	25,000.00	18,100.00	155.66
494124010500	01			41,110.00	193,320.00	92,960.00	92,960.00	25,000.00	25,000.00	17,960.00	154.46
494230011030	01			49,090.00	318,520.00	102,870.00	102,870.00	25,000.00	25,000.00	17,870.00	153.68

City of Lauderdale Lakes  
Impact of Granting \$50K  
Senior Homestead Exemption

Exhibit A

FOLIO	NUMBER	USE	COD	JUST LAND VALUE	JUST BUILDING VALUE	NEW SOH VALUE	NEW SB SOH VALUE	HE1 AMOUNT	HE2 AMOUNT	CITY TAXABLE	Impact of Loss Ad Valorem Tax
494219070740	01			33,510.00	318,240.00	92,180.00	92,180.00	25,000.00	25,000.00	17,180.00	147.75
494219051270	01			33,880.00	352,970.00	97,140.00	97,140.00	25,000.00	25,000.00	17,140.00	147.40
494219070450	01			33,000.00	243,570.00	92,080.00	92,080.00	25,000.00	25,000.00	17,080.00	146.89
494219110170	01			37,960.00	297,930.00	91,790.00	91,790.00	25,000.00	25,000.00	16,790.00	144.39
494230010170	01			51,170.00	360,010.00	91,730.00	91,730.00	25,000.00	25,000.00	16,730.00	143.88
494124050680	01			22,960.00	236,310.00	91,720.00	91,720.00	25,000.00	25,000.00	16,720.00	143.79
494124070400	01			36,010.00	299,570.00	91,630.00	91,630.00	25,000.00	25,000.00	16,630.00	143.02
494125021130	01			38,500.00	291,350.00	91,210.00	91,210.00	25,000.00	25,000.00	16,210.00	139.41
494219130060	01			42,710.00	323,240.00	91,080.00	91,080.00	25,000.00	25,000.00	16,080.00	138.29
494230110400	01			41,750.00	288,590.00	95,930.00	95,930.00	25,000.00	25,000.00	15,930.00	137.00
494124021040	01			38,500.00	331,410.00	90,640.00	90,640.00	25,000.00	25,000.00	15,640.00	134.50
494219100920	01			33,620.00	286,580.00	90,340.00	90,340.00	25,000.00	25,000.00	15,340.00	131.92
494219030400	01			33,440.00	261,650.00	90,300.00	90,300.00	25,000.00	25,000.00	15,300.00	131.58
494125021380	01			47,340.00	274,180.00	90,250.00	90,250.00	25,000.00	25,000.00	15,250.00	131.15
494124DK0020	04			11,050.00	99,490.00	95,240.00	95,240.00	25,000.00	25,000.00	15,240.00	131.06
494124020660	01			35,750.00	333,260.00	90,080.00	90,080.00	25,000.00	25,000.00	15,080.00	129.69
494124HC0400	04			11,420.00	102,790.00	94,850.00	94,850.00	25,000.00	25,000.00	14,850.00	127.71
494124JG0030	04			12,630.00	113,630.00	89,750.00	89,750.00	25,000.00	25,000.00	14,750.00	126.85
494113120050	01			39,350.00	275,920.00	89,700.00	89,700.00	25,000.00	25,000.00	14,700.00	126.42
494125020240	01			35,750.00	266,500.00	89,340.00	89,340.00	25,000.00	25,000.00	14,340.00	123.32
494124080180	01			35,030.00	282,340.00	88,760.00	88,760.00	25,000.00	25,000.00	13,760.00	118.34
494124020900	01			35,750.00	347,010.00	88,720.00	88,720.00	25,000.00	25,000.00	13,720.00	117.99
494124020420	01			39,580.00	413,480.00	88,630.00	88,630.00	25,000.00	25,000.00	13,630.00	117.22
494124CJ0240	04			11,580.00	104,180.00	88,440.00	88,440.00	25,000.00	25,000.00	13,440.00	115.58
494230050210	01			59,400.00	317,830.00	87,760.00	87,760.00	25,000.00	25,000.00	12,760.00	109.74
494219120560	01			37,960.00	322,180.00	87,490.00	87,490.00	25,000.00	25,000.00	12,490.00	107.41
494124080430	01			36,790.00	283,750.00	87,390.00	87,390.00	25,000.00	25,000.00	12,390.00	106.55
494219010580	01			33,180.00	228,700.00	92,150.00	92,150.00	25,000.00	25,000.00	12,150.00	104.49
494125020940	01			38,500.00	260,770.00	87,090.00	87,090.00	25,000.00	25,000.00	12,090.00	103.97
494124100280	01			40,000.00	355,520.00	86,780.00	86,780.00	25,000.00	25,000.00	11,780.00	101.31
494219040050	01			37,960.00	243,690.00	91,500.00	91,500.00	25,000.00	25,000.00	11,500.00	98.90
494219021130	01			38,010.00	297,440.00	86,440.00	86,440.00	25,000.00	25,000.00	11,440.00	98.38
494219071280	01			36,440.00	352,570.00	86,240.00	86,240.00	25,000.00	25,000.00	11,240.00	96.66
494230020420	01			35,820.00	249,410.00	90,940.00	90,940.00	25,000.00	25,000.00	10,940.00	94.08
494124030690	01			35,750.00	291,400.00	85,810.00	85,810.00	25,000.00	25,000.00	10,810.00	92.97
494230100200	01			37,950.00	279,780.00	90,610.00	90,610.00	25,000.00	25,000.00	10,610.00	91.25
494219101010	01			37,970.00	254,940.00	85,080.00	85,080.00	25,000.00	25,000.00	10,080.00	86.69
494219021040	01			35,960.00	286,550.00	89,590.00	89,590.00	25,000.00	25,000.00	9,590.00	82.47
494124070340	01			37,420.00	229,770.00	84,420.00	84,420.00	25,000.00	25,000.00	9,420.00	81.01
494230100120	01			38,070.00	244,400.00	89,360.00	89,360.00	25,000.00	25,000.00	9,360.00	80.50
494124021060	01			38,500.00	324,700.00	84,260.00	84,260.00	25,000.00	25,000.00	9,260.00	79.64
494219020190	01			34,240.00	295,000.00	88,850.00	88,850.00	25,000.00	25,000.00	8,850.00	76.11
494124040190	01			39,900.00	298,200.00	83,120.00	83,120.00	25,000.00	25,000.00	8,120.00	69.83
494219101420	01			37,950.00	261,850.00	83,020.00	83,020.00	25,000.00	25,000.00	8,020.00	68.97
494124050950	01			23,780.00	227,890.00	82,820.00	82,820.00	25,000.00	25,000.00	7,820.00	67.25
494125GB0160	04			9,830.00	88,470.00	82,710.00	82,710.00	25,000.00	25,000.00	7,710.00	66.31
494125GK0250	04			9,830.00	88,470.00	82,710.00	82,710.00	25,000.00	25,000.00	7,710.00	66.31
494125GM0130	04			9,830.00	88,470.00	82,710.00	82,710.00	25,000.00	25,000.00	7,710.00	66.31
494125HM0740	04			9,830.00	88,470.00	82,710.00	82,710.00	25,000.00	25,000.00	7,710.00	66.31
494125JG1120	04			9,830.00	88,470.00	82,710.00	82,710.00	25,000.00	25,000.00	7,710.00	66.31
494230070310	01			35,750.00	232,740.00	87,700.00	87,700.00	25,000.00	25,000.00	7,700.00	66.22
494124130580	01			28,670.00	235,960.00	82,680.00	82,680.00	25,000.00	25,000.00	7,680.00	66.05
494124130230	01			59,860.00	214,440.00	87,620.00	87,620.00	25,000.00	25,000.00	7,620.00	65.53
494124130300	01			24,780.00	236,220.00	82,480.00	82,480.00	25,000.00	25,000.00	7,480.00	64.33
494124090420	01			66,690.00	351,350.00	82,160.00	82,160.00	25,000.00	25,000.00	7,160.00	61.58
494230070340	01			37,950.00	206,010.00	82,100.00	82,100.00	25,000.00	25,000.00	7,100.00	61.06
494219101150	01			33,840.00	322,010.00	91,820.00	91,820.00	25,000.00	25,000.00	6,820.00	58.65

