



## CITY COMMISSION MEETING AGENDA

City Commission Chambers

May 27, 2025

7:00 PM

***Please join the meeting via Zoom***  
**<https://us06web.zoom.us/j/88317645698>**

***Please join the meeting via telephone:***  
**1 305 224 1968 or 1 312 626 6799**  
**Meeting ID: 883 1764 5698**



**Mayor Veronica Edwards Phillips - Vice Mayor Tycie Causwell**  
**Commissioner Easton K. Harrison - Commissioner Karlene Maxwell-Williams - Commissioner Sharon Thomas**



## City of Lauderdale Lakes City Commission Meeting

### Welcome to the City Commission Meeting

We are pleased that you have demonstrated an interest in the City of Lauderdale Lakes by attending a City Commission Meeting. We hope that you enjoy the meeting and will attend more of these meetings in the future.

### GENERAL RULES AND PROCEDURES FOR PUBLIC PARTICIPATION AT CITY COMMISSION MEETINGS:

Please turn off or silence your cell phones. Any person requiring Auxiliary Aids and services must contact the City Clerk's Office at 954-535-2705 at least 24 hours prior to the meeting.

If you or someone you know is hearing or speech impaired, please call Florida Relay Service at 1-800-955-8770 or 8771.

- **Who May Speak** - Any individual who wishes to address the City Commission may do so providing it is accomplished in an orderly manner and in accordance with the procedures outlined in Sec. 2-54 (2) of the Code of Ordinances.
- **Petitions From the Public** - Per Section 2-54 of the Code of Ordinances, each person desiring to petition the City Commission will be allotted 5 minutes under the applicable order of business for the City Commission meeting. Petitions from the Public shall not exceed 30 minutes in aggregate time. The Mayor at his/her discretion may allow more time than the allotted time.
- **Speaking on items not on the Agenda** - Each person who wishes to address the City Commission must sign in with the City Clerk before 7:00 p.m. by completing the Petition from the Public form, located on the podium, outside of the City Commission Chambers.

The City Commission Meeting is a business meeting and as such, please conduct yourselves in a respectful and professional manner, both in tone of voice, as well as, choice of words.

Please direct your comments to the City Commission as a body through the presiding officer and not to the audience or individual City Commissioner.

As your City Commission, we will abide by the debate and decorum rules which provides for each City Commissioner to speak 10 minutes at a time on each subject matter. After every Commissioner has spoken, the Mayor will provide for other comments.

The above represents a summarization of the rules and procedures as adopted by Ordinance. Copies of the Code Section related to rules and procedures are available from the City Clerk's office.



## 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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **INVOCATION AND PLEDGE OF ALLEGIANCE**
  - A. INVOCATION PROVIDED BY REVEREND DR. EZRA L. TILLMAN, FIRST BAPTIST CHURCH PINEY GROVE
  - B. PLEDGE OF ALLEGIANCE
4. **PROCLAMATIONS/PRESENTATIONS**
5. **APPROVAL OF MINUTES FROM PREVIOUS MEETING**
  - A. MAY 12, 2025 CITY COMMISSION WORKSHOP MINUTES
  - B. MAY 13, 2025 CITY COMMISSION MEETING MINUTES
6. **PETITIONS FROM THE PUBLIC**
7. **CONSIDERATION OF ORDINANCES ON SECOND READING**
  - A. ORDINANCE 2025-007 IN ACCORDANCE WITH ARTICLE 5, SECTION 5.04 OF THE LAUDERDALE LAKES CODE OF ORDINANCES, AMENDING THE FISCAL YEAR 2024-2025 ADOPTED BUDGET; PROVIDING FOR REVISIONS TO THE APPROPRIATION OF FUNDS FOR THE OPERATION OF THE GOVERNMENT OF THE CITY OF LAUDERDALE LAKES ("CITY") IN THE AMOUNT OF ONE MILLION ONE HUNDRED TWENTY-THREE THOUSAND SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$1,123,750.00), PERTAINING TO COMMISSION APPROVED PURCHASE OF REAL PROPERTY LOCATED AT 4301 NW 48TH AVENUE PURSUANT TO RESOLUTION 2025-027; PERTAINING TO APPROPRIATING THE NEW GRANT AWARD NO. 21469 FROM BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC. D/B/A FLORIDA BLUE PURSUANT TO RESOLUTION 2025-046; PROVIDING FOR REVISION TO FUNDING AMOUNTS ALLOCATED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUND PURSUANT TO RESOLUTION 2025-034  

This ordinance amends the FY2024-25 Adopted Budget per Ordinance 2024-016. To successfully operate the City and conform to accounting principles and standards, a budget amendment in the amount of \$1,123,750 is requested for the General Fund (\$986,647); Alzheimer Care Center Fund (\$100,000) and Community Development Block Grant Fund (\$37,103).
8. **CONSIDERATION OF ORDINANCES ON FIRST READING**
9. **CONSIDERATION OF RESOLUTIONS ON CONSENT AGENDA**
  - A. RESOLUTION 2025-067 AUTHORIZING AND APPROVING THE PROGRAM DESIGN FOR THE CONDOMINIUM MORTGAGE ASSISTANCE PROGRAM  

This resolution authorizes the approval of the application design for the recently established Mortgage Assistance Program.
  - B. RESOLUTION 2025-074 AUTHORIZING AND APPROVING THE PROGRAM DESIGN FOR

## THE HOME IMPROVEMENT PROGRAM

This resolution authorizes the approval of the application design for the recently established Home Improvement program.

### **C. RESOLUTION 2025-075 APPROVING CITY ADVISORY BOARD MEETING DATES AND TIMES FOR 2025**

This resolution approves the amended scheduled meeting dates for the City's Advisory Boards for the remainder of 2025.

## **10. CONSIDERATION OF RESOLUTIONS ON REGULAR AGENDA**

### **A. RESOLUTION 2025-076 APPROVING THE PURCHASE OF THE OPENGOV CLOUD SOFTWARE PURSUANT TO ARTICLE XIII, SECTION 82-358(D) OF THE CITY OF LAUDERDALE LAKES' PROCUREMENT CODE PROVIDING FOR EXCLUSIONS AND EXCEPTION TO BID AND PROPOSAL REQUIREMENTS, THAT CERTAIN CONTRACT WITH CARAHSOFT, COMPETITIVELY SOLICITED AND AWARDED BY THE STATE OF UTAH, LEAD AGENCY ACTING BY AND THROUGH THE NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO) VALUEPOINT, COMPETITIVELY PROCURED AND AWARDED A REQUEST FOR PROPOSAL RESULTING IN MASTER AGREEMENT NUMBER AR2472, ON BEHALF OF THE CARAHSOFT COOPERATIVE PURCHASING PROGRAM, IN AN AMOUNT NOT EXCEED TWO HUNDRED SIXTY-TWO THOUSAND TWO HUNDRED THIRTY-THREE DOLLARS AND SIXTY CENTS (\$262,233.60), IN FISCAL YEAR 2025 THROUGH FISCAL YEAR 2026 ADDITIONALLY, AUTHORIZING AN ANNUAL MAINTENANCE PLAN STARTING IN FISCAL YEAR 2027 IN THE AMOUNT OF ONE HUNDRED FIFTEEN THOUSAND NINE HUNDRED TWENTY-FIVE DOLLARS AND EIGHTY-FIVE CENTS (\$115,925.85) PLUS AN ADDITIONAL FIVE PERCENT OF SUCH AMOUNT FOR EVERY FISCAL YEAR THEREAFTER**

This resolution requests city staff to purchase the OpenGov Cloud Software from Carahsoft Technology Corp. through a competitively solicited cooperative purchasing agreement awarded by the State of Utah under the NASPO ValuePoint program. The purchase, which includes software implementation and training, is not to exceed \$262,233.60 for fiscal years 2025 through 2026. The resolution also approves an annual maintenance plan beginning in fiscal year 2027 in the amount of \$115,925.85, with an annual 5% escalation thereafter.

### **B. RESOLUTION 2025-077 RATIFYING THE FINANCIAL SERVICES DEPARTMENT'S FILING OF FINANCIAL ACTIVITY REPORT FOR THE MONTH OF APRIL (PERIOD 7) OF FISCAL YEAR 2025, AS PREPARED FOR THE PURPOSE OF FULFILLING THE REQUIREMENTS OF SEC.82-327 OF THE CITY OF LAUDERDALE LAKES CODE OF ORDINANCES**

This resolution serves to ratify the April 2025 (Period 7) Financial Activity Report provided by the Financial Services Department.

## **11. CORRESPONDENCE**

## **12. REPORT OF THE MAYOR**

## **13. REPORT OF THE VICE MAYOR**

## **14. REPORTS OF THE CITY COMMISSIONERS**

## **15. REPORT OF THE CITY MANAGER**

## **16. REPORT OF THE CITY ATTORNEY**

## **17. ADJOURNMENT**

## **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.

Any invocation that is offered before the official start of the commission meeting shall be the voluntary offering of a private person, to and for the benefit of the commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the commission or the city staff, and do not necessarily represent their individual religious beliefs, nor are the views and beliefs expressed by an invocation speaker intended to suggest the city's allegiance to or preference for any particular religion, denomination, faith, creed or belief. Persons in attendance at the city commission meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. You may exit the city commission chambers and return upon completion of the opening invocation if you do not wish to participate in or witness the opening invocation.

---

**Mayor Veronica Edwards Phillips - Vice Mayor Tycie Causwell**  
**Commissioner Easton K. Harrison - Commissioner Karlene Maxwell-Williams - Commissioner Sharon Thomas**

# CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

MAY 12, 2025 CITY COMMISSION WORKSHOP MINUTES

Summary

Staff Recommendation

**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:**

**Meeting Date:** 5/27/2025

## ATTACHMENTS:

Description

Type

May 12, 2025 City Commission Workshop Minutes

Minutes



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

---

**CITY COMMISSION WORKSHOP MINUTES**  
**City Commission Chambers**  
**May 12, 2025**  
**5:00 PM**

---

**1. CALL TO ORDER**

Mayor Edwards Phillips called the May 12, 2025, City Commission Workshop to order at 5:00 p.m.

**2. ROLL CALL**

**PRESENT**

Mayor Veronica Edwards Phillips  
Vice Mayor Tycie Causwell  
Commissioner Easton Harrison  
Commissioner Karlene Maxwell-Williams  
Commissioner Sharon Thomas

**ALSO PRESENT**

Acting City Manager Venice Howard  
City Attorney Sidney Calloway  
Deputy City Clerk Pav Benasrie-Watson  
City Staff

**3. DISCUSSION**

REVIEW OF THE MAY 13, 2025 CITY COMMISSION MEETING AGENDA

**CONSIDERATION OF ORDINANCES ON FIRST READING**

**Item 8.A. ORDINANCE 2025-007** IN ACCORDANCE WITH ARTICLE 5, SECTION 5.04 OF THE LAUDERDALE LAKES CODE OF ORDINANCES, AMENDING THE FISCAL YEAR 2024-2025 ADOPTED BUDGET; PROVIDING FOR REVISIONS TO THE APPROPRIATION OF FUNDS FOR THE OPERATION OF THE GOVERNMENT OF THE CITY OF LAUDERDALE LAKES ("CITY") IN THE AMOUNT OF ONE MILLION ONE HUNDRED TWENTY-THREE THOUSAND SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$1,123,750.00), PERTAINING TO COMMISSION APPROVED PURCHASE OF REAL PROPERTY LOCATED AT 4301 NW 48TH AVENUE PURSUANT TO RESOLUTION 2025-027; PERTAINING TO APPROPRIATING THE NEW GRANT AWARD NO. 21469 FROM BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC. D/B/A FLORIDA BLUE PURSUANT TO RESOLUTION 2025-046; PROVIDING FOR REVISION TO FUNDING AMOUNTS ALLOCATED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUND PURSUANT TO RESOLUTION 2025-034

Bobbi Williams, Financial Services Director, stated that a budget amendment in the amount of \$1,123,750 is requested for the General Fund (\$986,647); Alzheimer Care Center Fund (\$100,000) and Community Development Block Grant Fund (\$37,103). The City Commission approved the purchase of the property by public auction located at 4301 NW 48th Avenue, by Resolution 2025-027, at its special meeting held

February 19, 2025. The City of Lauderdale Lakes was the successful bidder during the public auction, which was held February 20, 2025, for the total purchase of \$986,647, which includes the purchase price of \$965,400 and additional fees to the State of Florida and Clerk of Court of \$21,247. To properly account for the purchase and realign the budget, a budget amendment is required. If approved, the Revised FY2024-25 Budget for the Fund will be reflected as \$45,897,086. The second is the Alzheimer Care Center Fund in the amount of \$100,000 from Florida Blue for the purpose of renovations and upgrades to the Alzheimer Care Center, such as upgrades to the kitchen and restroom and replacement of furniture. To properly account for the grant funds, an amendment is required to include the grant funding to the budget. This budget amendment is contingent upon the approval and acceptance of the grant via Resolution 2025- 046. If approved, the Revised FY2024-25 Budget for the Alzheimer Care Center Fund will be reflected as \$766,075. The third is the Community Development Block Grant Fund which was approved and initially funded during the adoption of the FY2024-25 Budget in the amount of \$464,158 to account for the 49th and 50th Housing Rehabilitation Programs, also known as the Minor Home Repair Program.

## **CONSIDERATION OF RESOLUTIONS ON CONSENT AGENDA**

**Item 9.A. RESOLUTION 2025-065** APPROVING AND AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN CONTRACT BETWEEN THE CITY OF LAUDERDALE LAKES ("CITY") AND WESTWAY TOWING, INC., PURSUANT TO ARTICLE XIII, SECTION 82-358(D) OF THE CITY OF LAUDERDALE LAKES' PROCUREMENT CODE ("PROCUREMENT CODE") PROVIDING FOR COOPERATIVE PURCHASING AS AN EXCLUSION AND EXCEPTIONS TO BID AND PROPOSAL REQUIREMENTS IN THE PROCUREMENT CODE, IN ACCORDANCE WITH THAT CERTAIN CITY OF LAUDERHILL CONTRACT WITH WESTWAY TOWING INC., COMPETITIVELY AWARDED UNDER CONTRACT NO. RFP2023-049, PROVIDING FOR TOWING AND WRECKER SERVICES AT NO COST TO THE CITY ("LAUDERHILL TOWING CONTRACT")

Ms. Williams stated the City would like to enter into a contract with Westway Towing at no cost to the City. Westway Towing, Inc. will provide towing and wrecker services to include but not limited to, the removal, impounding, and storage of junk vehicles, illegally parked vehicles, vehicles impounded by the city, non-drivable vehicles at accident scenes and from other locations as determined by the City on a non-exclusive basis. Due to the change in the Florida law, which no longer allows municipalities to collect a franchise fee from towing service providers, the City of Lauderdale Lakes does not have a contracted towing service provider. It has been discovered that approximately 670 tows were conducted in the City during 2024 valued at \$393,855. Under the new legislation, the City could have collected 25% of the towing costs associated. Due to the potential of the City generating new revenues for the City from administrative fees associated with towing services, City staff would like to enter into an agreement with Westway Towing, Inc., to provide towing and wrecker services. Westway Towing, Inc., was awarded a contract from the City of Lauderdale after a competitive solicitation process and is local to Lauderdale Lakes and has active agreements utilized by multiple agencies within Broward County, including Broward Sheriff's Office, City of Fort Lauderdale, City of Sunrise, City of Wilton Manors, and City of Coral Springs. If accepted, the City will generate revenue where the contractor agrees to collect on behalf of the City and pay the City an administrative fee of 25%, of the maximum towing rates.

Mayor Edwards Phillips asked if Westway Towing would be the only towing service in the City.

Ms. Williams stated that this is a non exclusive contract so other towing companies would be allowed to tow vehicles but the City would not be able collect any fees from those companies.

**Item 9.B. RESOLUTION 2025-066** AUTHORIZING AND APPROVING THE MAYOR AND DEPUTY CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN SOLE SOURCE PURCHASE AGREEMENT FOR AN AQUATIC WEED HARVESTER ("WEEDOO") FROM WEEDOO GREENBOAT, INC., IN ACCORDANCE WITH ARTICLE XIII, SECTION 82-358(b) OF THE CITY OF LAUDERDALE LAKES PROCUREMENT CODE, IN AN AMOUNT NOT TO EXCEED EIGHTY-NINE THOUSAND, FIVE HUNDRED FIFTEEN DOLLARS AND NO/100 (\$89,515.00)

Ms. Williams stated that the City's Aquatic Weed Harvester (Weedoo) was involved in an accident and

was severely damaged. The City submitted a claim through the insurance carrier and subsequently received \$63,145 to repair the equipment. Repairs to the damaged Weedoo include engine replacement, battery and electrical system rebuild, hull, deck and other mechanical repairs.

Commissioner Thomas inquired as to the warranty of the new Weedoo.

Ron Desbrunes, Public Works Director, stated that the Weedoo is a critical piece of equipment that removes overgrown vegetation and improves the water quality in the City canals. Due to the extensive repairs to the Weedoo, staff is recommending the purchase and replacement of the Weedoo. The purchase of a new Weedoo is estimated at \$89,515, after a government discount and factory trade in. The net cost of the new equipment to the City is estimated at \$26,370, which includes a 2025 Premium Department of Transportation approved highway transportation trailer and a three (3) year hull and deck warranty.