City of Lauderdale Lakes  
Impact of Granting \$50K  
Senior Homestead Exemption

Exhibit A

FOLIO_NUMBER	USE_COD	JUST_LAND_VALUE	JUST_BUILDING_VALUE	NEW_SOH_VALUE	NEW_SB_SOH_VALUE	HE1_AMOUNT	HE2_AMOUNT	CITY_TAXABLE	Impact of Loss Ad Valorem Tax
494125BA0120	04	10,740.00	96,680.00	81,690.00	81,690.00	25,000.00	25,000.00	6,690.00	57.53
494124BH0200	04	9,970.00	89,690.00	81,660.00	81,660.00	25,000.00	25,000.00	6,660.00	57.28
494124BH0230	04	9,970.00	89,690.00	81,660.00	81,660.00	25,000.00	25,000.00	6,660.00	57.28
494124CA0120	04	9,970.00	89,690.00	81,660.00	81,660.00	25,000.00	25,000.00	6,660.00	57.28
494124CB0290	04	9,970.00	89,690.00	81,660.00	81,660.00	25,000.00	25,000.00	6,660.00	57.28
494230031621	01	35,750.00	243,980.00	86,400.00	86,400.00	25,000.00	25,000.00	6,400.00	55.04
494219130550	01	35,200.00	308,350.00	81,170.00	81,170.00	25,000.00	25,000.00	6,170.00	53.06
494124040460	01	24,670.00	226,490.00	86,160.00	86,160.00	25,000.00	25,000.00	6,160.00	52.98
494219070400	01	34,100.00	299,200.00	86,160.00	86,160.00	25,000.00	25,000.00	6,160.00	52.98
494219100990	01	37,970.00	259,700.00	81,000.00	81,000.00	25,000.00	25,000.00	6,000.00	51.60
494113120760	01	39,330.00	237,210.00	85,930.00	85,930.00	25,000.00	25,000.00	5,930.00	51.00
494124050340	01	36,360.00	326,210.00	80,720.00	80,720.00	25,000.00	25,000.00	5,720.00	49.19
494124020300	01	38,500.00	283,900.00	80,070.00	80,070.00	25,000.00	25,000.00	5,070.00	43.60
494219130150	01	35,200.00	303,350.00	84,380.00	84,380.00	25,000.00	25,000.00	4,380.00	37.67
494125AG0440	04	7,910.00	71,190.00	79,100.00	79,100.00	25,000.00	25,000.00	4,100.00	35.26
494219020630	01	35,170.00	265,970.00	78,970.00	78,970.00	25,000.00	25,000.00	3,970.00	34.14
494219130370	01	35,200.00	207,850.00	78,900.00	78,900.00	25,000.00	25,000.00	3,900.00	33.54
494230110570	01	37,950.00	224,160.00	78,840.00	78,840.00	25,000.00	25,000.00	3,840.00	33.02
494219030990	01	33,440.00	162,020.00	78,760.00	78,760.00	25,000.00	25,000.00	3,760.00	32.34
494230010630	01	38,490.00	271,410.00	83,540.00	83,540.00	25,000.00	25,000.00	3,540.00	30.44
494219031100	01	33,440.00	170,070.00	77,710.00	77,710.00	25,000.00	25,000.00	2,710.00	23.31
494219020240	01	39,360.00	261,340.00	77,360.00	77,360.00	25,000.00	25,000.00	2,360.00	20.30
494230AB0060	04	7,730.00	69,610.00	77,340.00	77,340.00	25,000.00	25,000.00	2,340.00	20.12
494230AD0540	04	7,730.00	69,610.00	77,340.00	77,340.00	25,000.00	25,000.00	2,340.00	20.12
494219091260	01	35,640.00	323,360.00	82,150.00	82,150.00	25,000.00	25,000.00	2,150.00	18.49
494124JJ0340	04	12,630.00	113,630.00	77,090.00	77,090.00	25,000.00	25,000.00	2,090.00	17.97
494124050160	01	37,390.00	307,560.00	75,640.00	75,640.00	25,000.00	25,000.00	640.00	5.50
494125HH0490	04	7,560.00	68,040.00	75,600.00	75,600.00	25,000.00	25,000.00	600.00	5.16
494124DD0400	04	11,420.00	102,790.00	75,460.00	75,460.00	25,000.00	25,000.00	460.00	3.96
494124HC0580	04	11,420.00	102,790.00	75,460.00	75,460.00	25,000.00	25,000.00	460.00	3.96
494124120870	01	38,580.00	375,940.00	75,350.00	75,350.00	25,000.00	25,000.00	350.00	3.01
494219091360	01	35,640.00	278,230.00	80,280.00	80,280.00	25,000.00	25,000.00	280.00	2.41
Total (Count):						203			38,059.21

## CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title
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DISCUSSION REGARDING HOSTING THE 2024 UNIFEST EVENT IN THE CITY OF LAUDERDALE LAKES IN COLLABORATION WITH THE GREATER CARIBBEAN AMERICAN CULTURAL COALITION
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Summary
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This is a discussion on hosting the 2024 Unifest Event in the City of Lauderdale Lakes in collaboration with the Greater Caribbean American Cultural Coalition (GCACC) on June 2, 2024.
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Staff Recommendation
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**Background:**

The City of Lauderdale Lakes enters into a Facility Use Agreement and completes a Special Events Application with the GCACC to implement the Annual Unifest Event held at Vincent Torres Memorial Park. The City of Lauderdale Lakes has supported the GCACC with the implementation of the Unifest Event for the past 26 years. City support has been in the form of in-kind services primarily from the Parks and Human Services Department, Public Works Department, and the Broward Sheriff's Office Police and Fire.

In an effort to present Unifest as a signature event for the City of Lauderdale Lakes, it is being proposed to increase its partnership with GCACC by hosting additional activities and events during the weekend of Unifest. Staff has met preliminarily with GCACC to discuss possible activities to incorporate on behalf of the City of Lauderdale Lakes.

Pending the discussion and Mayor and Commission approval, GCACC will move forward in submitting the initial Facility Use Application to the Department of Parks and Human Services and the Special Events Application with the Department of Development Services. GCACC will also request Mayor and Commission approval, per resolution granting permission to host the 2024 Unifest Event, as a co-sponsor, within the City at Vincent Torres Park pending that GCACC comply with all facility policies and procedures and all City, County, and State permit obligations, rules and regulations.

**Funding Source:**

GCACC

**Fiscal Impact:**

**Sponsor Name/Department:** Ericka Lockett / Parks and Human Services Director

**Meeting Date:** 3/25/2024



## CITY OF LAUDERDALE LAKES

### Agenda Cover Page

Fiscal Impact:

Contract Requirement: Yes

#### Title

DISCUSSION REGARDING AUTHORIZING CITY MANAGER TO SUBMIT APPLICATION TO BROWARD COUNTY SEEKING ALLOCATION OF FUNDING FOR THE 50TH YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) FUNDING CYCLE FOR THE CITY’S MINOR HOME REPAIR PROGRAM, SENIOR TRANSPORTATION PROGRAM AND QUALITY OF LIFE ENHANCEMENT PROGRAM, SUBJECT TO REQUIRED PUBLIC NOTICE AND PENDING HEARINGS HELD ON MARCH 25, 2024 AND APRIL 9, 2024

#### Summary

This is a discussion requesting approval by the City Commission through the public hearing to approve the proposed application for the 50th Program Year CDBG Funding Cycle.

#### Staff Recommendation

#### **Background:**

Staff is requesting that the City Commission consider continuing the Minor Home Repair program by submitting the 50<sup>th</sup> year CDBG Program application. Staff recommends to continue the program based the need, since there are no other programs available to the Lauderdale Lakes residents to assist with making the necessary repairs to stay in their home given the high price of housing and inflation in general. The Hurricane Loss Mitigation Program (HLMP) is of great assistance to meet the needs to harden our homes, however; HLMP does not account for electrical, plumbing, mechanical and other needs in the home such as ADA accessibility. Furthermore, HLMP does not provide assistance to homes with a common party wall, meaning all homes in the program must be single family detached dwelling.

Broward County has opened the invitation for eligible CDBG Programs for the new 50<sup>th</sup> Year CDBG Funding Cycle and the funds will become available at the beginning of Fiscal Year 2024-2025. The City recommends the submission of an application for the 50th Year CDBG Funding Cycle for three (3) programs to include Minor Home Repair, Senior Transportation Program and Quality of Life Enhancement Program. Per Broward County requirements, the CDBG applications must support the objectives of the U.S. Department of Housing and Urban Development (HUD) entitlement programs and must be integral to the goals of the Broward County Consolidated Plan.

Proposal applications must fulfill the following HUD National Objectives:

1. Activities benefiting low-and moderate-income persons
2. Activities which aid in the prevention or elimination of slums or blight
3. Activities design to meet community needs having a particular urgency
4. Public Service Program Activities cannot exceed 15% of the total CDBG allocation.

The following are the proposed program funding levels and descriptions for your consideration. All the proposed CDBG applications meet the HUD National Objectives.

1. Minor Home Repair Program - This program provides assistance to current homeowners to in the form of a 10 year forgivable home loan. The proposed amount of (\$232,079) provided under the Agreement shall be used by City to continue the Minor Home Repair. The goal is to assist a minimum of 5 residents with up to \$42,500.00 per residence, this increase is based on the high construction cost.

Currently there are six approved projects in the 48<sup>th</sup> year and the 49<sup>th</sup> year agreement was recently signed and submitted to Broward County for execution.

2. Senior Transportation Program This program provides low/moderate income senior residents with an affordable and comprehensive means of transportation. This program provides portal-to-portal transportation for low/moderate income senior residents 62 or more years of age of the City of Lauderdale Lakes. The bus will be operated by a private contractor. The estimated funding amount is

\$45,000. This program will be managed by Parks and Human Services Department.

3. Quality of Life Enhancement Program This program is designed for low/moderate income seniors 62 or more years of age. The program is titled Life Long Learning for Seniors. The Life Long Learning for Seniors component is designed to help senior residents of the City maintain an optimum quality of life, while supporting their dignity, self-sufficiency, health and safety. The program provides for programs offered Monday through Friday. The estimated funding is \$15,000. This program will be managed by the Department of Parks and Human Service Department

Staff looks for direction from the City Commission and comments from the public.

**Funding Source:**

CDBG

**Fiscal Impact:**

CDBG grant

**Sponsor Name/Department:** Tanya Davis-Hernandez, Dir. of Development Services & Ericka Lockett, Director of P&HS

**Meeting Date:** 3/25/2024

**ATTACHMENTS:**

Description	Type
Community Development Block Grant 50th Year Application	Backup Material



## BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS URBAN COUNTY MUNICIPALITIES CDBG APPLICATION

Complete the following sections. **Submit one form for each project.** Attach additional pages as needed.

**Applications must be single sided; double sided applications will be returned**  
**A complete submission shall include an original signature application, two hard copies and a digital copy on a flash drive**

**DEADLINE: ON OR BEFORE NOON, MONDAY, April 22, 2024**

<b><u>COMMUNITY DEVELOPMENT GRANT PROJECT SUMMARY</u></b>			
<b><u>Category</u></b> Cash In-Kind Other Grants  CDBG TOTAL	<b><u>Budget</u></b>		
<b>PROGRAM ACTIVITIES:</b>		<b>NATIONAL OBJECTIVE</b>	
Select only <span style="color: blue;">one</span> category per application		Select only <span style="color: blue;">one</span> category per application	
Public Service (15% Cap)	( )	Limited Clientele	( )
Capital Improvement	( )	Limited Clientele	( )
Capital Improvement	( )	Area Benefit	( )
Housing	( )	Low/Mod Housing (LMH)	( )
Capital Improvement	( )	Area Benefit	( )
Economic Development	( )	Low/Mod Jobs (LMJ)	( )
Continuing Project:		Yes ( )	
New Project:		Yes ( )	
<b style="color: blue;">UNIQUE ENTITY IDENTIFIER:</b> (The Unique Entity ID is the official identifier for doing business with the U.S. Government as of April 4, 2022. Entities registering in SAM.gov are assigned a Unique Entity ID as a part of the registration process. Entity uniqueness continues to be validated by an entity validation service)			
<b>Applicant completes the following items.</b>			
<b>1. Applicant Organization Name:</b>  <b>Address:</b>  <b>Telephone #:</b> <span style="float: right;"><b>FAX #:</b></span>			
<b>2. Contact Person:</b> <b>Title:</b> <b>Street Address:</b>  <b>E-MAIL Address:</b> <b>Telephone #:</b> <span style="float: right;"><b>FAX #:</b></span>			
<b>3. Project Name:</b>			
<b>4. CDBG Funds Requested (\$15,000 Minimum Request): \$</b>			