**Item 9.C. RESOLUTION 2025-067 AUTHORIZING AND APPROVING THE PROGRAM DESIGN FOR THE CONDOMINIUM MORTGAGE ASSISTANCE PROGRAM**

Tanja McCoy, Development Services Director, stated that City Commission approved Resolution 2024-104 which authorized the City Manager to reallocate \$882,180 of the American Rescue Plan Act ("ARPA") funds from the citywide broadband program to establish mortgage assistance for condominium owners within 55+ and older communities.

Vice Mayor Causwell inquired as to how far back would the resident's mortgage have to be in order to be eligible for the program.

Ms. McCoy stated that the program shall provide a one time emergency payment of up to \$4000 and be in arrears.

Commissioner Harrison asked for clarification regarding the permitting requirements.

Ms. McCoy stated that a resident who has turned a garage into a living space without the proper permits would be ineligible to apply.

Commissioner Harrison asked if a resident is able to apply to both programs.

Ms. McCoy stated that a resident can apply to both programs as long as their mortgage is current.

**Item 9.D. RESOLUTION 2025-068 ADOPTING AN AGREEMENT FOR ALZHEIMER'S DISEASE INITIATIVE BETWEEN THE AREAWIDE COUNCIL ON AGING AND THE CITY OF LAUDERDALE LAKES/LAUDERDALE LAKES ALZHEIMER CARE CENTER FOR CONTRACT #JZ2025-25-2026, FOR THE TERM COMMENCING JULY 1, 2025, WITH SERVICES ENDING JUNE 30, 2026, IN THE AMOUNT OF TWO HUNDRED AND SEVENTY TWO THOUSAND SIX HUNDRED EIGHTY NINE 00/100 (\$272,689.00) DOLLARS FOR THE PURCHASE OF IN-FACILITY RESPIRE CARE, CASE MANAGEMENT SERVICES, SPECIALIZED MEDICAL EQUIPMENT AND SUPPLIES**

Ericka Lockett, Parks and Human Services Director, stated that this contract for period July 1, 2025, through June 30, 2026, provides In-Facility Respite Care, Case Management services, and specialized medical equipment and supplies to clients.

**Item 9.E. RESOLUTION 2025-069 AUTHORIZING THE ACTING CITY MANAGER TO SUBMIT AN APPLICATION TO BROWARD COUNTY SEEKING ALLOCATION OF FUNDING FOR THE 51ST YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING CYCLE FOR THE CITY'S MINOR HOME REPAIR PROGRAM, SENIOR TRANSPORTATION PROGRAM AND SENIOR QUALITY OF LIFE ENHANCEMENT PROGRAM, SUBJECT TO REQUIRED PUBLIC NOTICE AND PENDING HEARINGS HELD ON APRIL 22, 2025 AND MAY 13, 2025**

Ms. Lockett stated that Senior Transportation 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 \$45,000. This program will be managed by Parks and Human Services Department. Quality of Life Enhancement Program is designed for low/moderate income seniors 62 or more years of age. The program is titled Lifelong Learning for Seniors. The Lifelong 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.

Vice Mayor Causwell asked if the Senior Transportation Program is for Lauderdale Lakes residents only.

Ms. Lockett confirmed that it was only for Lauderdale Lakes residents only.

Ms. McCoy stated that staff is requesting that the City Commission consider continuing the Minor Home Repair program by submitting the 51st 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.

**Item 9.F. RESOLUTION 2025-070** AUTHORIZING THE ACTING CITY MANAGER TO ENTER INTO AN AGREEMENT TO ACCEPT GRANT FUNDING FROM THE CHILDREN SERVICES COUNCIL OF BROWARD COUNTY FOR THE IMPLEMENTATION OF THE 2025 “MOST” SUMMER CAMP PROGRAM IN THE AMOUNT OF ONE HUNDRED AND FORTY FOUR AND EIGHTEEN DOLLARS (\$144,018.00) FOR THE PERIOD OF MAY 1, 2025, THROUGH AUGUST 31, 2025, TO PROVIDE FOR SUMMER CAMP OPPORTUNITIES FOR ELIGIBLE YOUTH; PROVIDING FOR A CITY MATCH IN AN AMOUNT NOT TO EXCEED NINE THOUSAND FIVE HUNDRED AND NINETY FIVE DOLLARS (\$9,595.00)

Ms. Lockett stated that the City has received Children Services Council funding for Summer Camp Programming for several years. The proposed FY 2025 grant award is \$144,018.00 for the period of May 1, 2025 through August 31, 2025. The Children Services Council Summer “MOST” grant will benefit the City by providing a summer camp experience by supplying funding for staff, field trips, cultural art activities, supplies, and educational materials for program implementation. The Summer “Most” Camp places emphasis on enhancing participant’s academic, physical and social achievements. The academic components of the camp program allows students to maintain and/or enhance their educational achievement levels over the summer months. The Summer “Most” Program offers Project Based Learning academic enhancement activities taught by certified teachers using approved CSC curriculums. Campers will have scheduled sports and fitness activities to combat Childhood Obesity. In addition to sports and fitness, each child will partake in a Swim Central Water Safety course for drowning prevention. Also, the program includes a full range of cultural and interactive activities to improve the camp participants social skills and exposure to arts and culture and music for 120 children.

**Item 9.G. RESOLUTION 2025-071** AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE AN AGREEMENT WITH CULINARY AFFAIRS TO PROVIDE NUTRITIOUS BREAKFAST AND LUNCH FOR THE 2025 SUMMER FOOD PROGRAM AT WILLIE WEBB SR. PARK FUNDED THROUGH THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, SUMMER FOOD SERVICE

Ms. Lockett stated that the City has served as a sponsor for the Summer Food Service Program (SFSP) for several years. This program utilizes the State of Florida Department of Agriculture and Consumer Services approved vendors to provide healthy nutritious breakfast and lunch to children at no cost to the sponsor. SFSP also provides funding for operational and personnel costs. While following the necessary purchasing procedures and meeting state mandated deadlines, the Parks and Human Services Department obtained three quotes and is requesting to secure an agreement, effective June 9, 2025 thru

August 1, 2025 with Culinary Affairs, Inc. as the vendor. The total value of the agreement is not to exceed \$26,324.50. In addition, other costs associated with the SFSP grant, such as personnel costs estimated at \$9,595.00 and operating supplies at \$700. The total funding amount of the SFSP grant to cover the vendor, personnel costs, and operating supplies is estimated at \$36,619.50. This will be for 120 children.

Commissioner Harrison asked if this vendor was used before.

Ms. Lockett stated that she would research and report back to the City Commission.

Vice Mayor Causwell asked if the vendor is in the City.

Ms. Lockett stated that the vendor is not in the City.

Commissioner Harrison stated that he would like to know how many meals would be provided to the children who participate in the Summer break Spot.

Ms. Lockett said once the program starts she would report back to the City Commission.

## **CONSIDERATION OF RESOLUTIONS ON REGULAR AGENDA**

### **Item 10.A. RESOLUTION 2025-072 AUTHORIZING PAYMENT NOT TO EXCEED \$3,000.00 FOR EXPENSES INCURRED IN THE HOSTING OF THE LAUDERDALE LAKES CHAMBER OF COMMERCE MEET AND GREET EVENT**

Ms. Vielka Buchanan, Economic Development Manager, stated that The Economic Development Advisory Board established a long-term goal to assist in the creation of a Lauderdale Lakes Chamber of Commerce. On January 13, 2025 at a Commission Workshop, Patrick Green, Economic Development Advisory Board member, shared the interest of the Economic Development Advisory Board (EDAB) to host a "Meet & Greet" event as the first initiative to build relationships with local businesses. Furthermore, Mr. Green requested that expenses incurred in the coordination and execution of the event be funded by the City of Lauderdale Lakes not to exceed \$1,500.00. This initiative further supports the City's goal to maximize economic development.

Commissioner Harrison stated he is in support of the resolution, however, he is disappointed in the promotion and marketing of the event.

Mayor Edwards Phillips stated that she saw a sign that was not upright at the main entrance of State Road 7. She spoke of the need of more signage advertising the event in the business district.

Vice Mayor Causwell stated she has not seen any signs advertising the event.

Commissioner Thomas stated she saw some signs in the Marketplace, however, the signs should be bigger.

Ms. Buchanan stated that the event has been promoted over the past month and so far there has been 83 businesses and people registered. The City had to get permission from certain areas to place the signs as they are private property.

Mr. Aubyn Lewis, Communications Manager, stated that communication was sent to all those that were registered as a reminder. In addition to the signage, the event has been promoted on Lakes TV, the website and social media.

### **Item 10.B. RESOLUTION 2025-073 AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE AN AMENDMENT TO THE MARKETING SERVICES AGREEMENT BETWEEN THE CITY OF LAUDERDALE LAKES ("CITY") AND UTILITY SERVICE PARTNERS PRIVATE LABEL, INC. D/B/A SERVICE LINE WARRANTIES OF AMERICA ("SLWA"), TO EXTEND THE AGREEMENT FOR ONE YEAR WITH TWO ONE-YEAR RENEWAL OPTIONS; AND TO FURTHER CONTINUE LICENSING THE USE OF THE CITY'S TRADEMARK IN CONJUNCTION WITH**



## ADVERTISEMENTS TO THE CITY'S RESIDENTS RELATED TO WARRANTY PLANS FOR THE REPAIR OF WATER, SEWER, AND INTERIOR PLUMBING ON RESIDENTIAL PROPERTY

Ms. Celeste Dunmore, Executive Director of the Community Redevelopment Agency (CRA), stated that the National League of Cities (NLC) partnered with Utility Service Partners Inc. (USP) d/b/a Service Line Warranties of America to establish the NLC Service Line Warranty Program. The primary purpose of the program is to offer low-cost services to residents in need of utility line and replacement repairs that are outside of a municipality's maintenance responsibility. Because some homeowners' insurance does not typically cover the cost to repair broken lines and pipes, the warranty program is an added benefit to protect the home. A low-cost monthly fee is charged to the resident that chooses to participate in the program. According to the NLC, the benefits of the Service Line Warranty Program include at no cost to the municipality, affordable residential rates and local contractor participation. The Service Line Warranties of America (SLWA) is responsible for managing the Service Line Warranty Program which includes marketing, billing, customer service and repairs. As it pertains to the repairs, there is a 24/7 customer service repair hotline that handles incoming calls from residents that experience unexpected broken or leaking utility lines. The SLWA covers the cost of the repairs once performed. If there is no opposition, approval of the resolution is requested to extension the agreement for a period of one year with two one-year renewal options. Thereafter, HomeServe will send out communication regarding the optional plans to homeowners and program participation opportunities to local businesses.

#### 4. DISCUSSION OF PROPOSED ORDINANCE(S)

#### 5. ADDITIONAL WORKSHOP ITEMS

##### A. PRESENTATION - NEW EMPLOYEE INTRODUCTION

Ms. Tara Williams, Interim Director of Human Resources and Risk Management and Ms. Janice Johnson, Public Information Officer, introduced themselves as the City's newest staff members.

##### B. DISCUSSION REGARDING A CITY-INITIATED TEXT AMENDMENT OF THE CITY'S LAND DEVELOPMENT REGULATIONS (LDRS), MODIFYING CHAPTER 9 SECTION 903 "DEFINITIONS", AND CREATING SUBSECTION 911.1 "SNIPE SIGNS" TO ESTABLISH MORE STRINGENT ENFORCEMENT PROVISIONS FOR THE UNAUTHORIZED PLACEMENT OF SNIPE SIGNS CITYWIDE

Ms. McCoy stated that the proposed ordinance establishes a prohibition on the unauthorized placement of "snipe signs" on public property and within public rights-of-way in the City of Lauderdale Lakes. The ordinance defines snipe signs as any signs affixed to trees, utility poles, traffic infrastructure, benches, fences, or similar structures without City authorization. These signs are often used to promote unpermitted commercial activities and are typically posted in large quantities along major corridors, contributing to visual blight and potential safety concerns.

Commissioner Thomas inquired as to the cost of the fines.

Ms. McCoy stated that the first offense will be \$100 per sign up to the first five signs and then \$150 for each sign on the same day. On the second offense, the fee will be \$250 per sign and after that it will automatically be \$350.

Commissioner Maxwell-Williams asked if this ordinance covers political signs.

Ms. McCoy stated that the political signs can be allowed if written in the ordinance.

Vice Mayor Causwell stated that there is no contact information on some of the signs she sees so how would the Code Compliance get in touch with anyone.

Ms. McCoy stated that she was able to get in touch with some of the people who posted the signs and get the address of their location. The violations will go to the address.

- C. DISCUSSION REGARDING THE PURCHASE OF THE OPENGOV CLOUD SOFTWARE PURSUANT TO ARTICLE XIII, SECTION 82-358(D) OF THE CITY OF LAUDERDALE LAKES' PROCUREMENT CODE PROVIDING FOR EXCLUSIONS AND EXCEPTION TO BID AND PROPOSAL REQUIREMENTS, THAT CERTAIN CONTRACT WITH CARAHSOFT, COMPETITIVELY SOLICITED AND AWARDED BY THE STATE OF UTAH, LEAD AGENCY ACTING BY AND THROUGH THE NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO) VALUEPOINT, COMPETITIVELY PROCURED AND AWARDED A REQUEST FOR PROPOSAL RESULTING IN MASTER AGREEMENT NUMBER AR2472, ON BEHALF OF THE CARAHSOFT COOPERATIVE PURCHASING PROGRAM, IN AN AMOUNT NOT EXCEED TWO HUNDRED SIXTY-TWO THOUSAND TWO HUNDRED THIRTY-THREE DOLLARS AND SIXTY CENTS (\$262,233.60), IN FISCAL YEAR 2025 THROUGH FISCAL YEAR 2026 ADDITIONALLY, AUTHORIZING AN ANNUAL MAINTENANCE PLAN STARTING IN FISCAL YEAR 2027 OF ONE HUNDRED FIFTEEN THOUSAND NINE HUNDRED TWENTY-FIVE DOLLARS AND EIGHTY-FIVE CENTS (\$115,925.85) PLUS FIVE PERCENT, AND AN ADDITIONAL FIVE PERCENT EVERY FISCAL YEAR THEREAFTER

Ms. McCoy stated that after several years of attempting to implement the EnerGov platform provided by Tyler Technologies, the City, on direction from the City Commission, made the decision to cancel the contract due to persistent challenges and a lack of progress in achieving the department's operational goals. Despite the initial intent to modernize permitting, inspections, and code enforcement workflows through EnerGov, the system proved to be difficult to configure to the city's specific needs, and the implementation process encountered repeated delays, limited flexibility, and escalating costs. The city encountered multiple communication breakdowns with the EnerGov team at Tyler. These factors significantly hindered the department's ability to deliver timely and efficient services to residents, property owners, and developers. In response, the department conducted a comprehensive reassessment of its digital transformation strategy and identified OpenGov as a more adaptable and user-centered solution. Unlike its predecessor, OpenGov offers a modern, cloud-based platform built specifically for local governments, with a focus on streamlined implementation, intuitive user interfaces, and responsive customer support. The platform's modular design allows for greater customization without the extensive technical overhead previously experienced, enabling the city to rapidly deploy digital services that meet the needs of both internal users and the public. By transitioning to OpenGov, the city reaffirms its commitment to transparency, operational efficiency, and the delivery of high-quality customer services. The implementation of OpenGov will directly enhance the operations of several key divisions, with in the Development Services Department, including Housing Grants, and Business Services. For the Development Services Department, the software will streamline permitting, inspections, zoning applications, and code enforcement activities, allowing staff to process cases more efficiently and with greater transparency. In the Housing Grants Division, OpenGov will strengthen the administration of housing-related grants by improving application tracking, program compliance, and reporting capabilities, critical functions as the city expands efforts to address housing affordability and neighborhood revitalization. The system will also play an essential role in supporting Rental Property Registration, enabling automated renewals, owner communication, and regulatory compliance tracking. In the Business Services Division, OpenGov will improve the Business Tax Receipt (BTR) process by digitizing application intake, renewal workflows, and interdepartmental coordination. As an incentive, OpenGov has also proposed to include, at an extremely discounted rate, the Procurement module. When proposed to staff in the last FY, the cost to leverage the technology to improve the efficiencies of the City's procurement and capitalize on the latest technological advances in procurement solutions as they become available. The use of OpenGov is expected to yield substantial returns on the investment by fostering a more dynamic, efficient, and high-performing organization. With the efficiencies gained through the use of OpenGov, staff will be able to deliver an enhanced level of service to all City departments.

Vice Mayor Causwell inquired as to the warranty of the system where the purchase includes an annual maintenance plan.

Ms. McCoy stated that the annual fee includes customer service, upgrades and the maintenance of the program.

Ms. Williams stated the funding source is the Building Services Fund and not the General Fund.

Commissioner Maxwell-Williams asked if any other companies were considered.

Ms. Williams stated that she did review other programs but they did not offer some of the features as this program does.

**D. DISCUSSION REGARDING THE PROCESS AND PROCEDURE FOR HIRING A NEW CITY MANAGER (SPONSORED BY MAYOR EDWARDS PHILLIPS)**

Mayor Edwards Phillips stated that the City Commission needs to decide on how they would like to proceed with the hiring of the City Manager. The choices are either to use a consulting agency or utilize the list of senior advisors from the International City/County Management Association (ICMA).