## Application Certification

### 5. General Provisions:

- Broward County reserves the right to reallocate funds from Municipalities with unexpended funds from multiple fiscal years.
- Current municipalities with a substantial amount of unobligated\* funds remaining (30% of annual award, subject to change at the discretion of the director), as of March 2024, without adequate justification, may not be considered for funding, or may receive a reduced award amount in FY 2024.
- Once a project is submitted it cannot be substantially changed without documentation and approval by Broward County Housing Finance Division. The submission of documentation alone does not guarantee approval.
- Projects must be feasible and comply with one of the HUD required National Objectives, please refer to 24 CFR 208. Unless previously discussed with staff, all projects should be designed to primarily benefit low to moderate income residents.
- Projects should be near shovel ready or bid process status at time of application submittal, design and/or specifications should be completed by agreement execution (approximately 6 months after application submittal).
- Applications requesting funding for designs/studies, as per 24 CFR 570.201, do not meet a National Objective. They qualify only if done in conjunction with a(n) infrastructure/capital project. Subsequently, once design is complete, the infrastructure/capital project must be completed within 12 to 24 months.
- Multi-funded projects must have non-CDBG funding secured before application submittal. **All** funding sources must be reflected in the Budget.
- Projects requiring maps, Census data (must include Year), construction plans, etc. must be included with the application. The most recent Census data can be found at <https://bcgis.maps.arcgis.com/apps/webappviewer/index.html?id=3e0d01ef6a76421bbee7ab43d150997d>
- If the project involves Housing Rehabilitation or Purchase Assistance, the City must follow the County's housing policies and lender guidelines.
- The Citizen Participation section is not optional, all cities must abide by the County's Citizen Participation plan which requires advertising to notify the public of a required Public Hearing to include discussion of the application. All backup, including proof of advertisement and any minutes from the public hearing must be attached to this application. A link to the County's Four-Factor Analysis for Limited English Proficiency can be found at: <https://www.broward.org/Housing/Documents/Four%20Factor%20Analysis%20and%20LAP-ADA.pdf>
- Public Service projects should include but not be limited to recreation programs, education programs, public safety services, etc. Please keep in mind, entertainment is **not** eligible. For questions, please contact HFD.
- The County has the right to refuse or reject any/all projects.
- City shall disclose to County any and all third-party funding, whether public or private, for the Project. No CDBG Funds shall be used to supplant existing third-party funding
- All information included above **must be submitted on or before noon (12 p.m.), Monday, April 22, 2024**, Broward County Housing Finance Division will not ensure approval of non or late submittals.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing, you are stating that you have read and understood these provisions and agree to the County's authority to enforce them.

\*Unobligated meaning not under agreement/contract (For example must be under contract and construction commenced in a capital/infrastructure project, or homeowner agreement executed with contractor for rehabilitation, etc.).



6. Project Goals: Provide specific project goals and quantifiable objectives. Quantifiable objectives should specifically state who, what, where and how many. The scope of services must include activities involved in implementing the project. Project continuation and maintenance relates to the whether or not this will be an ongoing activity after funding ends.

a. Project Goals and Quantifiable Objectives:

Please note that HUD requires CDBG funds must benefit low/moderate income persons. Only pick one of the four objectives listed below. Describe how goals and objectives will either:

- 1). benefit low-income persons
- 2). provide an area benefit:
- 3). eliminate or prevent slums and blighted conditions, or
- 4). impact a problem or need of particular urgency.

- b. Detailed Scope of Services: The scope of services should explain exactly what will be accomplished with the funds requested. (for example: square feet, linear feet, unduplicated persons, etc.)

- c. Project Continuation and Maintenance: Indicate what organization is responsible for maintenance of the project after completion. (Attach letters or verification).

- d. Program Design: How do you plan to achieve the goals identified above? Please be clear and specific. Please attach separately, if necessary. Required for housing or public service activities.

For housing activities/projects, please provide details to include the types of assistance provided, affordability period, recapture terms etc. These terms and provisions must be consistent with Broward County's Consolidated/Action Plan and Broward County Housing Finance Division (HFD) Policies and Procedures.



7. Applicant's Management Capability: Briefly describe the capacity of your municipality to undertake the proposed project. Discuss prior experience in the administration of Federal funds and list existing funding agreements.

a. Experience - Discuss experience in the administration of Federal funds and general management capacity, include other Broward County funded programs and provide a list of CDBG Projects below

b. Does the municipality intend to utilize an outside vendor/contractor to provide the direct service delivery for any of the activities listed?

If yes, please provide a detailed method of the procurement method used.  
**Attach Procurement Policy**

c. Monitoring – How does the municipality ensure compliance with regulatory and statutory requirements? And third-party vendors/contractors?

1. Please provide municipalities' monitoring process/monitoring policy and procedures (Attachment A)

d. Non – housing activities – How does the municipality ensure compliance with scope of work, budgetary items, procurement, programmatic compliance etc.?

e. Housing activities: How does the municipality track the properties, beneficiary data, HQS/Property Standards (if applicable) and ensure compliance with affordability restrictions?

- f. Provide a list of current CDBG projects, including the most recent 3 years, funding amount, current status, extensions needed, etc. **If you have CDBG funds available prior to 2021, you must add the additional years and status as an additional attachment.**

### 2023 Project

Project Name		Initial Funding Amount	
Contract Period		Number of Extensions Needed and Dates	
Current Status of Program Including Completion Date		Current Balance of Program Funds	

### 2022 Project

Project Name		Initial Funding Amount	
Contract Period		Number of Extensions Needed and Dates	
Current Status of Program Including Completion Date		Current Balance of Program Funds	

### 2021 Project

Project Name		Initial Funding Amount	
Contract Period		Number of Extensions Needed and Dates	
Current Status of Program Including Completion Date		Current Balance of Program Funds	

\* Due to CDBG timeliness requirements, municipalities with large balances and/or funds prior to FY 2022 may not be funded.