Vice Mayor Causwell stated that she would like to utilize the ICMA.

Commissioner Thomas stated she would like to use the ICMA for now.

Ms. Tara Williams, Human Resources and Risk Management Interim Director, stated she does not recommend using a consulting agency at this time because the City can do its own search in house.

Commissioner Maxwell-Williams stated that she would like to do the search in house.

Commissioner Harrison stated that he would like to do the search in house as well and preferably from the State of Florida.

Commissioner Thomas stated that the ICMA will assist the City at no cost and she would like them to utilize them.

Mayor Edwards Phillips stated utilizing ICMA will be beneficial to the City.

Commissioner Harrison asked if the City would get to choose the senior advisor from ICMA.

Ms. Williams stated that the City would have the opportunity to choose an advisor.

Former Vice Mayor Mark Spence stated that the search should go to the proper channels and does not recommend it be done in house.

Nicole Hall stated that she does not recommend the search be done in house. She would like the community to be involved as well. Perhaps in the form of a committee who would be involved in the selection process. She would like the City Commission to take their time with the selection process. She also spoke of the City doing an internal forensic audit.

**E. DISCUSSION REGARDING A VETERAN'S PARK (SPONSORED BY MAYOR EDWARDS PHILLIPS)**

Mayor Edwards Phillips stated that a member of the Military Affairs Board would like to rename the Sam Brown Monument to include a Veteran's Park.

Commissioner Thomas stated a lot of events are held at the monument so she agrees with the monument as a possible site.

Vice Mayor Causwell inquired as to who owns the land.

Mr. Desbrunes stated that Broward County owns the land, although the monument belongs to the City. The County will not dedicate the land to the City as there is a well located at the back of the monument. The City maintains the monument and the landscaping, however, the renaming of the monument will have to be sent to Broward County for consideration.

Commissioner Harrison stated that he is not in favor of renaming the monument. He believes that the Sam Brown Monument is enough and another space should be dedicated in the City.

Commissioner Thomas suggested a wall and seating dedication area within the City that can be explored.

Former Vice Mayor Spence stated that he spoke to Broward County and was told that a Veterans Park can be a part of the Sam Brown Monument.

**F. DISCUSSION REGARDING CANCELLATION OF THE MAY 26, 2025 CITY COMMISSION WORKSHOP DUE TO THE MEMORIAL DAY HOLIDAY AND RESCHEDULING IT TO MAY 27, 2025 AT 5:00 P.M.**

The Mayor and Commissioners were all in favor of cancelling the May 26, 2025 City Commission Workshop due to the Memorial Day holiday and rescheduling it to May 27, 2025 at 5:00 p.m.

**G. DISCUSSION REGARDING CITY'S ADVISORY BOARDS MEETING DATES AND TIMES FOR THE 2025 CALENDAR YEAR**

There was no discussion on this item.

**H. DISCUSSION REGARDING OPPOSING THE PROPOSED CUTS TO THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM ("SNAP") (SPONSORED BY COMMISSIONER THOMAS)**

Commissioner Thomas stated that this bill has been definitely postponed and withdrawn from consideration.

**I. DISCUSSION REGARDING CONSIDERING A JOINT MEETING BETWEEN CITY COMMISSION AND BUDGET ADVISORY COMMITTEE**

Ms. Williams stated that the Budget Advisory Committee submits its budget recommendations to the City Commission at a Commission Workshop during the budget process. The City Commission recently appointed members to the Budget Advisory Committee at its meeting held January 28, 2025, via Resolution 2025-006 to assist with the development of the FY2025-26 Budget. A joint meeting with the City Commission is requested from the Budget Advisory Committee to express its concerns or offer recommendations related to the upcoming FY2025-26 Budget. The advisory committee is interested in the priorities of the Commission, plans for a performing arts center, discussion of the purchase of the property located at 4301 NW 48th Avenue, and other considerations.

Mayor Edwards Phillips asked if it the meeting would be a Special Meeting.

Ms. Williams stated that it could be done through a Special Meeting.

Commissioner Harrison stated that the meeting could be done through a community meeting and it could be held outside of the chambers.

Mr. Calloway stated that the meeting could be held in form of a special meeting or a workshop. An alternative way is that it could be done through a community meeting as long as it is noticed and meets the requirements of the Florida Statutes.

Commissioner Maxwell-Williams stated that she is fine with having the meeting in any format.

**J. DISCUSSION REGARDING COSTS PAID TO "THAT DJ CHRIS" FOR HIS SERVICES AT CITY EVENTS FROM JANUARY 2023 TO APRIL 2025 (SPONSORED BY VICE MAYOR CAUSWELL)**

Vice Mayor Causwell stated that she is concerned about the fees collected by this vendor for his services. She reviewed the costs of several events that the vendor provided services for. She stated she would like to know who approved some of the payments.

Melodie Dominique, Special Events Coordinator, stated that the vendor is an entertainment curator who provides lighting and stage productions, street teams, drone coverage, hosting and DJ and several other services. He has adjusted his fees over the years and charges the City less than he does other cities. She stated that other curators have wanted to charge over \$50,000 for services but his costs remain lower. As a curator he is able to secure reasonable rates with other vendors for services rather than the City reaching out to vendors directly.

Vice Mayor Causwell stated the City is spending a lot of money on City events when it should be spent on residents in other ways.

Ms. Dominique explained the associated costs are being paid to the vendor directly and he then pays the other vendors. All of the invoices are checked and verified to ensure that they are properly paid.

Commissioner Harrison asked if there is a bid that goes out to DJ's for services.

Ms. Dominique stated that the vendor's associated costs remains reasonable as compared to other DJ's and curators.

Commissioner Harrison stated that he would like to hear from the vendor directly so he can address any questions regarding his curating process.

Mr. Calloway stated that the concerns should be addressed to the Acting City Manager as she can provide direction to the staff.

Vice Mayor Causwell inquired as to who approved the budget for those events.

Ms. Lockett stated that the Mayor and Commission approved the budget for special events. Staff then has the ability to allocate the funds to each of the special events.

Commissioner Maxwell-Williams stated that she does not see anything wrong with the way the events are being done and stated Parks and Human Services is doing a great job with the events.

**K. DISCUSSION REGARDING SPRAY DA WORLD (SDW) COMMUNITY PLAY DAY EVENT (SPONSORED BY COMMISSIONER HARRISON)**

Commissioner Harrison stated that SouthPromo.com is seeking to partner with the City of Lauderdale Lakes to bring the Spray Da World (SDW) Community Play Day to life. This high-energy, family-focused event is designed to promote creativity, athleticism, and unity while spotlighting local youth talent and fostering strong community engagement. As an interactive celebration, the Play Day aims to provide a safe, fun, and empowering environment for children, teens, and families from Lauderdale Lakes and surrounding communities. They are requesting support from in the following areas; serve as the official host and sponsor of the event; assist with confirming the event location (Lauderdale Lakes Recreation Park); coordinate the use of the show mobile; help secure local law enforcement & city personnel; support through the city's marketing & public relations channels and promote city representation and presence at the event.

Commissioner Maxwell-Williams stated that she is in agreement with this event as long as it is not costly to the City.

Vice Mayor Causwell inquired as to what type of activities would be done.

Commissioner Harrison stated that the event would have Flag Football, Basketball Tournament, Kickball Tournament, Sack Races, Three-Legged Races, Tug-o-War and Obstacle Courses. There will also have an open mic talent showcase for music, poetry, dance, visual art and spoken word. The proposed event scheduled date is July 19, 2025.

Broward Sheriff's Office Fire Chief Charles Hackett and Police Captain Warnell Phillips stated they will check on the associated costs and get back to the Commission. The associated costs are based on number of attendees, food truck inspections and a security assessment.

## **6. REPORTS**

### **A. PETITIONS FROM THE PUBLIC**

## **7. ADJOURNMENT**

Being that there was no other business to come before the City Commission, the workshop adjourned at 8:30 p.m.

---

VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

---

PAV BENASRIE-WATSON CMC, DEPUTY CITY CLERK

# CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

MAY 13, 2025 CITY COMMISSION MEETING MINUTES

Summary

Staff Recommendation

**Background:**

**Funding Source:**

**Fiscal Impact:**

**Sponsor Name/Department:**

**Meeting Date:** 5/27/2025

## ATTACHMENTS:

Description

Type

□ May 13, 2025 City Commission Meeting Minutes

Minutes





## City of Lauderdale Lakes

Office of the City Clerk

4300 Northwest 36 Street - Lauderdale Lakes, Florida 33319-5599

(954) 535-2705 - Fax (954) 535-0573

---

### CITY COMMISSION MEETING MINUTES

City Commission Chambers

May 13, 2025

7:00 PM

---

#### 1. CALL TO ORDER

Mayor Edwards Phillips called the May 13, 2025, City Commission Meeting to order at 7:00 p.m.

#### 2. ROLL CALL

##### PRESENT

Mayor Veronica Edwards Phillips

Vice Mayor Tycie Causwell

Commissioner Easton Harrison

Commissioner Karlene Maxwell-Williams

Commissioner Sharon Thomas

##### ALSO PRESENT

Acting City Manager Venice Howard

City Attorney Sidney Calloway

Deputy City Clerk Pav Benasrie-Watson

City Staff

#### 3. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation provided by Pastor Valtricts Binns, Ambassador Seventh Day Adventist Church

The Pledge of Allegiance was recited.

#### 4. PROCLAMATIONS/PRESENTATIONS

##### A. PROCLAMATION - RECOGNIZING MAY AS MENTAL HEALTH AWARENESS MONTH - NAMI BROWARD COUNTY (MAYOR EDWARDS PHILLIPS)

Ms. Donna Linn accepted the proclamation for Mental Health Awareness Month.

##### B. PROCLAMATION - CELEBRATING SHENKA BLUE, BROWARD COUNTY SCHOOL BOARD PRINCIPAL OF THE YEAR, PRINCIPAL AT ORIOLE ELEMENTARY SCHOOL (SPONSORED BY MAYOR EDWARDS PHILLIPS)

Ms. Sheneka Blue accepted the proclamation celebrating her as Broward County Public School Principal of the Year.

##### C. PROCLAMATION - CELEBRATING TRACY-ANN SMITH, BOYD H. ANDERSON HIGH SCHOOL EMPLOYEE OF THE YEAR (SPONSORED BY COMMISSIONER HARRISON)

Ms. Tracy-Ann Smith accepted the proclamation celebrating her as Employee of the Year at Boyd

H. Anderson High School.

**D. PROCLAMATION - CELEBRATING HAITIAN HERITAGE MONTH (SPONSORED BY COMMISSIONER MAXWELL-WILLIAMS)**

Honorable Deputy Consul General, Mr. Yverick Delorme Cyril accepted the proclamation celebrating Haitian Heritage Month.

Nadege Le Blanc from State Representative Sheila Cherifulus-McCormick's Office welcomed Honorable Deputy Consul General, Mr. Yverick Delorme Cyril and wished everyone a Happy Haitian Heritage Month.

**E. PROCLAMATION - CELEBRATING NATIONAL PUBLIC WORKS WEEK**

Mr. Ron Desbrunes accepted the proclamation celebrating National Public Works Week.

**F. PRESENTATION - 2025 LOCAL GOVERNMENT ACADEMY GRADUATES**

Ms. Glenda Brockington presented certificates to the 2025 Local Government Academy Graduates.

**5. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

**A. APRIL 21, 2025 CITY COMMISSION WORKSHOP MINUTES**

**B. APRIL 22, 2025 CITY COMMISSION MEETING MINUTES**

Vice Mayor Causwell made a motion to approve the minutes from the April 21, 2025 City Commission Workshop and the April 22, 2025 City Commission Meeting.

Mayor Edwards Phillips requested a roll call:

FOR: Mayor Edwards Phillips, Vice Mayor Causwell, Commissioner Harrison, Commissioner Maxwell-Williams, Commissioner Thomas

Motion passed: 5-0

**6. PETITIONS FROM THE PUBLIC**

Ms. Melida Akiti provided an update on the Stay Healthy Together program and mobile unit partnership with Broward Health and the City.

Mr. Ari Pregen of The Pregen Firm, spoke of the liens placed on the home of his clients, Kenneth and Margaret Bordeaux.

Larry Seward of CBS News Miami asked if the fines that are on placed Kenneth and Margaret Bordeaux are excessive since the violations have been brought into compliance. He asked if the City is looking for remedies on the lien reduction program.

Caroline Guillard spoke about the issues she is facing pertaining to putting up a seawall on her property. She spoke about placing higher speed bumps on 39th Street as cars tend to drive very fast and of the stop sign that is ignored by drivers at 41st and 50th Terrace.

Former Commissioner Beverly Williams spoke about the Friends of the Library program and encouraged everyone to join. She also spoke of hurricane preparedness.

Ms. Moore from Park Lakes Elementary School shared a letter of appreciation from Principal Rhonda Parris regarding the coffee and donuts that were provided to the staff and teachers during Teachers Appreciation Week.

**7. CONSIDERATION OF ORDINANCES ON SECOND READING**

## 8. CONSIDERATION OF ORDINANCES ON FIRST READING

- A.** ORDINANCE 2025-007 IN ACCORDANCE WITH ARTICLE 5, SECTION 5.04 OF THE LAUDERDALE LAKES CODE OF ORDINANCES, AMENDING THE FISCAL YEAR 2024-2025 ADOPTED BUDGET; PROVIDING FOR REVISIONS TO THE APPROPRIATION OF FUNDS FOR THE OPERATION OF THE GOVERNMENT OF THE CITY OF LAUDERDALE LAKES ("CITY") IN THE AMOUNT OF ONE MILLION ONE HUNDRED TWENTY-THREE THOUSAND SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$1,123,750.00), PERTAINING TO COMMISSION APPROVED PURCHASE OF REAL PROPERTY LOCATED AT 4301 NW 48TH AVENUE PURSUANT TO RESOLUTION 2025-027; PERTAINING TO APPROPRIATING THE NEW GRANT AWARD NO. 21469 FROM BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC. D/B/A FLORIDA BLUE PURSUANT TO RESOLUTION 2025-046; PROVIDING FOR REVISION TO FUNDING AMOUNTS ALLOCATED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUND PURSUANT TO RESOLUTION 2025-034

This ordinance amends the FY2024-25 Adopted Budget per Ordinance 2024-016. To successfully operate the City and conform to accounting principles and standards, a budget amendment in the amount of \$1,123,750 is requested for the General Fund (\$986,647); Alzheimer Care Center Fund (\$100,000) and Community Development Block Grant Fund (\$37,103).

City Attorney Calloway read Resolution Ordinance 2025-007 by title:

### ORDINANCE 2025-007

AN ORDINANCE OF THE CITY OF LAUDERDALE LAKES, BROWARD COUNTY, FLORIDA; IN ACCORDANCE WITH ARTICLE 5, SECTION 5.04 OF THE LAUDERDALE LAKES CODE OF ORDINANCES, AMENDING THE FISCAL YEAR 2024-2025 ADOPTED BUDGET; PROVIDING FOR REVISIONS TO THE APPROPRIATION OF FUNDS FOR THE OPERATION OF THE GOVERNMENT OF THE CITY OF LAUDERDALE LAKES ("CITY") IN THE AMOUNT OF ONE MILLION ONE HUNDRED TWENTY-THREE THOUSAND SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$1,123,750.00), PERTAINING TO COMMISSION APPROVED PURCHASE OF REAL PROPERTY LOCATED AT 4301 NW 48<sup>TH</sup> AVENUE PURSUANT TO RESOLUTION 2025-027; PERTAINING TO APPROPRIATING THE NEW GRANT AWARD NO. 21469 FROM BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC. D/B/A FLORIDA BLUE PURSUANT TO RESOLUTION 2025-046; PROVIDING FOR REVISION TO FUNDING AMOUNTS ALLOCATED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUND PURSUANT TO RESOLUTION 2025-034, AS IDENTIFIED IN THE BUDGET AMENDMENT NO.2, ATTACHED HERETO AS **EXHIBIT A**, A COPY OF WHICH MAY BE INSPECTED AT THE OFFICE OF THE CITY CLERK; PROVIDING FOR ADOPTION OF RECITALS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING AN EFFECTIVE DATE.

Vice Mayor Causwell made a motion move Ordinance 2025-007 to the floor for discussion.

Mayor Edwards Phillips requested a roll call:

FOR: Mayor Edwards Phillips, Vice Mayor Causwell, Commissioner Harrison, Commissioner Maxwell-Williams, Commissioner Thomas

Motion passed: 5-0

Bobbi Williams, Financial Services Director, stated that a budget amendment in the amount of \$1,123,750 is requested for the General Fund (\$986,647); Alzheimer Care Center Fund (\$100,000) and Community Development Block Grant Fund (\$37,103). The City Commission approved the purchase of the property by public auction located at 4301 NW 48th Avenue, by Resolution 2025-027, at its special meeting held February 19, 2025. The City of Lauderdale Lakes was the successful bidder during the public auction, which was held February 20, 2025, for the total

purchase of \$986,647, which includes the purchase price of \$965,400 and additional fees to the State of Florida and Clerk of Court of \$21,247. To properly account for the purchase and realign the budget, a budget amendment is required. If approved, the Revised FY2024-25 Budget for the Fund will be reflected as \$45,897,086. The second is the Alzheimer Care Center Fund in the amount of \$100,000 from Florida Blue for the purpose of renovations and upgrades to the Alzheimer Care Center, such as upgrades to the kitchen and restroom and replacement of furniture. To properly account for the grant funds, an amendment is required to include the grant funding to the budget. This budget amendment is contingent upon the approval and acceptance of the grant via Resolution 2025- 046. If approved, the Revised FY2024-25 Budget for the Alzheimer Care Center Fund will be reflected as \$766,075. The third is the Community Development Block Grant Fund which was approved and initially funded during the adoption of the FY2024-25 Budget in the amount of \$464,158 to account for the 49th and 50th Housing Rehabilitation Programs, also known as the Minor Home Repair Program.

Mayor Edwards Phillips announced a public hearing.

Hearing none, Mayor Edwards Phillips closed the public hearing.

Commissioner Thomas made a motion to approve Ordinance 2025-007.

Mayor Edwards Phillips requested a roll call:

FOR: Mayor Edwards Phillips, Vice Mayor Causwell, Commissioner Harrison, Commissioner Maxwell-Williams, Commissioner Thomas

Motion passed: 5-0

## **9. CONSIDERATION OF RESOLUTIONS ON CONSENT AGENDA**

- A.** RESOLUTION 2025-065 APPROVING AND AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN CONTRACT BETWEEN THE CITY OF LAUDERDALE LAKES ("CITY") AND WESTWAY TOWING, INC., PURSUANT TO ARTICLE XIII, SECTION 82-358(D) OF THE CITY OF LAUDERDALE LAKES' PROCUREMENT CODE ("PROCUREMENT CODE") PROVIDING FOR COOPERATIVE PURCHASING AS AN EXCLUSION AND EXCEPTIONS TO BID AND PROPOSAL REQUIREMENTS IN THE PROCUREMENT CODE, IN ACCORDANCE WITH THAT CERTAIN CITY OF LAUDERHILL CONTRACT WITH WESTWAY TOWING INC., COMPETITIVELY AWARDED UNDER CONTRACT NO. RFP2023-049, PROVIDING FOR TOWING AND WRECKER SERVICES AT NO COST TO THE CITY ("LAUDERHILL TOWING CONTRACT")

This resolution authorizes a contract to Westway Towing, Inc., to provide Citywide Towing and Wrecker services to the City of Lauderdale Lakes in accordance with the City of Lauderhill's Cooperative Contract, No. RFP2023-049 at no cost to the City.

- B.** RESOLUTION 2025-066 AUTHORIZING AND APPROVING THE MAYOR AND DEPUTY CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN SOLE SOURCE PURCHASE AGREEMENT FOR AN AQUATIC WEED HARVESTER ("WEEDOO") FROM WEEDOO GREENBOAT, INC., IN ACCORDANCE WITH ARTICLE XIII, SECTION 82-358(b) OF THE CITY OF LAUDERDALE LAKES PROCUREMENT CODE, IN AN AMOUNT NOT TO EXCEED EIGHTY-NINE THOUSAND, FIVE HUNDRED FIFTEEN DOLLARS AND NO/100 (\$89,515.00)

This resolution authorizes the sole source purchase of the Aquatic Weed Harvester (Weedoo) in an amount of \$89,515 from the Weedoo Greenboat, Inc.

- C.** RESOLUTION 2025-068 ADOPTING AN AGREEMENT FOR ALZHEIMER'S DISEASE INITIATIVE BETWEEN THE AREAWIDE COUNCIL ON AGING AND THE CITY OF LAUDERDALE LAKES/LAUDERDALE LAKES ALZHEIMER CARE CENTER FOR

CONTRACT#JZ2025-25-2026, FOR THE TERM COMMENCING JULY 1, 2025, WITH SERVICES ENDING JUNE 30, 2026, IN THE AMOUNT OF TWO HUNDRED AND SEVENTY TWO THOUSAND SIX HUNDRED EIGHTY NINE 00/100 (\$272,689.00) DOLLARS FOR THE PURCHASE OF IN-FACILITY RESPITE CARE, CASE MANAGEMENT SERVICES, SPECIALIZED MEDICAL EQUIPMENT AND SUPPLIES

This resolution authorizes the standard Agreement for Alzheimer's Disease Initiative contract number JZ2025-25-2026 between the Areawide Council on Aging and the City of Lauderdale Lakes Lauderdale Lakes Alzheimer's Care Center for July 1, 2025, through June 30, 2026. The total funding amount of \$272,689.00 will provide In-Facility Respite Care, Case Management services, and specialized medical equipment and supplies for the Lauderdale Lakes Alzheimer's Care Center.

- D.** RESOLUTION 2025-069 AUTHORIZING THE ACTING CITY MANAGER TO SUBMIT AN APPLICATION TO BROWARD COUNTY SEEKING ALLOCATION OF FUNDING FOR THE 51ST YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING CYCLE FOR THE CITY'S MINOR HOME REPAIR PROGRAM, SENIOR TRANSPORTATION PROGRAM AND SENIOR QUALITY OF LIFE ENHANCEMENT PROGRAM, SUBJECT TO REQUIRED PUBLIC NOTICE AND PENDING HEARINGS HELD ON APRIL 22, 2025 AND MAY 13, 2025

This resolution authorizes the Acting City Manager to submit an application to Broward County for the 51st CDBG programs.

- E.** RESOLUTION 2025-070 AUTHORIZING THE ACTING CITY MANAGER TO ENTER INTO AN AGREEMENT TO ACCEPT GRANT FUNDING FROM THE CHILDREN SERVICES COUNCIL OF BROWARD COUNTY FOR THE IMPLEMENTATION OF THE 2025 "MOST" SUMMER CAMP PROGRAM IN THE AMOUNT OF ONE HUNDRED AND FORTY FOUR AND EIGHTEEN DOLLARS (\$144,018.00) FOR THE PERIOD OF MAY 1, 2025, THROUGH AUGUST 31, 2025, TO PROVIDE FOR SUMMER CAMP OPPORTUNITIES FOR ELIGIBLE YOUTH; PROVIDING FOR A CITY MATCH IN AN AMOUNT NOT TO EXCEED NINE THOUSAND FIVE HUNDRED AND NINETY FIVE DOLLARS (\$9,595.00)

This resolution authorizes the Acting City Manager to enter into an agreement and accept grant funding from the Children Services Council (CSC) in the amount of \$144,018.00 for the implementation of the 2025 Summer "MOST" Camp Program for the period of May 1, 2025 through August 31, 2025. The Children Services Council agreement requires a City Match in the amount of \$9,595.00.

- F.** RESOLUTION 2025-071 AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE AN AGREEMENT WITH CULINARY AFFAIRS TO PROVIDE NUTRITIOUS BREAKFAST AND LUNCH FOR THE 2025 SUMMER FOOD PROGRAM AT WILLIE WEBB SR. PARK FUNDED THROUGH THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, SUMMER FOOD SERVICE

This resolution authorizes the Acting City Manager to execute an agreement with Culinary Affairs, Inc. to provide nutritious breakfast and lunch for the 2025 Summer Food Program at Willie Webb Sr. Park. This program will be funded through the Florida Department of Agriculture and Consumer Services, Summer Food Service Program.

Commissioner Maxwell-Williams made a motion to pull Resolution 2025-067 from the consent agenda and placed on the regular agenda.

Mayor Edwards Phillips requested a roll call:

FOR: Mayor Edwards Phillips, Vice Mayor Causwell, Commissioner Harrison, Commissioner Maxwell-Williams, Commissioner Thomas

Motion passed: 5-0

City Attorney Calloway read Resolutions 2025-065, 2025-066, 2025-068, 2025-069, 2025-070, and 2025-071 by title:

RESOLUTION 2025-065

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA, APPROVING AND AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN CONTRACT BETWEEN THE CITY OF LAUDERDALE LAKES ("CITY") AND WESTWAY TOWING, INC., PURSUANT TO ARTICLE XIII, SECTION 82-358(D) OF THE CITY OF LAUDERDALE LAKES' PROCUREMENT CODE ("PROCUREMENT CODE") PROVIDING FOR COOPERATIVE PURCHASING AS AN EXCLUSION AND EXCEPTIONS TO BID AND PROPOSAL REQUIREMENTS IN THE PROCUREMENT CODE, IN ACCORDANCE WITH THAT CERTAIN CITY OF LAUDERHILL CONTRACT WITH WESTWAY TOWING INC., COMPETITIVELY AWARDED UNDER CONTRACT NO. RFP2023-049, PROVIDING FOR TOWING AND WRECKER SERVICES AT NO COST TO THE CITY ("LAUDERHILL TOWING CONTRACT"); A COPY OF THE LAUDERHILL TOWING CONTRACT IS ATTACHED HERETO AS COMPOSITE **EXHIBIT A**, AND A DRAFT COPY OF THE PROPOSED CONTRACT BETWEEN THE CITY AND WESTWAY TOWING INC. IS ATTACHED HERETO AS **EXHIBIT B**; BOTH OF WHICH CAN BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING AN EFFECTIVE DATE.

RESOLUTION 2025-066

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA, AUTHORIZING AND APPROVING THE MAYOR AND DEPUTY CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN SOLE SOURCE PURCHASE AGREEMENT FOR AN AQUATIC WEED HARVESTER ("WEEDOO") FROM WEEDOO GREENBOAT, INC., IN ACCORDANCE WITH ARTICLE XIII, SECTION 82-358(b) OF THE CITY OF LAUDERDALE LAKES PROCUREMENT CODE, IN AN AMOUNT NOT TO EXCEED EIGHTY-NINE THOUSAND, FIVE HUNDRED FIFTEEN DOLLARS AND NO/100 (\$89,515.00); A DRAFT COPY OF THE SOLE SOURCE PURCHASE AGREEMENT ("PURCHASE AGREEMENT") IS ATTACHED HERETO AS **EXHIBIT A**; COPIES OF THE DIRECTOR OF FINANCIAL SERVICES' WRITTEN DETERMINATION AND THE WRITTEN REQUEST/JUSTIFICATION FROM THE DIRECTOR OF PUBLIC WORKS ARE ATTACHED HERETO AS COMPOSITE EXHIBIT B; EACH EXHIBIT MAY BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE DEPUTY CITY CLERK; PROVIDING AN EFFECTIVE DATE.

RESOLUTION 2025-068

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA; AUTHORIZING THE MAYOR AND DEPUTY CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, CONTRACT NO. JZ2025-25-2026, PERTAINING TO THE AGREEMENT FOR THE ALZHEIMER'S DISEASE INITIATIVE PROGRAM BETWEEN THE AREAWIDE COUNCIL ON AGING OF BROWARD COUNTY, INC., AND THE CITY OF LAUDERDALE LAKES/LAUDERDALE LAKES ALZHEIMER CARE CENTER, FOR THE PURCHASE OF IN-FACILITY RESPITE CARE, CASE MANAGEMENT SERVICES, AND SPECIALIZED MEDICAL EQUIPMENT AND SUPPLIES, FOR AN AMOUNT NOT TO EXCEED TWO HUNDRED SEVENTY-TWO THOUSAND SIX HUNDRED EIGHTY-NINE DOLLARS AND NO/100 (\$272,689.00), TO BE PROVIDED TO THE LAUDERDALE LAKES ALZHEIMER CARE CENTER COMMENCING ON JULY 1, 2025, THROUGH JUNE 30, 2026; A COPY OF A CONTRACT NO. JZ2025-25-2026 CONTRACT IS ATTACHED HERETO AS **EXHIBIT A**, AND A COPY OF CONTRACT NO. JZ2025-25-2026 CONTRACT SUMMARY IS ATTACHED HERETO AS **EXHIBIT B**; SAID EXHIBITS MAY BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE DEPUTY CITY CLERK; PROVIDING AN EFFECTIVE DATE.

RESOLUTION 2025-069

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA; AUTHORIZING THE ACTING CITY MANAGER TO SUBMIT AN APPLICATION FOR THE 51<sup>st</sup> YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2025-2026 FUNDING CYCLE TO SUPPORT THE CITY'S MINOR HOME REPAIR PROGRAM, SENIOR TRANSPORTATION PROGRAM, AND SENIOR QUALITY OF LIFE ENHANCEMENT PROGRAM FOR A TOTAL GRANT AMOUNT NOT TO EXCEED TWO HUNDRED NINETY TWO THOUSAND SEVENTY NINE DOLLARS AND NO/100 (\$292,079.00), SUBJECT TO REQUIRED PUBLIC NOTICES AND PUBLIC HEARINGS SCHEDULED FOR APRIL 21, 2025, AND MAY 13, 2025; FURTHER AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE ALL NECESSARY FUNDING APPLICATIONS AND AGREEMENTS RELATED TO THE CDBG FUNDING PROGRAM; A COPY OF THE CDBG APPLICATION FOR THE 2025-2026 FUNDING CYCLE IS ATTACHED HERETO AS **EXHIBIT A**, AND MAY BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE DEPUTY CITY CLERK; PROVIDING AN EFFECTIVE DATE.

RESOLUTION 2025-070

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA; AUTHORIZING THE ACTING CITY MANAGER TO ENTER INTO AN AGREEMENT BETWEEN THE CHILDREN'S SERVICES COUNCIL OF BROWARD COUNTY AND THE CITY OF LAUDERDALE LAKES ("CITY") TO ACCEPT GRANT FUNDING FROM THE CHILDREN'S SERVICES COUNCIL OF BROWARD COUNTY IN THE AMOUNT OF ONE HUNDRED FORTY-FOUR THOUSAND EIGHTEEN DOLLARS AND NO/100 (\$144,018.00), FOR THE IMPLEMENTATION OF THE 2025 MAXIMIZING OUT-OF-SCHOOL TIME ("MOST") INCLUSION PROGRAM, CONTRACT NUMBER 22-2429 ("AGREEMENT"), BEGINNING ON MAY 1, 2025, THROUGH AUGUST 31, 2025, TO PROVIDE FOR SUMMER CAMP OPPORTUNITIES FOR ELIGIBLE YOUTH; FURTHER PROVIDING FOR A PARTIAL CITY MATCH OF AN AMOUNT NOT TO EXCEED NINE THOUSAND FIVE HUNDRED NINETY-FIVE AND NO/100 (\$9,595.00) DOLLARS; A COPY OF SAID AGREEMENT IS ATTACHED HERETO AS **EXHIBIT A**, WHICH CAN BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE DEPUTY CITY CLERK; PROVIDING AN EFFECTIVE DATE.

RESOLUTION 2025-071

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN AGREEMENT BETWEEN CULINARY AFFAIRS BY DOMINICK INC., ("CULINARY AFFAIRS") AND THE CITY OF LAUDERDALE LAKES ("CITY") TO PROVIDE NUTRITIOUS BREAKFAST AND LUNCH ITEMS FOR CHILDREN THROUGH THE 2025 SUMMER FOOD PROGRAM AT WILLIE L. WEBB SENIOR PARK, IN AN AMOUNT NOT TO EXCEED TWENTY SIX THOUSAND THREE HUNDRED TWENTY FOUR DOLLARS AND 50/100 (\$26,324.50), SAID PROGRAM TO BE FUNDED BY THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, SUMMER FOOD SERVICE PROGRAM, A COPY OF SAID AGREEMENT IS ATTACHED HERETO AS **EXHIBIT A**, WHICH MAY BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE DEPUTY CITY CLERK; PROVIDING AN EFFECTIVE DATE.

Commissioner Thomas made a motion to approve Resolutions 2025-065, 2025-066, 2025-068, 2025-069, 2025-070, and 2025-071.

FOR: Mayor Edwards Phillips, Vice Mayor Causwell, Commissioner Harrison, Commissioner Maxwell-Williams, Commissioner Thomas

Motion passed: 5-0



## 10. CONSIDERATION OF RESOLUTIONS ON REGULAR AGENDA

### A. RESOLUTION 2025-067 AUTHORIZING AND APPROVING THE PROGRAM DESIGN FOR THE CONDOMINIUM MORTGAGE ASSISTANCE PROGRAM

This resolution authorizes the approval of the application design for the recently established Mortgage Assistance and Home Improvement Programs.

City Attorney Calloway read Resolution 2025-067 by title:

#### RESOLUTION 2025-067

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA; AUTHORIZING AND APPROVING THE PROGRAM DESIGN FOR THE CONDOMINIUM MORTGAGE ASSISTANCE PROGRAM; A COPY OF THE PROGRAM DESIGN FOR THE CONDOMINIUM MORTGAGE ASSISTANCE PROGRAM IS ATTACHED HERETO AS EXHIBIT A; A DRAFT COPY OF WHICH MAY BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE DEPUTY CITY CLERK; PROVIDING AN EFFECTIVE DATE.

Commissioner Maxwell-Williams made a motion to table Resolution 2025-067.

Mayor Edwards Phillips requested a roll call:

FOR: Mayor Edwards Phillips, Vice Mayor Causwell, Commissioner Harrison, Commissioner Maxwell-Williams, Commissioner Thomas

Motion passed: 5-0

### B. RESOLUTION 2025-072 AUTHORIZING PAYMENT NOT TO EXCEED \$3,000.00 FOR EXPENSES INCURRED IN THE HOSTING OF THE LAUDERDALE LAKES CHAMBER OF COMMERCE MEET AND GREET EVENT

This resolution authorizes funding of the The Meet & Greet event scheduled on May 14, 2025 at 6:00 p.m. in the Willie Webb, Sr. Park. The purpose of the event is to discuss the benefits of having a local Chamber of Commerce, explain the process of incorporating the Chamber of Commerce and encourage participation from business owners. EDAB members requested to intensify the marketing efforts by placing small signs in the commercial plazas which increases the cost to \$2,810.19.