8. Description: Describe the outcome(s) of the project. Description is to include timeframe for start-up and completion, street location of the service and census tract(s)(Including Year). Describe the service area.
  - a. Project Description: Capital improvements should state anticipated linear feet of project or number and description of public facilities. **Projects should be near shovel ready or bid process status at time of application submittal, design and/or specifications should be completed by agreement execution (approximately 6 months after application submittal). All design plans should be completed by Agreement execution.** Public service projects should specifically state number of clients per year. Housing development or rehabilitation should state number of housing units. Economic development projects should state number of businesses to be assisted, jobs created and describe loans available. Both Rehabilitation and New Housing Construction should comply with Energy Star Requirements.
  - b. Time Frame: What is the time frame for start-up and completion after notification of funding award? Indicate what funding commitment is required to provide for timely project start-up. **Timeline should be a detailed process with measurable outcomes.**
  - c. \*Street address / Location: Attach legible map identifying both census tracts (including year of data) project location and boundaries. Also provide a street address or a description of the location when site acquisition is involved. Provide current **Phase 1 – Environmental Site Assessment and NEPA Environmental Assessment Checklist** for Capital, New Construction and Economic Development activities that were done within 6 months of application for funding.
  - d. \*\*Census Tract(s) and Block Groups: Consult census maps for the census tract location of this project. **Area benefit projects must serve 51% low-to very low-income persons.**

\*Applications without the above referenced attachments **will not be accepted.**

\*\*Provide backup material used to determine eligibility, including year of census data.





9. Proposed activities located in a Community Redevelopment Area (CRA), must provide a current copy of the area's Redevelopment Plan and map in order to be considered eligible under a HUD Slum/Blight designation. The following information must be provided at the time of application:
  - a. Percentage of Deteriorated buildings
  - b. Year area designated Slum/Blight
  - c. Description of Slum/Blight area
10. Budget Table Instructions: Complete the following Budget Table and provide the requested information on the matching share of resources committed to the project. Please include program funding and in-kind matches from **all** sources.
  - a. Budget Table: For each expenditure category, (Personnel, Benefits, Travel, Equipment, Supplies, etc) enter the proposed amount necessary for that category. Please list these amounts according to the appropriate funding source as shown in the shaded area.

**\* Please keep in mind that HUD regulations, 2 CFR 225, Appendix B, (8)(h), state that percentages should not be used to determine salaries for direct service delivery.**

**\*\* Projects where direct service delivery costs apply detailed timesheets must be provided**

**Existing funds for program activities may not replace, also known as supplanting, nonfederal funds that have been appropriated for the same purpose. Supplanting occurs when a state, or local government reduces state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. In addition, federal funding may not replace state or local funding that is required by law.**

Category	(1 ) CDBG	(2) Non CDBG	(3) Non CDBG	
<b>*Personnel</b>				
<b>Benefits</b>				
<b>Travel</b>				
<b>Training</b>				
<b>Equipment</b>				
<b>Supplies</b>				
<b>*Contractual with outside Agencies or Vendors</b>				
<b>Construction (contractors, subcontractors, etc.)</b>				
<b>**Other</b>				
<b>Totals</b>				

\* Only available for direct service delivery. (detailed timesheets **must** be provided)

\*\* Category must be explained with detail in the budget narrative.

11. Budget Narrative Instructions: The budget narrative statement should provide a detailed explanation and justification for each cost category shown in the Budget Table on page 8 of the **original blank application**. The budget narrative should identify non-CDBG resources (leveraging) to be utilized in financing the project, including mortgages or construction financing for the project. Also, specify the costs for which CDBG funding is being requested and the costs to be covered by non-CDBG resources. Additional pages can be added, if necessary.
12. Describe and calculate Leveraging: Describe and attach supporting documentation including letter(s) of commitment, resolutions, minutes of meetings, etc., showing specific resources the applicant will commit to the project as identified in columns 2 and 3 of the Budget Table on page 8 **original blank application**. Include and identify in-kind contributions, sweat equity and other resources.

- a. Provide documentation as an attachment and summarize below.

1. For economic development projects, the value of the jobs produced in the previous year can be used as leverage. Documentation must be provided showing name of business, job title and salary.
2. For housing development projects, anticipated mortgage financing will be considered as in-kind contribution.

- b. Instructions on calculating leveraging

Leveraging will be computed by taking into account the total dollar cost of the entire project including in-kind contribution.

$$\text{Percent Leveraging} = \frac{\text{Total Non-CDBG Funds \$}}{\text{Total CDBG \$}} \times 100$$

In computing Total Cost of the project, funding from all sources for the project must be added. This includes Federal funds, State funds, contributions, private sector financing, in-kind contributions, etc.

In-Kind Contributions are non-cash items. Non-cash items are contributions



to the project, e.g., labor, office space, use of equipment, etc that do not involve cash payments by the entity. However, a dollar value must be provided for in-kind contributions and that value must be added to the cost of the project. In-kind contributions must be accounted for and included in the financial audit of the funded entity.

Calculations:

13. The project generally reflects adopted plans, goals, objectives and policies.

- a. Project consistent with Broward County Consolidated Plan: Please indicate which one of the County's three primary priorities your project addresses

☐ Housing

☐ Capital

☐ Public Service

**13. b Only applicable to Capital and Housing Projects**

- b. Please provide floodplain map with target location designated.

**13. c & d Only applicable to development/redevelopment and economic development**

- c. Project Consistent with Local Government Plans and Zoning: Project letters from municipality or County government in which the project will occur, stating consistency with county or municipal adopted comprehensive plans.

- d. Plat Approval: Does your project require platting, or a plat note amendment? If the project requires platting, projects will only be considered only if the platting hearing has occurred and it is in the plat recording process.

Yes ☐ Attach platting documentation, include the timeline for recording of the platting process



No ☐ Provide Plat Name, Plat Book Number and Plat Page Number

State and Regional Policy Plans: **The Florida State Comprehensive Plan** provides long-range policy guidance for the orderly social, economic, and physical growth of the state. **The Strategic Regional Policy Plan for South Florida** specifically addresses housing and economic development.

- d. Is project a permitted use in the zoning text regulations for the zoning district designated for the project site?
- Yes ☐ Attach municipal or County verification of zoning and adopted future land use plan designation for the site.
- No ☐ plan of action to achieve zoning district change.
14. **Real Property and Relocation Policy:** Complete this section when displacement of families or businesses is required.
- a. Real property: Does the proposed project require the acquisition, subordination or leasing of real property?
- Yes ☐ Provide a legal description, street address and the property owner's name. ***Consult with Broward County Housing Finance Division staff before acquiring real property in order to follow Uniform Relocation Act (URA) Procedures.***
- No ☐ No property is to be acquired

\* If the proposed project is subject to subordination, the County's subordination policy must be followed.