City Attorney Calloway read Resolution 2025-072 by title:

#### RESOLUTION 2025-072

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA; AUTHORIZING AND APPROVING PAYMENT OF AN AMOUNT NOT TO EXCEED THREE THOUSAND DOLLARS AND NO/100 (\$3,000.00) FOR EXPENSES INCURRED BY THE ECONOMIC DEVELOPMENT ADVISORY BOARD TO HOST THE LAUDERDALE LAKES CHAMBER OF COMMERCE "MEET AND GREET" EVENT SCHEDULED FOR WEDNESDAY, MAY 14, 2025, AT THE WILLIE WEBB, SR. PARK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE DEPUTY CITY CLERK; PROVIDING AN EFFECTIVE DATE.

Commissioner Harrison made a motion to move Resolution 2025-072 to the floor for discussion.

Mayor Edwards Phillips requested a roll call:

FOR: Mayor Edwards Phillips, Vice Mayor Causwell, Commissioner Harrison, Commissioner Maxwell-Williams, Commissioner Thomas

Motion passed: 5-0

Ms. Vielka Buchanan, Economic Development Manager, stated that the Economic Development Advisory Board established a long-term goal to assist in the creation of a Lauderdale Lakes Chamber of Commerce. On January 13, 2025 at a Commission Workshop, Patrick Green, Economic Development Advisory Board member, shared the interest of the Economic Development Advisory Board (EDAB) to host a "Meet & Greet" event as the first initiative to build relationships with local businesses. Furthermore, Mr. Green requested that expenses incurred in the coordination and execution of the event be funded by the City of Lauderdale Lakes not to exceed \$1,500.00. This initiative further supports the City's goal to maximize economic development.

Commissioner Thomas made a motion to approve Resolution 2025-072.

Mayor Edwards Phillips requested a roll call:

FOR: Mayor Edwards Phillips, Vice Mayor Causwell, Commissioner Harrison, Commissioner Maxwell-Williams, Commissioner Thomas

Motion passed: 5-0

- C. RESOLUTION 2025-073 AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE AN AMENDMENT TO THE MARKETING SERVICES AGREEMENT BETWEEN THE CITY OF LAUDERDALE LAKES ("CITY") AND UTILITY SERVICE PARTNERS PRIVATE LABEL, INC. D/B/A SERVICE LINE WARRANTIES OF AMERICA ("SLWA"), TO EXTEND THE AGREEMENT FOR ONE YEAR WITH TWO ONE-YEAR RENEWAL OPTIONS; AND TO FURTHER CONTINUE LICENSING THE USE OF THE CITY'S TRADEMARK IN CONJUNCTION WITH ADVERTISEMENTS TO THE CITY'S RESIDENTS RELATED TO WARRANTY PLANS FOR THE REPAIR OF WATER, SEWER, AND INTERIOR PLUMBING ON RESIDENTIAL PROPERTY**

This resolution authorizes an extension of an existing agreement with Service Line Warranties of America (SLWA) to continue the City's participation in the National League of Cities' Service Line Warranty Program. This amended agreement serves to extend the agreement for a period of one year, with two one-year renewal options.

City Attorney Calloway read Resolution 2025-073 by title:

#### RESOLUTION 2025-073

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA; AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE AN AMENDMENT TO THE MARKETING SERVICES AGREEMENT BETWEEN THE CITY OF LAUDERDALE LAKES ("CITY") AND UTILITY SERVICE PARTNERS PRIVATE LABEL, INC. D/B/A SERVICE LINE WARRANTIES OF AMERICA ("SLWA"), TO EXTEND THE AGREEMENT FOR ONE YEAR WITH TWO ONE-YEAR RENEWAL OPTIONS; AND TO FURTHER CONTINUE LICENSING THE USE OF THE CITY'S TRADEMARK IN CONJUNCTION WITH ADVERTISEMENTS TO THE CITY'S RESIDENTS RELATED TO WARRANTY PLANS FOR THE REPAIR OF WATER, SEWER, AND INTERIOR PLUMBING ON RESIDENTIAL PROPERTY; A COPY OF THE ORIGINAL AGREEMENT IS ATTACHED HERETO AS EXHIBIT A; A COPY OF THE APRIL 2025 SLWA PRESENTATION IS ATTACHED HERETO AS EXHIBIT B; A COPY OF A DRAFT SECOND AMENDMENT IS ATTACHED HERETO AS EXHIBIT C; COPIES OF WHICH MAY BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE DEPUTY CITY CLERK; PROVIDING AN EFFECTIVE DATE.

Commissioner Harrison made a motion to move Resolution 2025-073 to the floor for discussion.

Mayor Edwards Phillips requested a roll call:

FOR: Mayor Edwards Phillips, Vice Mayor Causwell, Commissioner Harrison, Commissioner Maxwell-Williams, Commissioner Thomas

Motion passed: 5-0

Ms. Celeste Dunmore, Executive Director of the Community Redevelopment Agency (CRA), stated that the National League of Cities (NLC) partnered with Utility Service Partners Inc. (USP) d/b/a Service Line Warranties of America to establish the NLC Service Line Warranty Program. The primary purpose of the program is to offer low-cost services to residents in need of utility line and replacement repairs that are outside of a municipality's maintenance responsibility. Because some homeowners' insurance do not typically cover the cost to repair broken lines and pipes, the warranty program is an added benefit to protect the home. A low-cost monthly fee is charged to the resident that chooses to participate in the program. According to the NLC, the benefits of the Service Line Warranty Program include at no cost to the municipality, affordable residential rates and local contractor participation. The Service Line Warranties of America (SLWA) is responsible for managing the Service Line Warranty Program which includes marketing, billing, customer service and repairs. As it pertains to the repairs, there is a 24/7 customer service repair hotline that handles incoming calls from residents that experience unexpected broken or leaking utility lines. The SLWA covers the cost of the repairs once performed. If there is no opposition, approval of the resolution is requested to extension the agreement for a period of one year with two one-year renewal options. Thereafter, HomeServe will send out communication regarding the optional plans to homeowners and program participation opportunities to local businesses.

Vice Mayor Causwell made a motion to approve Resolution 2025-073.

Mayor Edwards Phillips requested a roll call:

FOR: Mayor Edwards Phillips, Vice Mayor Causwell, Commissioner Harrison, Commissioner Maxwell-Williams, Commissioner Thomas

Motion passed: 5-0

#### **11. CORRESPONDENCE**

#### **12. REPORT OF THE MAYOR**

Mayor Edwards Phillips thanked everyone for attending and viewing the city commission meeting. She extended congratulations to Ms. Sheneka Blue, Tracy-Ann Smith and the 2025 Local Government Academy graduates. She spoke of the upcoming Mayor's Community Engagement Walk taking place in the Northgate community and the Relay for Life event.

#### **13. REPORT OF THE VICE MAYOR**

Vice Mayor Causwell thanked everyone for attending the meeting and extended congratulations to Ms. Sheneka Blue. She spoke of hurricane preparedness and about the importance of FEMA.

#### **14. REMARKS OF THE COMMISSIONERS**

Commissioner Harrison thanked everyone for attending the meeting and congratulated everyone who was recognized at the meeting. He spoke on the upcoming Chess Challenge taking place on May 15th at 6 p.m.

Commissioner Maxwell-Williams spoke about the City Manager's position regarding potential issues with in house recruitment. She suggested hiring an outside recruitment firm as they have a large network and brings vast experience. She congratulated everyone who was recognized at the meeting.

Commissioner Thomas thanked everyone for attending the meeting and congratulated everyone who was recognized at the meeting. she thanked the residents who took the tour of the recycling facility and spoke of the upcoming Conversations with the Commissioner event June 5th which will speak of hurricane preparedness.

**15. REPORT OF THE CITY MANAGER**

Acting City Manager Howard provided information about upcoming programs and events.

**16. REPORT OF THE CITY ATTORNEY**

Mr. Calloway spoke of ongoing code enforcement issues with the DuPont Property and the Allen Property. He spoke of the City's purchase of 4301 NW 48th Avenue and the previous owner's request to the court to vacate the foreclosure sale. He stated that the City's lien process is fair based on the law.

**17. ADJOURNMENT**

Being that there was no other business to come before the City Commission, the meeting adjourned at 9:30 p.m.

---

VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

---

PAV BENASRIE-WATSON CMC, DEPUTY CITY CLERK

# CITY OF LAUDERDALE LAKES

## Agenda Cover Page

Fiscal Impact: Yes

Contract Requirement: No

### Title

ORDINANCE 2025-007 IN ACCORDANCE WITH ARTICLE 5, SECTION 5.04 OF THE LAUDERDALE LAKES CODE OF ORDINANCES, AMENDING THE FISCAL YEAR 2024-2025 ADOPTED BUDGET; PROVIDING FOR REVISIONS TO THE APPROPRIATION OF FUNDS FOR THE OPERATION OF THE GOVERNMENT OF THE CITY OF LAUDERDALE LAKES ("CITY") IN THE AMOUNT OF ONE MILLION ONE HUNDRED TWENTY-THREE THOUSAND SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$1,123,750.00), PERTAINING TO COMMISSION APPROVED PURCHASE OF REAL PROPERTY LOCATED AT 4301 NW 48TH AVENUE PURSUANT TO RESOLUTION 2025-027; PERTAINING TO APPROPRIATING THE NEW GRANT AWARD NO. 21469 FROM BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC. D/B/A FLORIDA BLUE PURSUANT TO RESOLUTION 2025-046; PROVIDING FOR REVISION TO FUNDING AMOUNTS ALLOCATED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUND PURSUANT TO RESOLUTION 2025-034

### Summary

This ordinance amends the FY2024-25 Adopted Budget per Ordinance 2024-016. To successfully operate the City and conform to accounting principles and standards, a budget amendment in the amount of \$1,123,750 is requested for the General Fund (\$986,647); Alzheimer Care Center Fund (\$100,000) and Community Development Block Grant Fund (\$37,103).

### Staff Recommendation

#### **Background:**

The FY2024-25 All funds Operating and Capital Budget was adopted September 24, 2024, via Ordinance 2024-016 in the amount of \$108,109,128. Subsequent to the adoption of the operating and capital budget, funding adjustments to amend the budget were requested and approved via Ordinance 2025-001 on January 28, 2025, increasing the all funds budget to \$108,210,128. The amendments are provided below:

1) *General Fund* - \$45,000, increase in salaries of the Mayor and Commission per the approved voter referendum.

2) *Hurricane Loss Mitigation Program Fund* - \$56,000, to accommodate the increased allocation of grant funds for the Hurricane Loss Mitigation Program.

Ordinance 2025-001 approving the amendments above was approved by Commission January 28, 2025.

**Current Situation: At this time, additional budget adjustments are requested to appropriate the funding to meet the strategic goals of the City. The following budget amendments are requested:**

#### ***1) General Fund (Fund 001): \$986,647***

The City Commission approved the purchase of the property by public auction located at 4301 NW 48th Avenue, (Parcel Id#494124091370) by Resolution 2025-027, at its special meeting held February 19, 2025. The City of Lauderdale Lakes was the successful bidder during the public auction, which was held February 20, 2025, for the total purchase of \$986,647, which includes the purchase price of \$965,400 and additional fees to the State of Florida and Clerk of Court of \$21,247. To properly account for the purchase and realign the budget, a budget amendment is required. If approved, the Revised FY2024-25 Budget for the General

Fund will be reflected as \$45,897,086.

**2) Alzheimer Care Center Fund (Fund 112) - \$100,000**

The City of Lauderdale Lakes was awarded a grant from the Blue Cross and Blue Shield of Florida, Inc. d/b/a Florida Blue (“Florida Blue”) in the amount of \$100,000 for the purpose of renovations and upgrades to the Alzheimer Care Center, such as upgrades to the kitchen and restroom and replacement of furniture. To properly account for the grant funds, an amendment is required to include the grant funding to the budget. This budget amendment is contingent upon the approval and acceptance of the grant via Resolution 2025-046. If approved, the Revised FY2024-25 Budget for the Alzheimer Care Center Fund will be reflected as \$766,075.

**3) Community Development Block Grant (Fund 113): \$37,103**

The Community Development Block Grant Fund was approved and initially funded during the adoption of the FY2024-25 Budget in the amount of \$464,158 to account for the 49<sup>th</sup> and 50<sup>th</sup> Housing Rehabilitation Programs, aka, Minor Home Repair Programs. These grant programs are funded through Broward County Housing Finance Division, in accordance with the US Department of Housing and Urban Development Annual Plan. Subsequent to the adoption of the budget, the City of Lauderdale Lakes was notified that an increased allocation was awarded, which was approved and accepted at the Commission meeting held February 25, 2025, by Resolution 2025-034 for an additional \$37,103. The total allocation is as follows:

49<sup>th</sup> Program Year - \$264,079

50<sup>th</sup> Program Year - \$237,182

To accommodate the increase and to properly align the budget, it is necessary to increase both revenue and expenditures accounts by \$37,103. If approved, the Revised FY2024-25 Budget for the Community Development Block Grant Fund will be \$501,261.

**Recommended Action:** City staff is recommending approval of the amendments as presented. If approved, the Revised FY2024-25 All Funds Operating and Capital Budget will be reflected at \$109,333,878.

**Goal/Objective Met:** Management Services: Maintain & Enhance Funding

**Funding Source:**

1) General Fund - \$986,647; 2) Alzheimer Care Center Fund - \$100,000; and 3) Community Development Block Grant Fund - \$37,103 (Exhibit A)

**Fiscal Impact:**

There is a fiscal impact in the amount of \$1,123,750 affecting the following funds:

1) General Fund - \$986,647

2) Alzheimer Care Center Fund - \$100,000

3) Community Development Block Grant Fund - \$37,103

**Sponsor Name/Department:** Bobbi Williams, MPA, CGFO, NIGP-CPP, Director, Financial Services

**Meeting Date:** 5/27/2025

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Ordinance 2025-007 Amending Budget for FY 2024-202 - No.2	Ordinance
<input type="checkbox"/> Exhibit A - Budget Amendment No.2	Exhibit
<input type="checkbox"/> Ordinance 2024-016, Approving and Adopting FY2024-25 Final Budget	Backup Material
Ordinance 2025- 001, Amended FY2024-25 Operating and	

- ▢ Capital Budget
- ▢ Purchase of Property
- ▢ Florida Blue Grant
- ▢ CDBG Grant Increase

Backup Material  
Backup Material  
Backup Material  
Backup Material



ORDINANCE 2025-007

AN ORDINANCE OF THE CITY OF LAUDERDALE LAKES, BROWARD COUNTY, FLORIDA; IN ACCORDANCE WITH ARTICLE 5, SECTION 5.04 OF THE LAUDERDALE LAKES CODE OF ORDINANCES, AMENDING THE FISCAL YEAR 2024-2025 ADOPTED BUDGET; PROVIDING FOR REVISIONS TO THE APPROPRIATION OF FUNDS FOR THE OPERATION OF THE GOVERNMENT OF THE CITY OF LAUDERDALE LAKES ("CITY") IN THE AMOUNT OF ONE MILLION ONE HUNDRED TWENTY-THREE THOUSAND SEVEN HUNDRED FIFTY AND NO/100 DOLLARS (\$1,123,750.00), PERTAINING TO COMMISSION APPROVED PURCHASE OF REAL PROPERTY LOCATED AT 4301 NW 48<sup>TH</sup> AVENUE PURSUANT TO RESOLUTION 2025-027; PERTAINING TO APPROPRIATING THE NEW GRANT AWARD NO. 21469 FROM BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC. D/B/A FLORIDA BLUE PURSUANT TO RESOLUTION 2025-046; PROVIDING FOR REVISION TO FUNDING AMOUNTS ALLOCATED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUND PURSUANT TO RESOLUTION 2025-034, AS IDENTIFIED IN THE BUDGET AMENDMENT NO.2, ATTACHED HERETO AS **EXHIBIT A**, A COPY OF WHICH MAY BE INSPECTED AT THE OFFICE OF THE CITY CLERK; PROVIDING FOR ADOPTION OF RECITALS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Lauderdale Lakes ("City") adopted the Fiscal Year 2024-2025 All Funds Operating and Capital Improvement Budget on September 24, 2024, via Ordinance 2024-016 in the amount of \$108,109,128.00 which estimated the revenues and other income sources, as well as the requirements for expenditures and other uses of the City operating funds, departments, offices and agencies ("Budget");

WHEREAS, subsequent to the adoption of Ordinance 2024-016, the City Commission approved a budget amendment via Ordinance 2025-001 on January 28, 2025, amending the Budget in the amount of One Hundred and One Thousand and No/100 Dollars (\$101,000.00) to account for a Forty-Five Thousand Dollars and No/100 (\$45,000.00) increase in salaries for the Mayor and Commission per approved voter referendum, and Fifty-Six Thousand Dollars and No/100 (\$56,000.00) to accommodate for the increased allocation of grant funds for the

Hurricane Loss Mitigation Program, increasing the All Funds Budget to \$108,210,128.00;

WHEREAS, the City Commission now desires to amend the adopted budget to reflect additional appropriations to support recent commission approved actions and additional funding received during the current fiscal year;

WHEREAS, the proposed amendment includes (1) the appropriation of funds in an amount of Nine Hundred Eighty-Six Thousand Six Hundred Forty-Seven and No/100 Dollars (\$986,647.00) for the acquisition of the foreclosed real property located at 4301 NW 48th Avenue as authorized by Resolution 2025-027; (2) the inclusion of grant funds awarded by Florida Blue for the Alzheimer Care Center, pursuant to approved Resolution 2025-046 in the amount of One Hundred Thousand and No/100 Dollars (\$100,000.00); and (3) additional Community Development Block Grant for the 49<sup>th</sup> and 50<sup>th</sup> Years Minor Home Repair Program funds as approved via Resolution 2025-034 in the amount of Thirty-Seven Thousand One Hundred Three and No/100 Dollars (\$37,103.00) ;

WHEREAS, City Staff, through the Department of Financial Services, has determined that to successfully operate the City of Lauderdale Lakes ("City") in conformity with accounting principles and standards, the budget requires an amendment in an amount not to exceed One Million One Hundred Twenty-Three Thousand Seven Hundred Fifty and No/100 Dollars (\$1,123,750.00);

WHEREAS, pursuant to Article V, Section 5.04 of the City Code of Ordinances, it is appropriate to allow the City Commission to amend the annual budget to further its budget oversight responsibility; and

WHEREAS, the City Commission, with the recommendation of City Staff, deems it fiscally

prudent and in the public interest to revise the Current Budget in accordance with the Budget Amendment No. 2 attached hereto as **Exhibit A**, and;

WHEREAS, because this proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget, the City Commission is not required to prepare a business impact estimate as a precondition of enactment, in accordance with Section 166.041(4), Florida Statutes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES as follows:

SECTION 1. RECITALS. The foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. ADOPTION OF THE AMENDED BUDGET: Pursuant to Article V, Section 5.04 of the City Code of Ordinances, the City Commission of Lauderdale Lakes hereby certifies the availability of funds and further amends the adopted Fiscal Year 2024-25 Operating and Capital Budget to reflect additional appropriations necessary to support recent Commission approved actions and further recognize the following funding expended or received during the current fiscal year:

**General Fund (Fund 001): \$986,647.00**

For the purchase of the foreclosed real property located at 4301 NW 48th Avenue (Parcel ID#494124091370), including all associated fees.

**Alzheimer Care Center Fund (Fund 112): \$100,000.00**

To account for grant funds received from Florida Blue for capital improvements and upgrades to the Alzheimer Care Center.

**Community Development Block Grant Fund (Fund 113): \$37,103.00**

To reflect additional CDBG allocations awarded for the 49th and 50th Program Year Housing Rehabilitation Programs.

amounting to the combined total amount of One Million One Hundred Twenty-Three Thousand Seven Hundred Fifty and No/100 Dollars (\$1,123,750.00); and further adopts the revised estimates of revenue and expenditures of the City of Lauderdale Lakes for Fiscal Year 2024-2025, as set forth in the Budget Amendment No. 2 attached hereto as **Exhibit A**.

SECTION 3. CONFLICT: All ordinances or Code provisions in conflict herewith are hereby repealed.

SECTION 4. SEVERABILITY: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5. INCLUSION IN THE CODE OF ORDINANCES: It is the intention of the City Commission of the City of Lauderdale Lakes that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances in the City of Lauderdale Lakes and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

SECTION 6. EFFECTIVE DATE: This Ordinance shall become effective immediately upon passage on second reading.

PASSED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES ON FIRST READING AT ITS REGULAR COMMISSION MEETING ON THE 13<sup>th</sup> DAY OF MAY 2025.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES  
ON SECOND READING AT ITS REGULAR COMMISSION MEETING ON THE 27<sup>TH</sup> DAY OF MAY 2025.

\_\_\_\_\_  
VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

\_\_\_\_\_  
PAVITRI BENASRIE-WATSON, CMC, DEPUTY CITY CLERK

Approved as to form and legality  
for the use of and reliance by the  
City of Lauderdale Lakes only:

\_\_\_\_\_  
Sidney C. Calloway, City Attorney

Sponsored by: Bobbi Williams, Director of Financial Services

**VOTE:**

Mayor Veronica Edwards Phillips	_____ (For)	_____ (Against)	_____ (Other)
Vice-Mayor Tycie Causwell	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Easton Harrison	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Karlene Maxwell-Williams	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Sharon Thomas	_____ (For)	_____ (Against)	_____ (Other)

Exhibit A

FY2024-25 Budget Amendment No.2

EXHIBIT A

Overall Increase/Decrease \$ 1,123,750

Title	Descriptions	Fund Description	Fund	Org Unit	Debit Amount	Credit Amount
<b>General Fund (001)</b>		<b>Current Budget:</b>			\$ -	\$ -
Property Purchase at 4301 NW 48th Avenue	Increase expenditure budget in the General Administration account for the property purchase	General Fund	001	0010700-6210	\$ 986,647	\$ -
	Appropriate and recognize new funding from the General Fund fund balance for the purpose of the property purchase	General Fund	001	00196-399000	\$ -	\$ 986,647
<b>General Fund (001)</b>		<b>Amended Budget:</b>			\$ 986,647	\$ 986,647
		<b>Increase/(Decrease)</b>			\$ 986,647	\$ 986,647
<b>Alzheimer Care Center Fund (112)</b>		<b>Current Budget:</b>			\$ -	\$ -
New grant from the Florida Blue (Blue Cross and Blue Shield of Florida)	Increase expenditure budget to appropriate the new grant from the Florida Blue	Alzheimer Care Center Fund	112	1121200-3410-FLBLU	\$ 100,000	\$ -
	Appropriate and recognize new funding from the Florida Blue	Alzheimer Care Center Fund	112	112-366000-FLBLU	\$ -	\$ 100,000
<b>Alzheimer Care Center Fund (112)</b>		<b>Amended Budget:</b>			\$ 100,000	\$ 100,000
		<b>Increase/(Decrease)</b>			\$ 100,000	\$ 100,000
<b>Community Development Block Grant (113)</b>		<b>Current Budget:</b>			\$ -	\$ -
Allocation increase for the 49th & 50th Program Year Minor Home Repair Program	Increase expenditure budget for the 49th & 50th Program Year Minor Home Repair Program	CDBG Fund	113	1137070-8302-49MHR	\$ 37,103	\$ -
	Appropriate and recognize new funding for the 49th & 50th Program Year Minor Home Repair Program	CDBG Fund	113	113-331510-49MHR	\$ -	\$ 37,103
<b>Community Development Block Grant (113)</b>		<b>Amended Budget:</b>			\$ 37,103	\$ 37,103
		<b>Increase/(Decrease)</b>			\$ 37,103	\$ 37,103
						\$ 1,123,750

Fund	FY 2024-25		FY 2024-25
	Revised Budget	Amend No.2	Revised Budget
General Fund	\$ 44,910,439	\$ 986,647	\$ 45,897,086
Alzheimer Care Center	\$ 666,075	\$ 100,000	\$ 766,075
Arts in Public Places	\$ 25,000	\$ -	\$ 25,000
Building Services	\$ 1,691,076	\$ -	\$ 1,691,076
Capital Improvement	\$ 10,365,500	\$ -	\$ 10,365,500
CDBG Block Grant Programs	\$ 464,158	\$ 37,103	\$ 501,261
Code Enforcement Trust	\$ 15,000	\$ -	\$ 15,000
Community Redevelopment Agency	\$ 18,299,340	\$ -	\$ 18,299,340
Debt Service	\$ 927,812	\$ -	\$ 927,812
Fire-Rescue	\$ 7,448,085	\$ -	\$ 7,448,085
Grants	\$ 5,567,947	\$ -	\$ 5,567,947
Home Repair Assistance Program	\$ 50,000	\$ -	\$ 50,000
Hurricane Loss Mitigation	\$ 250,000	\$ -	\$ 250,000
Impact Fund	\$ 200,000	\$ -	\$ 200,000
Law Enforcement Trust Fund	\$ 80,000	\$ -	\$ 80,000
Solid Waste	\$ 2,566,285	\$ -	\$ 2,566,285
Stormwater	\$ 12,401,396	\$ -	\$ 12,401,396
Surtax Transportation Projects Fund	\$ 1,458,663	\$ -	\$ 1,458,663
Gas Tax 'Transportation'	\$ 823,352	\$ -	\$ 823,352
	\$ 108,210,128	\$ 1,123,750	\$ 109,333,878

## ORDINANCE 2024-016

AN ORDINANCE OF THE CITY OF LAUDERDALE LAKES, BROWARD COUNTY, FLORIDA; APPROVING AND ADOPTING THE FINAL BUDGET FOR THE CITY OF LAUDERDALE LAKES FOR THE FISCAL YEAR 2025, COMMENCING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; APPROPRIATING FUNDS FOR THE OPERATION OF THE GOVERNMENT OF THE CITY OF LAUDERDALE LAKES FOR THE FISCAL YEAR 2025, A COPY OF SAID FINAL BUDGET IS ATTACHED HERETO AS **EXHIBIT A**, A DRAFT COPY OF WHICH CAN BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR ADOPTION OF RECITALS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lauderdale Lakes' ("City") Charter, Preamble, Article V, governs the financial procedures for the City, which includes the creation and adoption of a City budget for each fiscal year;

WHEREAS, the Fiscal Year 2025 Operating and Capital Improvement Budget, estimates of revenues and other sources, and the requirements for expenditures and other uses of the City's operating funds, departments, offices, and agencies has been prepared by the City staff, and the City Manager has submitted it to the City Commission, as required by Section 5.02 of the City Charter;

WHEREAS, the City Commission has received the proposed Final annual budget for Fiscal Year 2025, commencing October 1, 2024, and ending September 30, 2025, as recommended by the City Manager;

WHEREAS, the City Commission has conducted public workshops to receive comments and public input, as well as to analyze and/or revise the proposed budget;

WHEREAS, the City Commission has determined the amount of money that must be raised to conduct the affairs of the municipality, as required by City operating funds, department offices,



1 and agencies for Fiscal Year 2025, so that the business of the municipality may be efficiently  
2 conducted, on a balanced budget;

3 WHEREAS, the City Commission has also determined the amount necessary to be raised by  
4 ad valorem taxes and other taxes or special assessments upon all of the property, real and personal,  
5 within the corporate limits of the City;

6 WHEREAS, City Staff recommend the approval and adoption of the Final Fiscal Year 2025  
7 annual City budget in an amount not to exceed One Hundred Seven Million Two Hundred Seven  
8 Thousand Nine Hundred Seventy-Two and No/100 Dollars (\$107,207,972.00) and appropriating  
9 funding for core City services such as police and fire prevention, protection and emergency medical  
10 services;

11 WHEREAS, City Staff further recommend the approval and adoption of the Final Fiscal Year  
12 2025 annual City budget after the adoption of the Final millage rate;

13 WHEREAS, during the budgetary year, the City applies for and receives certain grants, the  
14 exact dollar amounts of such grant funding that will ultimately be awarded cannot be ascertained  
15 at the time the budget is approved;

16 WHEREAS, when grant funding and other miscellaneous donations are awarded and  
17 accepted by the City, such funding will require a subsequent accounting adjustment in the City's  
18 budget;

19 WHEREAS, the City Commission deems it more expedient to allow the resolution accepting  
20 the grant funding or other donations to enact the necessary budget transfers and amendments;

1 WHEREAS, the City Commission deems it prudent and in the best interest of the City to  
2 authorize the City Manager to appropriate unanticipated revenues in accordance with generally  
3 accepted accounting and budgeting principles;

4 WHEREAS, it is appropriate to grant the City Manager, as the City's Chief Administrative  
5 Officer, the necessary authority and flexibility to effectively manage the City's annual budget, along  
6 with the City Commission assuming the proper budget approval and oversight authority;

7 WHEREAS, it is appropriate to enable the City Manager to create "suspension reserve"  
8 accounts in each fund and to authorize the City Manager to transfer funds across appropriation  
9 centers into such accounts to ensure the proper budgetary stability of all funds at the end of the  
10 fiscal year; and

11 WHEREAS, the final public hearing on the Fiscal Year 2025 annual City budget is scheduled  
12 for September 24, 2024, at 6:00 PM to be held at City Hall, 4300 NW 36th Street, Lauderdale Lakes.

13 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF  
14 LAUDERDALE LAKES as follows:

15 SECTION 1. RECITALS. The foregoing recitals are true and correct and are incorporated  
16 herein by this reference.

17 SECTION 2. ADOPTION OF BUDGET. The City Commission of the City of Lauderdale  
18 Lakes hereby approves and adopts the estimates of revenue and expenditures of the City of  
19 Lauderdale Lakes for Fiscal Year 2025, commencing October 1, 2024, and ending September 30,  
20 2025, as specifically set forth in the attached **Exhibit "A."**

21 SECTION 3. AMENDMENT OF BUDGET: The Fiscal Year 2025 Budget shall be  
22 automatically amended to re-appropriate encumbrances, outstanding contracts, and capital

1 outlay of project funds reserved or unexpended from Fiscal Year 2024/2025, provided said  
2 appropriation(s) have been previously approved by the City Commission.

3 SECTION 4. AUTHORIZATION TO CATEGORIZE ROLL-OVER OF FUNDS: The City  
4 Manager is hereby authorized to amend the Budget to re-categorize general roll-over funds(s)  
5 into a more appropriate fund(s), so long as the general roll-over funds were actually dedicated in  
6 the Fiscal Year 2024 budget.

7 SECTION 5. AUTHORITY TO AMEND BUDGET BASED UPON RECEIPT OF GRANT FUNDS:  
8 The City Commission hereby finds and declares that the Budget, as set forth in the attached  
9 **Exhibit A**, shall be automatically amended upon the adoption of a resolution to accept a grant or  
10 donation greater than Twenty-Five Thousand One and No/100 (\$25,001.00) Dollars; further that  
11 such amendments shall become effective only when such amendments are authorized in the  
12 resolution accepting the grant or donation; providing further that the Budget will be amended  
13 upon receipt of a grant or donation in the amount of Twenty-Five Thousand One and No/100  
14 (\$25,001.00) Dollars or less; providing further that to ensure transparency, the City Manager shall  
15 provide a list of all grants accepted and appropriated to the City Commission at its next regular  
16 City Commission Meeting. Such list shall describe in detail the grants and appropriations and the  
17 date of original acceptance.

18 SECTION 6. APPROPRIATION OF UNANTICIPATED REVENUES: The City Commission  
19 hereby authorizes the City Manager to appropriate unanticipated revenues according to  
20 generally acceptable accounting and budgeting principles.

1           SECTION 7.    AUTHORIZATION TO CORRECT SCRIVENER’S ERRORS: The City Commission  
2 hereby authorizes the City Manager to amend the Budget on an as-needed basis in order to  
3 correct typographical errors or omissions that are purely scrivener’s errors.

4           SECTION 8.    SUSPENSION RESERVE: The City Commission hereby authorizes and  
5 empowers the City Manager to create a “suspension reserve” account in each fund and is further  
6 authorized to transfer funds across appropriation centers into this account.

7           SECTION 9.    CONFLICT: All ordinances or Code provisions in conflict herewith are  
8 hereby repealed.

9           SECTION 10. SEVERABILITY: If any section, subsection, sentence, clause, phrase, or  
10 portion of this Ordinance is for any reason held invalid or unconstitutional by any court of  
11 competent jurisdiction, such portion shall be deemed a separate, distinct, and independent  
12 provision, and such holding shall not affect the validity of the remaining portions of this  
13 Ordinance.


14  
15                           [REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]  
16  
17  
18  
19  
20  
21  
22



SECTION 11. EFFECTIVE DATE: This Ordinance shall become effective immediately upon passage on second reading.

PASSED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES ON FIRST READING AT ITS SPECIAL COMMISSION MEETING ON THE 12TH DAY OF SEPTEMBER 2024.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES ON SECOND READING AT ITS SPECIAL CITY COMMISSION MEETING ON THE 24TH DAY OF SEPTEMBER 2024.