- b. Relocation: Does the proposed project necessitate the relocation of homeowners, tenants, or commercial establishments.

Yes ☐

No ☐

If you answered "yes" above, please outline the proposed relocation plan and show source of funds on Pages 8 and 9 **original blank application** for the budget table and budget narrative (Must conform to the URA).



15. Citizen Participation: Complete this section for citizen participation documentation. How did the citizens in your jurisdiction participate in the selection of this project?

**Per Broward County's HUD approved Limited English Proficiency (LEP) all public notices and published citizen participation advertisements will include a statement in Spanish that services and program materials are available in Spanish upon request. A link to the County's Four-Factor Analysis for Limited English Proficiency can be found at: <https://www.broward.org/Housing/Documents/Four%20Factor%20Analysis%20and%20LAP-ADA.pdf>**

- a. A copy of the resolution from the governing body giving authorization to submit proposal(s) with name and title of official designated to sign application.
- b. Copies of meeting or hearing notices which verify efforts to invite citizen input (to include points of distribution) and pertinent information from the municipality reflecting inclusion of citizen input in final decisions. Documentation includes a copy of the certified proof of advertising of the public hearing held by the governing body.
- c. Verification of other efforts which provide information to citizens, i.e., workshop notices, attendance records, sunshine ads, civic association meetings.



16. Certification: Please complete the certification below:

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application. Current municipalities with a substantial amount of \*unobligated funds remaining (30% of annual award, subject to change at the discretion of the director), as of March 2024, without adequate justification, may not be considered for funding, or may receive a reduced award amount in FY 2024

**Conflict of Interest** (24 CFR 570.611; 24 CFR 85.36; and 24 CFR 84.42)

The following conflict of interest provisions are applicable to activities carried out with CDBG funding. They are located at 24 CFR 84.42 – Codes of Conduct, 85.36 – Procurement, 24 CFR 570.611(a)(1) – Conflict of Interest – Applicability and 24 CFR 570.611(a)(2) – Conflict of Interest – Conflicts prohibited. These provisions cover situations not covered by parts 84 and 85.

As a duly authorized representative of this organization, I submit this application to the Broward County Housing Finance Division and verify that the information herein is true, accurate and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. Code Title 18, Section 1001, provides that a fine or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for falsifying, concealing, or covering up by any trick, scheme, or device a material fact; making any materially false, fictitious, or fraudulent statement or representation; or making or using any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry .

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_ [ ] Municipal

\_\_\_\_\_  
(Signature) (Title) (Date)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_ (Name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, State of Florida

My commission expires \_\_\_\_\_.

\*Unobligated meaning not under agreement/contract (For example must be under contract and construction commenced in a capital/infrastructure project, or homeowner agreement executed with contractor for rehabilitation, etc.).

## CITY OF LAUDERDALE LAKES

### Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title
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#### UPDATE ON ARPA FUNDING

Summary
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Update on ARPA/Loss Revenue Funding - February 2024.

Staff Recommendation
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**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:** Asheley Hepburn, Financial Services Director

**Meeting Date:** 3/25/2024

#### ATTACHMENTS:

Description	Type
<input type="checkbox"/> ARPA/Loss Revenue Report - February 2024	Backup Material
<input type="checkbox"/> Recommendation for Uses of Broadband ARPA Funding	Backup Material





AMERICAN RESCUE PLAN ACT  
& ALLOWANCE FOR \$10 MILLION LOSS REVENUE  
MONTHLY REPORT AS OF **FEBRUARY 2024**  
**TOTAL PROJECT COST: \$6,378,362.85**



# LAUDERDALE LAKES

*"We Care"*

## ARPA PROJECTS FEBRUARY 2024

**TOTAL BUDGET: \$8,127,897**

**TOTAL PROJECT COST: \$3,131,057.21**

**BALANCE: \$4,996,839.79**

**PERCENTAGE SPENT: 39%**

## Project Summary

ARPA Project Scorecard






Est. 1961




# LAUDERDALE LAKES

*"We Care"*

### 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 devises 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.

Department	Project Name	Description
City Manager	 <b>Stormwater Improvements - Canal Bank Stabilization - Remaining phases</b>	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.
Financial Services	 <b>ARP Accountant IV and II (Contract Position)</b>	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.
Financial Services	 <b>ARP Purchasing and Contracts Officer (Contract Position)</b>	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.


Department	Project Name	Description
City Manager	 <a href="#">ARP Construction Manager/Project Manager (Contract Position)</a>	Temporary Contractor to assist with new projects that will be approved per the American Rescue Plan funding.
Human Resources & Risk Mgmt	 <a href="#">Employee Vaccine Incentive</a>	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	 <a href="#">Employee COVID-19 Test Kits</a>	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.

Department	Project Name	Description
City Manager	 <a href="#">Stormwater Improvements - Canal 2 Stabilization - (ENCO, LLC.)</a>	Improvements to the several miles of canal banks in the boundaries of the City of Lauderdale Lakes are necessary. Phase 1 includes Canals 2 & 7.
City Manager	 <a href="#">Stormwater Improvements - Canal 7 Stabilization - (Metro Equipment Service, Inc.)</a>	Improvements to the several miles of canal banks in the boundaries of the City of Lauderdale Lakes are necessary. This phase/project focuses on canal 7.

## Project Summary 2

Objectives	Analysis	Start Date	End Date	Budget	FY2024 Actuals YTD	Actual Project Cost	Difference
 <a href="#">ARP Accountant IV and II (Contract Position)</a>	Position filled and staff onboard.	9/1/21	9/30/26	\$ 296,397.00	\$ 18,152.85	\$ 197,590.35	\$ 98,806.65
 <a href="#">ARP Construction Manager/ Project Manager (Contract Position)</a>	Position filled and staff onboard.	9/1/21	9/30/24	\$ 210,000.00	\$ 30,000.00	\$ 141,000.00	\$ 69,000.00
 <a href="#">ARP Purchasing and Contracts Officer (Contract Position)</a>	Previous consultant's contract expired.	9/1/21	9/30/24	\$ 112,320.00	\$ 0.00	\$ 84,000.00	\$ 28,320.00
 <a href="#">Stormwater Improvements - Canal 2 Stabilization - (ENCO, LLC.)</a>	In construction. Project is 95% complete	1/3/22	6/28/24	\$ 1,129,222.00	\$ 435,721.76	\$ 786,411.46	\$ 342,810.54

Objectives	Analysis	Start Date	End Date	Budget	FY2024 Actuals YTD	Actual Project Cost	Difference
 <b>Stormwater Improvements - Canal 7 Stabilization - (Metro Equipment Service, Inc.)</b>	In construction. Project is 98% complete.	1/3/22	6/28/24	\$ 1,475,764.50	\$ 1,007,111.65	\$ 1,357,801.35	\$ 117,963.15
 <b>Stormwater Improvements - Canal Bank Stabilization - Remaining phases</b>	After the completion of canals 2 & 7, additional projects will be identified for stabilization.	1/3/22	9/30/26	\$ 3,395,013.50	\$ 0.00	\$ 0.00	\$ 3,395,013.50
 <b>Citywide Broadband Improvements</b>	Project on hold. Plans to possibly reallocate funds. Options include canal stabilization and drainage projects which are in need of additional funding. Plans will be presented to Commission at a later date.	9/1/21	9/30/26	\$ 932,180.00	\$ 0.00	\$ 0.00	\$ 932,180.00
 <b>Free WiFi at Citywide Parks</b>	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
 <b>City Facilities HVAC Upgrade</b>	Project complete for replacement of HVAC System in City Hall.	9/1/21	7/31/23	\$ 500,000.00	\$ 0.00	\$ 499,307.95	\$ 692.05
 <b>Employee Vaccine Incentive</b>	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

Objectives	Analysis	Start Date	End Date	Budget	FY2024 Actuals YTD	Actual Project Cost	Difference
 <b>Employee COVID-19 Test Kits</b>	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





# LAUDERDALE LAKES

*"We Care"*

## LOSS REVENUE PROJECTS FEBRUARY 2024

**TOTAL BUDGET: \$10,000,000**  
**TOTAL PROJECT COST:\$3,247,305.64**  
**BALANCE: \$6,752,694.36**  
**PERCENTAGE SPENT: 32%**

## Project Summary

Loss Revenue Projects Scorecard












Est. 1961





# LAUDERDALE LAKES

*"We Care"*

### City Projects Budget vs Actual

Department	Project Name	Description
Development Services	 <a href="#">Residential Mortgage Rent &amp; Utilities Assistance Program</a>	Programs to assist residents, such as mortgage, rental and utilities assistance.
CRA	 <a href="#">Business Rent &amp; Utilities Assistance Program</a>	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	 <a href="#">City Commission Chambers Retrofit</a>	Modification of the City Commission Chambers to facilitate social distancing.
City Manager	 <a href="#">Remodeling the Gereffi Room</a>	Modification of the Gereffi Room to facilitate social distancing.

Department	Project Name	Description
CRA	 <b>Safe &amp; Clean Restaurant Assistance Program</b>	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	 <b>Mini Bus Purchase</b>	Respond to Public Health Emergency: Expand Seating for Bus Accommodations to Seniors and Youth.
Parks & Human Services	 <b>Alzheimer Care Center/Resource Room Renovation</b>	Respond to Public Health Emergency: Expand Activities Area to accommodate for social distancing.
Parks & Human Services	 <b>Teen Skills Training Program</b>	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	 <b>Fire Engine Replacement</b>	Replacement of Fire Engine 37 which was totaled in an accident.
Development Services	 <b>Housing Repair Assistance Program</b>	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.

Department	Project Name	Description
Development Services	 <a href="#">Home Owner Insurance Down Payment Assistance Program</a>	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	 <a href="#">Commercial Improvement Assistance Program</a>	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.
CRA	 <a href="#">Marketing Consultant Assistance Program</a>	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	 <a href="#">Community Center/Emergency Hurricane Shelter</a>	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.

Department	Project Name	Description
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.
CRA	↑ Prosperity Broward - Pilot Program	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.
City Manager	↑ Promotional Fund	Promotional Fund, which will be used to cover the cost of promoting the City through local radio, newspapers, TV stations, social media, increased circulation of the City's Newsletter as well as other local media forums deemed necessary and appropriate to achieve such local promotions.


## Project Summary 2

Project Name	Analysis	Start Date	End Date	Budget	FY2024 Actuals YTD	Actual Project Cost	Difference
 <b>Residential Mortgage Rent &amp; Utilities Assistance Program</b>	In the month of February 2024, 34 payments were made on behalf of residents for utilities, mortgage and rental assistance totaling \$191,294.72.	9/28/21	9/30/24	\$ 1,260,000.00	\$ 428,709.95	\$ 967,541.49	\$ 292,458.51
 <b>Business Rent &amp; Utilities Assistance Program</b>	For the month of February, no applications received.	9/1/21	9/30/26	\$ 400,000.00	\$ 16,458.01	\$ 294,711.22	\$ 105,288.78
 <b>City Commission Chambers Retrofit</b>	Project on hold due to assessment of the building conditions.	10/1/21	9/30/24	\$ 500,000.00	\$ 0.00	\$ 0.00	\$ 500,000.00
 <b>Remodeling the Gereffi Room</b>	Project on hold due to assessment of the building conditions.	9/1/21	9/30/24	\$ 300,000.00	\$ 0.00	\$ 0.00	\$ 300,000.00
 <b>Safe &amp; Clean Restaurant Assistance Program</b>	For the month of February, no applications received.	10/1/21	9/30/26	\$ 100,000.00	\$ 0.00	\$ 67,568.16	\$ 32,431.84
 <b>Mini Bus Purchase</b>	A 20 passenger bus was purchased in December from Matthews Bus Alliance and delivered to the City.	9/1/21	3/7/24	\$ 138,636.00	\$ 138,636.00	\$ 138,636.00	\$ 0.00
 <b>Alzheimer Care Center/ Resource Room Renovation</b>	Project on hold due to assessment of the building conditions.	9/1/21	9/30/24	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 30,000.00

Project Name	Analysis	Start Date	End Date	Budget	FY2024 Actuals YTD	Actual Project Cost	Difference
↑ Teen Skills Training Program	Program completed in August 2023.	9/1/21	3/7/24	\$ 100,000.00	\$ 0.00	\$ 100,000.00	\$ 0.00
↑ Fire Engine Replacement	Fire Engine has been delivered and in use by BSO Fire Rescue.	7/1/22	9/30/24	\$ 750,000.00	\$ 0.00	\$ 704,287.00	\$ 45,713.00
↑ Housing Repair Assistance Program	For the month of February 2024, 6 payments totaling \$23,858 were made from the program.	5/2/22	9/30/26	\$ 250,000.00	\$ 107,016.54	\$ 245,806.58	\$ 4,193.42
↑ Commercial Improvement Assistance Program	For the month of February, processed and paid for work submitted by Serenity ALF - painted building.	5/2/22	9/30/26	\$ 1,050,000.00	\$ 72,525.00	\$ 112,900.98	\$ 937,099.02
↑ Marketing Consultant Assistance Program	Program ended June 2023. No activities planed.	5/2/22	9/30/26	\$ 100,000.00	\$ 0.00	\$ 98,005.51	\$ 1,994.49
↓ Community Center/ Emergency Hurricane Shelter	Project on hold due to assessment of the building conditions	5/2/22	9/30/26	\$ 4,000,000.00	\$ 0.00	\$ 0.00	\$ 4,000,000.00
↑ Human Services Assistance Program	No funds expended in February 2024.	5/2/22	9/30/26	\$ 430,000.00	\$ 286,500.00	\$ 286,500.00	\$ 403,500.00
↑ Residential Assistance Officer (Contractual Position)	Position filled and staff onboard	10/1/21	12/31/24	\$ 200,000.00	\$ 17,052.00	\$ 102,424.00	\$ 97,576.00