  
VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

  
VENICE HOWARD, MMC, CITY CLERK

Approved as to form and legality  
for the use of and reliance by the  
City of Lauderdale Lakes only:

  
Sidney C. Calloway, City Attorney



Sponsored by: Bobbi Williams, Director of Financial Services

**VOTE:**

**APPROVED**

Mayor Veronica Edwards Phillips	<input checked="" type="checkbox"/> (For) <input type="checkbox"/> (Against) <input type="checkbox"/> (Other)
Vice-Mayor Mark Spence	<input checked="" type="checkbox"/> (For) <input type="checkbox"/> (Against) <input type="checkbox"/> (Other)
Commissioner Tycie Causwell	<input type="checkbox"/> (For) <input checked="" type="checkbox"/> (Against) <input type="checkbox"/> (Other)
Commissioner Karlene Maxwell-Williams	<input type="checkbox"/> (For) <input checked="" type="checkbox"/> (Against) <input type="checkbox"/> (Other)
Commissioner Sharon Thomas	<input checked="" type="checkbox"/> (For) <input type="checkbox"/> (Against) <input type="checkbox"/> (Other)

## Exhibit A

## FY2024-25 Final Budget

<b>Fund</b>	<b>Budget</b>
General Fund	\$ 44,865,439
Alzheimer Care Center Fund	666,075
Arts in Public Places Fund	25,000
Building Services Fund	1,691,076
Capital Improvement Fund	10,365,500
CDBG Block Grant Programs Fund	464,158
Code Enforcement Trust Fund	15,000
Community Redevelopment Agency Fund	18,299,340
Debt Service Fund	927,812
Fire-Rescue Fund	7,448,085
Grants Fund	5,567,947
Home Repair Assistance Program Fund	50,000
Impact Fund	200,000
Law Enforcement Trust Fund	80,000
Solid Waste Fund	2,566,285
Stormwater Fund	12,401,396
Surtax Transportation Projects Fund	1,458,663
Transportation "Gas Tax" Fund	823,352
<b>All Funds Total \$</b>	<b>108,109,128</b>

## ORDINANCE 2025-001

AN ORDINANCE OF THE CITY OF LAUDERDALE LAKES, BROWARD COUNTY, FLORIDA; IN ACCORDANCE WITH ARTICLE 5, SECTION 5.04 OF THE LAUDERDALE LAKES CODE OF ORDINANCES, AMENDING THE FISCAL YEAR 2024-2025 ADOPTED BUDGET; PROVIDING FOR REVISIONS TO THE APPROPRIATION OF FUNDS FOR THE OPERATION OF THE GOVERNMENT OF THE CITY OF LAUDERDALE LAKES ("CITY") IN THE AMOUNT OF ONE HUNDRED AND ONE THOUSAND AND NO/100 DOLLARS (\$101,000), PERTAINING TO THE INCREASE IN THE SALARIES OF THE MAYOR AND COMMISSION PURSUANT TO ORDINANCE 2024-004 AND SUBSEQUENT VOTER-APPROVED REFERENDUM; AND REVISING THE FUNDS ALLOCATED TO THE HURRICANE LOSS MITIGATION PROGRAM, AS IDENTIFIED IN THE BUDGET AMENDMENT, ATTACHED HERETO AS **EXHIBIT A**, A COPY OF WHICH MAY BE INSPECTED AT THE OFFICE OF THE CITY CLERK; PROVIDING FOR ADOPTION OF RECITALS; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lauderdale Lakes, Florida (the "City") Fiscal Year 2024-2025, Operating and Capital Improvement Budget, currently estimates the revenues and other income sources, as well as the requirements for expenditures and other uses of the City operating funds, departments, offices and agencies and has been adopted pursuant to Ordinance No. 2024-016 ("Current Budget");

WHEREAS, City Staff, through the Department of Financial Services, has determined that to successfully operate the City of Lauderdale Lakes ("City") in conformity with accounting principles and standards, the budget requires an amendment in an amount not to exceed One Hundred and One Thousand and No/100 Dollars (\$101,000);

WHEREAS, Forty-Five Thousand and No/100 Dollars (\$45,000) will be directed towards an increase to the salaries of the Mayor and Commission pursuant to approved Ordinance No. 2024-004 and subsequent voter-approved referendum;

WHEREAS, Fifty-Six Thousand and No/100 Dollars (\$56,000) will be allocated to fund the

1 increased revenue of the Hurricane Loss Mitigation Program pursuant to the funding received  
2 from the Florida Division of Emergency Management ("FDEM");

3 WHEREAS, pursuant to Article V, Section 5.04 of the City Code of Ordinances, it is  
4 appropriate to allow the City Commission to amend the annual budget to further its budget  
5 oversight responsibility; and

6 WHEREAS, the City Commission, with the recommendation of City Staff, deems it fiscally  
7 prudent and in the public interest to revise the Current Budget in accordance with the Budget  
8 Amendment attached hereto as **Exhibit A**.

9 NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF  
10 LAUDERDALE LAKES as follows:

11 SECTION 1. RECITALS. The foregoing recitals are true and correct and are incorporated  
12 herein by this reference.

13 SECTION 2. ADOPTION OF THE AMENDED BUDGET: Pursuant to Article V, Section 5.04  
14 of the City Code of Ordinances, the City Commission hereby certifies that there are funds  
15 available to appropriate to the Approved increase to the Mayor and Commissioner salaries, as  
16 well as an excess of revenue estimated in the budget allocated to the Hurricane Loss Mitigation  
17 Program, amounting to the combined total amount of One Hundred and One Thousand and  
18 No/100 Dollars (\$101,000), and further adopts the revised estimates of revenue and  
19 expenditures of the City of Lauderdale Lakes for Fiscal Year 2024-2025, as set forth in the Budget  
20 Amendment attached hereto as **Exhibit A**.

21 SECTION 3. CONFLICT: All ordinances or Code provisions in conflict herewith are  
22 hereby repealed.



1           SECTION 4.   SEVERABILITY: If any section, subsection, sentence, clause, phrase or  
2   portion of this Ordinance is for any reason held invalid or unconstitutional by any court of  
3   competent jurisdiction, such portion shall be deemed a separate, distinct and independent  
4   provision and such holding shall not affect the validity of the remaining portions of this  
5   Ordinance.

6           SECTION 5.   INCLUSION IN THE CODE OF ORDINANCES: It is the intention of the City  
7   Commission of the City of Lauderdale Lakes that the provisions of this Ordinance shall become  
8   and be made a part of the Code of Ordinances in the City of Lauderdale Lakes and that the  
9   sections of this Ordinance may be renumbered or relettered and the word "Ordinance" may be  
10   changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of  
11   which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof  
12   or the provisions contemplated thereby shall not be codified.

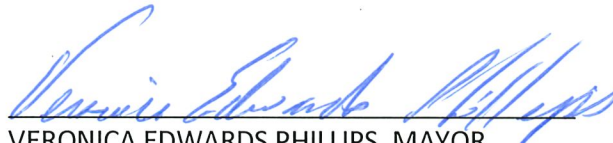
13          SECTION 6.   EFFECTIVE DATE: This Ordinance shall become effective immediately upon  
14   passage on second reading.

15                           [REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.]

Ordinance 2025-001

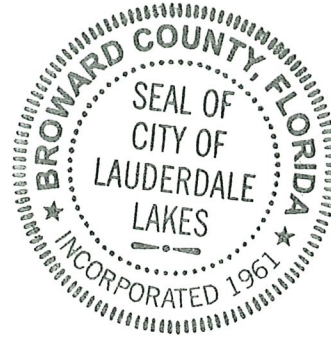
PASSED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES ON FIRST  
READING AT ITS REGULAR COMMISSION MEETING ON THE 14TH DAY OF JANUARY 2025.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES  
ON SECOND READING AT ITS REGULAR COMMISSION MEETING ON THE 28TH DAY OF JANUARY  
2025.


  
VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

  
VENICE HOWARD, MPA, MMC, CITY CLERK



Approved as to form and legality  
for the use of and reliance by the  
City of Lauderdale Lakes only:

  
Sidney C. Calloway, City Attorney

Sponsored by: Bobbi Williams, Director of Financial Services

**VOTE:**

APPROVED

Mayor Veronica Edwards Phillips	<input checked="" type="checkbox"/> (For) _____ (Against) _____ (Other)
Vice-Mayor Tycie Causwell	<input checked="" type="checkbox"/> (For) _____ (Against) _____ (Other)
Commissioner Easton Harrison	<input checked="" type="checkbox"/> (For) _____ (Against) _____ (Other)
Commissioner Karlene Maxwell-Williams	<input checked="" type="checkbox"/> (For) _____ (Against) _____ (Other)
Commissioner Sharon Thomas	<input checked="" type="checkbox"/> (For) _____ (Against) _____ (Other)

Exhibit A

FY2024-25 Budget Amendment

Overall Increase/Decrease \$ 101,000

Title	Descriptions	Fund Description	Fund	Org Unit	Debit Amount	Credit Amount
<b>General Fund (001)</b>					<b>Current Budget:</b>	
Salary adjustment per voter-approved referendum	Increase expenditure budget for increase in Mayor & Commission salaries per voter-approved referendum	General Fund	001	0010100-1210	\$ 45,000	\$ -
	Appropriate and recognize new funding from the General Fund for the purpose of adjusting the salaries for the Mayor & Commission	General Fund	001	00196-399000	\$ -	\$ 45,000
<b>General Fund (001)</b>					<b>Amended Budget:</b>	
					<b>Increase/(Decrease)</b>	
					\$ 45,000	\$ 45,000
<b>Hurricane Loss Mitigation Program Fund (117)</b>					<b>Current Budget:</b>	
Allocation increase for the Hurricane Loss Mitigation Program	Increase expenditure budget for the Hurricane Loss Mitigation Program	HLMP Fund	117	1177070-8303	\$ 56,000	\$ -
	Appropriate and recognize new funding from the FDEM for the Hurricane Loss Mitigation Program	HLMP Fund	117	117-331510	\$ -	\$ 56,000
<b>Hurricane Loss Mitigation Program Fund (117)</b>					<b>Amended Budget:</b>	
					<b>Increase/(Decrease)</b>	
					\$ 56,000	\$ 56,000
					\$ 56,000	\$ 56,000
						\$ 101,000

2025			
Fund	Adopted Budget	Amend No.1	Revised Budget
General Fund	44,865,439	45,000	44,910,439
Alzheimer Care Center	666,075	-	666,075
Arts in Public Places	25,000	-	25,000
Building Services	1,691,076	-	1,691,076
Capital Improvement	10,365,500	-	10,365,500
CDBG Block Grant Programs	464,158	-	464,158
Code Enforcement Trust	15,000	-	15,000
Community Redevelopment Agency	18,299,340	-	18,299,340
Debt Service	927,812	-	927,812
Fire-Rescue	7,448,085	-	7,448,085
Grants	5,567,947	-	5,567,947
Home Repair Assistance Program	50,000	-	50,000
Hurricane Loss Mitigation	194,000	56,000	250,000
Impact Fund	200,000	-	200,000
Law Enforcement Trust Fund	80,000	-	80,000
Solid Waste	2,566,285	-	2,566,285
Stormwater	12,401,396	-	12,401,396
Surtax Transportation Projects Fund	1,458,663	-	1,458,663
Gas Tax 'Transportation'	823,352	-	823,352
	<b>108,109,128</b>	<b>101,000</b>	<b>108,210,128</b>

Purchase Price - 4301 NW 48th Avenue

Price	5%	Service Fee	Docu Stamp Fee	Clerk of Court Fees						Purchase Price w/ Fees
\$ 965,400.00	\$ 48,270.00	\$ 70.00	\$ 6,757.80	\$ 15.00	\$ 964,900.00	\$ 9,649.00	\$ 144.74	\$ 159.74	\$ 972,387.54	
\$ 1,000,000.00	\$ 50,000.00	\$ 70.00	\$ 7,000.00	\$ 15.00	\$ 999,500.00	\$ 9,995.00	\$ 149.93	\$ 164.93	\$ 1,007,234.93	
\$ 1,200,000.00	\$ 60,000.00	\$ 70.00	\$ 8,400.00	\$ 15.00	\$ 1,199,500.00	\$ 11,995.00	\$ 179.93	\$ 194.93	\$ 1,208,664.93	
\$ 1,500,000.00	\$ 75,000.00	\$ 70.00	\$ 10,500.00	\$ 15.00	\$ 1,499,500.00	\$ 14,995.00	\$ 224.93	\$ 239.93	\$ 1,510,809.93	
\$ 1,700,000.00	\$ 85,000.00	\$ 70.00	\$ 11,900.00	\$ 15.00	\$ 1,699,500.00	\$ 16,995.00	\$ 254.93	\$ 269.93	\$ 1,712,239.93	
\$ 2,500,000.00	\$ 125,000.00	\$ 70.00	\$ 17,500.00	\$ 15.00	\$ 2,499,500.00	\$ 24,995.00	\$ 374.93	\$ 389.93	\$ 2,517,959.93	
\$ 3,000,000.00	\$ 150,000.00	\$ 70.00	\$ 21,000.00	\$ 15.00	\$ 2,999,500.00	\$ 29,995.00	\$ 449.93	\$ 464.93	\$ 3,021,534.93	

Actual Bid Price: \$ 965,400.00  
Clerk Fee: \$ 14,488.50  
Doc Stamps: \$ 6,757.80  
\$ 986,646.30

Funds Due:

Clerk \$ 931,618.50  
State \$ 6,757.80



RESOLUTION 2025-046

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE THAT CERTAIN GRANT AGREEMENT GIFT NO. 21469 ("GRANT AGREEMENT") BETWEEN BLUE CROSS AND BLUE SHIELD OF FLORIDA, INC. D/B/A FLORIDA BLUE ("FLORIDA BLUE"), AND THE CITY OF LAUDERDALE LAKES ("CITY"), PROVIDING FOR ACCEPTANCE OF GRANT FUNDS FROM FLORIDA BLUE, IN THE AMOUNT OF ONE HUNDRED THOUSAND DOLLARS AND NO/100 (\$100,000.00), TO FUND UPGRADES AND RENOVATIONS AT THE ALZHEIMER'S CARE CENTER, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THOUSAND DOLLARS AND NO/100 (\$100,000.00); A DRAFT COPY OF SAID GRANT AGREEMENT IS ATTACHED HERETO AS **EXHIBIT A**, A COPY OF WHICH CAN BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 24, 2024, the City Commission approved the City of Lauderdale Lakes' ("City") application to be submitted for grant funding from Blue Cross and Blue Shield of Florida, Inc. d/b/a Florida Blue ("Florida Blue");

WHEREAS, the City has since successfully submitted its application and was awarded grant funds in the amount of One Hundred Thousand Dollars and No/100 (\$100,000.00) ("Grant Funds") from Florida Blue;

WHEREAS, in order to receive the Grant Funds in the maximum amount payable of One Hundred Thousand Dollars and No/100 (\$100,000.00) for fiscal year 2025, the City must enter into that certain Grant Agreement Gift No. 21469 with Florida Blue ("Grant Agreement");

WHEREAS, per the Agreement, the City acknowledges that Florida Blue has not earmarked the use of the Grant Funds or any portion thereof for any other organization or individual and, by executing the Agreement, agrees to repay the amount of any Grant Funds for City expenditures that are not within the restricted purposes as stated in the City's application;

1 WHEREAS, such in accordance with the City's application, the Grant Funds will be  
2 allocated towards upgrading and renovating the Alzheimer's Care Center, including restroom  
3 renovations, kitchen improvements, furniture replacements, and other essential enhancements  
4 ("Restricted Uses);

5 WHEREAS, the Restricted Uses will enhance the quality of care and services provided at  
6 the Alzheimer's Care Center by promoting a positive and safe environment, supporting social and  
7 physical development, and sustaining the quality of life of those affected by Alzheimer's disease,  
8 their families and the community;

9 WHEREAS, the Restricted Uses will also provide the necessary modern technological  
10 enhancements to the Alzheimer's Care Center to maintain a high standard of care and ensure it  
11 remains a leading provider of specialized care in the community;

12 WHEREAS, the Restricted Use will further retain and attract clientele to the Alzheimer's  
13 Care Center, which has been serving clients in Broward County since 1993 and has not been  
14 renovated since; and

15 WHEREAS, City Staff determined that acceptance of the funds and executing the  
16 Agreement with Florida Blue is in the City's best interest of the health, safety, and welfare of the  
17 City residents, utilizing the services of the Alzheimer's Care Center, as well as the caregivers of  
18 the community.

19 NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF  
20 LAUDERDALE LAKES, as follows:

1           SECTION 1.   ADOPTION OF RECITALS: The foregoing RECITALS are hereby ratified and  
2 confirmed as being true, and the same are hereby incorporated by reference and made part of  
3 this Resolution.

4           SECTION 2.   AUTHORITY: The City Commission hereby approves and authorizes the  
5 City Manager to execute that certain Grant Agreement Gift No. 21469 between the City of  
6 Lauderdale Lakes and Blue Cross and Blue Shield of Florida, Inc. d/b/a Florida Blue in substantially  
7 the form as attached hereto as **Exhibit A** and incorporated herein by reference, to accept the  
8 corresponding Grant funds in the amount of One Hundred Thousand Hundred Dollars and  
9 No/100 (\$100,000.00) for upgrades to the Alzheimer's Center.

10          SECTION 3.   INSTRUCTIONS TO THE CITY CLERK: The City Clerk, through the City  
11 Manager, is hereby instructed to obtain one (1) fully executed copy of the Grant Agreement Gift  
12 No. 21469 to be delivered to Blue Cross and Blue Shield of Florida, Inc. d/b/a Florida Blue, with  
13 one (1) to be maintained by the City, and with one (1) to be directed to the Office of the City  
14 Attorney; and further to take any and all action necessary to effectuate the intent of this  
15 Resolution.

16  
17  
18  
19                           [REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]  
20  
21  
22




1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34

SECTION 4. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.


ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES AT ITS REGULAR MEETING HELD MARCH 25, 2025.