Project Name	Analysis	Start Date	End Date	Budget	FY2024 Actuals YTD	Actual Project Cost	Difference
Public Information Officer (Contractual Position)	Remaining funds of \$45,312.50 reallocated to Promotional Funds per Resolution 2023-129 approved on September 26, 2023.	10/1/21	12/31/24	\$ 75,000.00	\$ 0.00	\$ 29,687.50	\$ 0.00
Administrative Staffing	Business Development Coordinator (temporary position) was hired to assist with business grant programs.	10/1/21	12/31/24	\$ 60,000.00	\$ 10,880.00	\$ 40,532.20	\$ 19,467.80
Human Service Assistance Coordinator	Funds included in HSAP.	10/1/21	12/31/24	\$ 210,000.00	\$ 0.00	\$ 0.00	\$ 210,000.00
Prosperity Broward - Pilot Program	Draft of the final report and recommendations were submitted by the The Alliance. One-on-one meetings have been scheduled to meet with Mayor and Commissioners to discuss details of the report, receive input and update the report accordingly. When the meetings are completed, final report will be updated with the feedback received and presented at a City Commission regular meeting.	12/27/22	12/29/23	\$ 100,000.00	\$ 0.00	\$ 40,000.00	\$ 60,000.00



Project Name	Analysis	Start Date	End Date	Budget	FY2024 Actuals YTD	Actual Project Cost	Difference
 <b>Promotional Fund</b>	Promotional Funds being used to cover the cost of promoting the City through local radio, newspapers, TV stations, social media, increased circulation of the City's Newsletter as well as other local media forums deemed necessary and appropriate to achieve such local promotions.	9/26/23	9/30/26	\$ 45,312.00	\$ 18,705.00	\$ 18,705.00	\$ 26,607.00

### Scorecard Legend

 No Information

 On Target

 Below Target

 Caution



## MEMORANDUM

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**TO:** City Commission Members

**THRU:** Treasa Brown-Stubbs, City Manager

**FROM:** Asheley A. Hepburn, Financial Services Director

**DATE:** March 21, 2024

**CC:** Heidi Brocks, Financial Planning Coordinator

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The purpose of this memorandum is to provide a background of the Broadband Improvements Project and provide some recommendations for the possible reallocation of the funding.

### **American Rescue Plan Act (ARPA) Funding**

In FY 2021, the City received \$18,127,897 from ARPA. Funds must be used for costs incurred on or after March 3, 2021. Eligible categories for funding are:

- Replace lost public sector revenue – \$10M
- Responding to Public Health and Economic Impacts of Covid-19
- Expand Public Sector Capacity & Premium Pay for Essential Workers
- Water & Sewer Infrastructure
- Broadband Infrastructure

New Eligible categories – for costs incurred from December 29, 2022

- Emergency Relief from Natural Disasters
- Surface Transportation Infrastructure
- Title I Projects (Home Ownership Assistance)

For all eligible uses, recipients must obligate funds by December 31, 2024. Recipients must expend funds by September 30, 2026, for Surface Transportation projects and Title I projects, and by December 31, 2026, for all other eligible uses. This is per the 2023 Interim Final Rule of the Department of Treasury.

The City Commission initially approved \$932,180 to be allocated to the Citywide Broadband Improvements Project. The initial scope of the project was to provide Information technology improvements and upgrades to the network capabilities for the resident and business community. As staff investigated the need for this type of service, it was found that there is not a high demand for additional broadband services since there are so many other alternatives including the Affordable Connectivity Program (ACP) which is also federally funded. In addition, we have completed the Citywide Wi-Fi project, where Wi-Fi is now available at all City facilities and Parks.

As this project has not moved forward as initially anticipated, staff has made some recommendations for uses of these funds based upon staff's discussions. Several ideas were proffered during staff's discussion. These ideas are all in compliance with the eligible ARPA guidelines. The eligible projects recommended are:

- Internet Access Points along the City's main corridors – **Broadband Infrastructure:** It was determined that completing this project would not exhaust the entire \$932,180, so remaining funds could be reallocated to other projects. It estimated to cost approximately up to \$300,000 to complete this project. Approximately, a balance of \$632,180 would remain available to spend on other projects.
- Citywide Drainage & Canal Rehabilitation Projects including geotechnical survey – **Water & Sewer Infrastructure:** The Citywide Stormwater initiatives are being done in a phased manner and these projects will require additional funding. Entire funding or partial funding could be reallocated to these projects. As the average construction cost of a Canal Rehabilitation Project is slightly in excess of \$1 million dollars, the remaining balance of \$632,180 would serve as partial funding of a Canal Rehab Project.
- Purchase of License plate readers – **Responding to Public Health and Economic Impacts of COVID-19:** Preventing and responding to violence. Recognizing that violence has increased in some communities due to the pandemic, recipients may use funds to respond in these communities through: Technology & equipment to support law enforcement response. The cost of the most recent purchase of the LPR was \$132,000, so using the funding for this purpose would leave a balance of funds to be used for another purpose.
- Homeownership assistance – **Title 1 Projects:** Provide home down payment assistance programs to residents. Currently the City through the CRA offers a homebuyer's program. This program offers \$200,000 in down payment assistance to new home buyers. However this program is limited to properties in the CRA. Funding through the American Rescue Plan would allow the program to be expanded to properties with-in the entire City. The City Wide program would be structured to offer up to \$200,000 down payment assistance as well.

## CITY OF LAUDERDALE LAKES

### Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title
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#### PETITIONS FROM THE PUBLIC

Summary
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- a. Alcee Hastings Parkway update
- b. Ms. Hay Tench of Hawaiian Gardens - Hawaiian Gardens needs to be cleaned up
- c. Ms. Erica Holmes - badly broken sidewalks at the Diamond Building
- d. Ms. Benita Johnson of Hawaiian Gardens - vehicle burglary and suspicious person in her neighborhood

Staff Recommendation
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**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:**

**Meeting Date:** 3/25/2024

## CITY OF LAUDERDALE LAKES

### Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title
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#### FUTURE MEETINGS

Summary
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The next City Commission Workshop will take place on April 8, 2024.

The next City Commission Meeting will take place on April 9, 2024.

Staff Recommendation
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**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:**

**Meeting Date:** 3/25/2024