  
VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

  
VENICE HOWARD, MMC, CITY CLERK

Approved as to form and legality  
for the use of and reliance by the  
City of Lauderdale Lakes only:

  
Sidney C. Calloway, City Attorney



Sponsored by: Ericka Lockett, Parks and Human Services Director

**VOTE:**

APPROVED

Mayor Veronica Edwards Phillips	<input checked="" type="checkbox"/> (For) _____ (Against) _____ (Other)
Vice-Mayor Tycie Causwell	<input checked="" type="checkbox"/> (For) _____ (Against) _____ (Other)
Commissioner Easton Harrison	<input checked="" type="checkbox"/> (For) _____ (Against) _____ (Other)
Commissioner Karlene-Maxwell Williams	<input checked="" type="checkbox"/> (For) _____ (Against) _____ (Other)
Commissioner Sharon Thomas	<input checked="" type="checkbox"/> (For) _____ (Against) _____ (Other)

APPROVAL DATE: February 1, 2025

## Florida Blue: Corporate Contributions Gift Agreement

<b>GIFT AGREEMENT DURATION:</b>	08/01/2024 – 06/30/2025
<b>ORGANIZATION:</b>	City of Lauderdale Lakes
<b>ADDRESS:</b>	4300 NW 36th St, Lauderdale Lakes, FL, 33319-5506
<b>CONTACT PERSON:</b>	Ericka Lockett, Director of Parks and Human Services
<b>GIFT AMOUNT:</b>	\$100,000.00
<b>PURPOSE:</b>	Alzheimer's Care Center Renovations/Upgrades
<b>GIFT NUMBER:</b>	21469

**1. Use of Gift Funds.** You may only use the gift funds for religious, charitable, scientific, literary, or educational purposes within the meaning of Section 170(c)(2)(B) of the Internal Revenue Code of 1954, as amended (the "Code"), and more specifically may only use the gift funds for the purpose outlined above.

You acknowledge that Blue Cross and Blue Shield of Florida, Inc. d/b/a Florida Blue ("Florida Blue") has not earmarked the use of the gift funds or any portion thereof for any other organization or individual. By signing this Agreement, you agree to repay the amount of any gift funds that you expend for any purpose other than those stated in your application. You also acknowledge that no portion of the gift funds will be used to carry on lobbying activities, to attempt to influence legislation or the outcome of any public election, or to carry on any voter registration drive. You also agree to return any unused funds in the event that your organization and/or the funded program becomes insolvent or dissolves for other reasons.

You further acknowledge that you will expend the gift funds as specifically itemized line-by-line in the budget. Florida Blue must approve any requested budget changes.

**2. Payment of Gift Funds.** Florida Blue will pay the gift funds in one payment of based on availability of funds.

RESOLUTION 2024-026

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION TO BROWARD COUNTY GOVERNMENT SEEKING ALLOCATION OF FUNDING FOR THE 50<sup>TH</sup> 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; PROVIDING FOR AND SUBJECT TO REQUIRED PUBLIC NOTICES AND PUBLIC HEARINGS SCHEDULED FOR MARCH 25, 2024 AND APRIL 09, 2024; FURTHER AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY FUNDING APPLICATIONS AND AGREEMENTS RELATED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING PROGRAM; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Division 2, Section 2-276 of the City of Lauderdale Lakes' ("City") Code of Ordinances, the City Commission shall approve the acceptance of grants;

WHEREAS, it is established that the City is classified as a "Non-Entitlement City" by the U.S. Department of Housing and Urban Development ("HUD");

WHEREAS, HUD provides Community Development Block Grants to qualified cities;

WHEREAS, though the City is a Non-Entitlement City and therefore not eligible to directly receive Community Development Block Grant ("CDBG") funding from HUD, the City nevertheless is able to provide CDBG funding assistance to eligible City residents through the City's participation as a "sub-grantee" in Broward County's Urban County Program (the "Urban County Program");

WHEREAS, Broward County has opened the invitation for eligible CDBG Programs for the 50<sup>th</sup> Year CDBG Funding Cycle, and funds will become available at the beginning of Fiscal Year 2024-2025;



1 WHEREAS, City staff recommends the submission of an application for the 50<sup>th</sup> Year CDBG  
2 Funding Cycle for three (3) programs, including the Minor Home Repair Program, Senior  
3 Transportation Program, and Quality of Life Enhancement Program;

4 WHEREAS, in accordance with the requirements of Broward County, CDBG applications  
5 must support the objectives of HUD entitlement programs and must also be integral to the goals  
6 of the Broward County Consolidated Plan;

7 WHEREAS, the proposal applications must fulfill the following HUD National Objectives:

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

14 WHEREAS, the 2024/2025 Program Year HUD grant from Broward County to the City is  
15 projected to allocate approximately Two Hundred Ninety-Two Thousand Seventy-Nine and  
16 No/100 Dollars (\$292,079.00) in CDBG funding to the City;

17 WHEREAS, as a condition of receiving CDBG funding, the City is required to provide a  
18 Program Design for funding that specifically identifies the City's proposed program deemed  
19 eligible for funding through the CDBG Program Design and the quality and substance of the  
20 submission of the Program Design is further contingent upon public hearing and comment;

21 WHEREAS, the *Minor Home Repair Program* aids current homeowners in the form of a  
22 10-year forgivable home loan. The proposed amount of Two Hundred Thirty-Two Thousand

1 Seventy-Nine and No/100 Dollars (\$232,079.00) provided under the Agreement shall be used by  
2 the City to continue the Minor Home Repair. The goal is to assist a minimum of five (5) residents  
3 with up to Forty-Two Thousand Five Hundred and No/100 Dollars (\$42,500.00) per residence.  
4 This increase is based on the high construction cost;

5 WHEREAS, the *Senior Transportation Program* provides low/moderate income senior  
6 residents 62 years old or older with an affordable, portal-to-portal means of transportation,  
7 which will be operated by a private contractor. The estimated funding amount is Forty-Five  
8 Thousand and No/100 Dollars (\$45,000.00);

9 WHEREAS, The *Quality of Life Enhancement Program* is designed for low/moderate  
10 income seniors 62 or more years of age to help senior residents of the City maintain an optimum  
11 quality of life while supporting their dignity, self-sufficiency, health and safety. The estimated  
12 funding is Fifteen Thousand and No/100 Dollars (\$15,000.00);

13 WHEREAS, the City Commission solicited public comments through the virtual process on  
14 each of the three (3) proposed Programs proposed for the 50<sup>th</sup> Year CDBG Funding Cycle at the  
15 first Public Hearing held on March 25, 2024, at 5:00 PM at the City of Lauderdale Lakes City Hall,  
16 Commission Chambers (2<sup>nd</sup> Floor), 4300 Northwest 36 Street, Lauderdale Lakes, Florida 33319;

17 WHEREAS, final recommendations for funding will be considered by the City Commission  
18 at the second Public Hearing on April 09, 2024, at 7:00 PM at the City of Lauderdale Lakes City  
19 Hall, Commission Chambers (2<sup>nd</sup> Floor), 4300 Northwest 36 Street, Lauderdale Lakes, Florida  
20 33319; and

21 WHEREAS, public input for the proposed CDBG Program will be incorporated into the 50<sup>th</sup>  
22 Year CDBG Program Design process before it is submitted.

1           NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF  
2   LAUDERDALE LAKES, as follows:

3           SECTION 1.   ADOPTION OF RECITALS: The foregoing RECITALS are hereby ratified and  
4   confirmed as being true, and the same are hereby incorporated by reference and made part of  
5   this Resolution.

6           SECTION 2.   AUTHORITY: The City Commission hereby authorizes the City Manager to  
7   submit the Program Design Application for the 50<sup>th</sup> Year Community Development Block Grant  
8   (CDBG) Funding Cycle, for three (3) programs with recommended funding amounts (described  
9   herein) to include the (a) Minor Home Repair Program, (b) Senior Transportation Program, and  
10   (c) Quality of Life Enhancement Program subject to compliance with required public notice and  
11   hearings on March 25, 2024 at 5:00 pm and April 09, 2024 at 7:00 pm.

12          SECTION 3.   INSTRUCTIONS TO THE CITY CLERK: The City Manager and the City Clerk  
13   are hereby authorized to take any and all actions necessary to effectuate the intent of this  
14   Resolution.

15                           [REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]




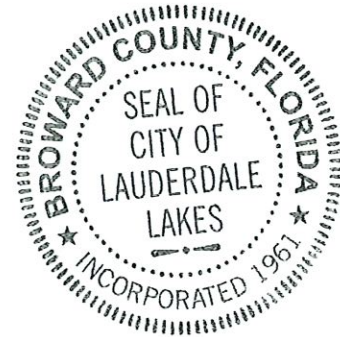
SECTION 4. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES AT ITS REGULAR MEETING HELD APRIL 09, 2024.


  
VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

  
VENICE HOWARD, CMC, CITY CLERK



Approved as to form and legality  
for the use of and reliance by the  
City of Lauderdale Lakes only:

  
Sidney C. Calloway, City Attorney

Sponsored by: Tanya Davis-Hernandez, Development Services Director

APPROVED

VOTE:

Mayor Veronica Edwards Phillips	<input checked="" type="checkbox"/> (For) <input type="checkbox"/> (Against) <input type="checkbox"/> (Other)
Vice-Mayor Mark Spence	<input checked="" type="checkbox"/> (For) <input type="checkbox"/> (Against) <input type="checkbox"/> (Other)
Commissioner Tycie Causwell	<input checked="" type="checkbox"/> (For) <input type="checkbox"/> (Against) <input type="checkbox"/> (Other)
Commissioner Karlene Maxwell-Williams	<input checked="" type="checkbox"/> (For) <input type="checkbox"/> (Against) <input type="checkbox"/> (Other)
Commissioner Sharon Thomas	<input checked="" type="checkbox"/> (For) <input type="checkbox"/> (Against) <input type="checkbox"/> (Other)

# CITY OF LAUDERDALE LAKES

## Agenda Cover Page

Fiscal Impact:

Contract Requirement: No

### Title

RESOLUTION 2025-067 AUTHORIZING AND APPROVING THE PROGRAM DESIGN FOR THE CONDOMINIUM MORTGAGE ASSISTANCE PROGRAM

### Summary

This resolution authorizes the approval of the application design for the recently established Mortgage Assistance Program.

### Staff Recommendation

#### Background:

At its December 10, 2024, regular meeting, the City Commission approved Resolution 2024-104 which approved and authorized the City Manager to reallocate eight hundred eighty-two thousand one hundred eighty and no/100 dollars (\$882,180.00) of the American Rescue Plan Act (“ARPA”) funds from the citywide broadband program to establish mortgage assistance for condominium owners within 55+ and older communities. As well as, a home improvement program in equal amounts of four hundred forty-one thousand ninety and 00/100 dollars (\$441,090.00).

Following the public hearing, staff was tasked to provide a draft of the program design which was reviewed by the City Commission at its second regular workshop on 03/24/25 and is attached as backup material to this item.

The following is a summary of the approved programs, funding amount and eligibility requirements:

<b><u>Mortgage Assistance Program</u></b>	
Summary:	<ul style="list-style-type: none"><li>• The City of Lauderdale Lakes will provide assistance to our condominium owners 55 years and older residents during this time of great economic need to assist in alleviating current financial difficulties due to special assessment requirements by the state, in the form of a ONE TIME PAYMENT.</li><li>• Funds will be awarded to Condo owners, and mortgage institutions; as one-time payment for households that show financial hardship.</li></ul>
Funding Amount:	<ul style="list-style-type: none"><li>• The total program amount is \$441,090</li><li>• The maximum award amount is up to \$4,000 for mortgage payments per qualified household.</li></ul>
Eligibility:	<ul style="list-style-type: none"><li>• One-time emergency assistance on behalf of eligible families for mortgage (principal and interest, insurance or taxes) payments to prevent foreclosure.</li></ul>

Staff has review similar programs and design this new program to meet current guidelines for determining income-based needs and requirements

Staff Recommends approval.

#### Funding Source:

#### Fiscal Impact:

ARPA Funds

**Sponsor Name/Department:** Tanja McCoy, Development Services Director

**Meeting Date:** 5/27/2025

**ATTACHMENTS:**



	Description	Type
▢	Resolution 2025-067 Authorizing and Approving Program Design for Condominium Assistance Program	Resolution
▢	Exhibit A - Mortgage Assistance Program Doc	Exhibit

RESOLUTION 2025-067

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA; AUTHORIZING AND APPROVING THE PROGRAM DESIGN FOR THE CONDOMINIUM MORTGAGE ASSISTANCE PROGRAM; A COPY OF THE PROGRAM DESIGN FOR THE CONDOMINIUM MORTGAGE ASSISTANCE PROGRAM IS ATTACHED HERETO AS **EXHIBIT A**; A DRAFT COPY OF WHICH MAY BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE DEPUTY CITY CLERK; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 10, 2024, the City Commission of the City of Lauderdale Lakes ("City") adopted Resolution 2024-104 authorizing the reallocation of Eight Hundred Eighty-Two Thousand One Hundred Eighty And 00/100 Dollars (\$882,180.00) in American Rescue Plan Act ("ARPA") funds from the citywide broadband program to support Title I initiatives;

WHEREAS, Resolution 2024-104 specifically approved the reallocation of funds to two programs—the Mortgage Assistance Program for condominium owners within 55 and older communities who have experienced hardship due to the levying of certain special assessments arising from the implementation of the Florida Safe Building Act, and the Minor Home Repair Program for all property owners within the City for improvements to fixtures such as roofing system, windows, doors, plumbing, AC repair/replacement, electrical upgrades etc.—each funded in equal amounts of Four Hundred Forty-One Thousand Ninety And 00/100 Dollars (\$441,090.00);

WHEREAS, following a public hearing and subsequent direction from the City Commission, City staff developed a program design for both initiatives, which were presented during the March 24, 2025, City Commission Workshop;

1 WHEREAS, the proposed program design, attached hereto respectively as **Exhibit A**,  
2 outline the eligibility criteria, funding limits, and approved uses of funds to ensure compliance  
3 with federal guidelines and to effectively serve the residents of the City;

4 WHEREAS, the Condominium Mortgage Assistance Program shall provide a one-time  
5 emergency payment of up to Four Thousand Dollars and No/100 (\$4,000.00) per eligible  
6 household to assist condominium owners aged 55 and older in addressing mortgage-related  
7 financial hardship, including principal, interest, insurance, or tax payments;

8 WHEREAS, all applications shall be reviewed and processed in accordance with the  
9 approved program designs, which incorporates income-based need and compliance with  
10 applicable building and permitting regulations; and

11 WHEREAS, the City Commission finds that approval of the Condominium Mortgage  
12 Assistance Program design is in the best interest of the residents and promotes the City's goals  
13 for community development and housing stability.

14 NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF  
15 LAUDERDALE LAKES AS FOLLOWS:

16 SECTION 1. ADOPTION OF RECITALS: The foregoing RECITALS are hereby ratified and  
17 confirmed as being true, and the same are hereby made a part of this Resolution.

18 SECTION 2. AUTHORITY: The City Commission hereby authorizes and approves the  
19 implementation of the program design for the Condominium Mortgage Assistance Program, in  
20 substantially the form as attached hereto as **Exhibit A** and as presented to the City Commission  
21 on March 24, 2025.

SECTION 3. INSTRUCTIONS TO THE DEPUTY CITY CLERK: The Deputy City Clerk and other appropriate City Officials are hereby authorized to take any and all action necessary to effectuate the intent of this Resolution.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION 4. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES AT ITS REGULAR MEETING HELD MAY 27, 2025.

\_\_\_\_\_  
VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

\_\_\_\_\_  
PAVITRI BENASRIE-WATSON, CMC, DEPUTY CITY CLERK

Approved as to form and legality  
for the use of and reliance by the  
City of Lauderdale Lakes only:

\_\_\_\_\_  
Sidney C. Calloway, City Attorney

Sponsored by: Tanja McCoy, Development Services Director

**VOTE:**

Mayor Veronica Edwards Phillips	_____ (For)	_____ (Against)	_____ (Other)
Vice-Mayor Tycie Causwell	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Easton Harrison	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Karlene Maxwell-Williams	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Sharon Thomas	_____ (For)	_____ (Against)	_____ (Other)

# EXHIBIT A



# LAUDERDALE LAKES

## CONDOMINIUM

### MORTGAGE ASSISTANCE

#### Program Guidelines

The City of Lauderdale Lakes will provide assistance to our condominium owners 55 years and older residents during this time of great economic need to assist in alleviating current financial difficulties due to special assessment requirements by the state, in the form of a **ONE TIME PAYMENT**.

#### OVERVIEW

The City of Lauderdale Lakes will be accepting applications from condominium owners who are 55 years and older residents that are currently facing financial distress. Assistance will be provided to eligible Condo owners on a first come- first qualified- first served basis and as long as funding is available.

Information provided by the applicant(s) may be subject to Chapter 119 Florida Status, regarding Open Records.

The Development Services Grant staff will contact applicants by email should additional information or documentation be required. **Incomplete applications will delay the review process and insufficient information and/or documents may result in denial.**

#### PROGRAM DESCRIPTIONS

##### Mortgage Assistance Program

**Summary:** Funds will be awarded to Condo owners, and mortgage institutions; as one-time payment for households that show financial hardship.

**Maximum Award:** Maximum award **up to \$4,000** for mortgage payments per qualified household.

**Eligible Activity:** One-time emergency payment on behalf of eligible families for mortgage (**principal and interest, insurance or taxes**) payments to prevent foreclosure.



# LAUDERDALE LAKES

## CONDOMINIUM

### MORTGAGE ASSISTANCE

#### Additional Information:

1. Award amount will vary based upon need and will be determined on a case by case basis.
2. Mortgage assistance program for residents who earn less 80% AMI.
3. Payment sustainability after assistance is the applicants' responsibility.
4. The dwelling must be located within City of Lauderdale Lakes city limits.
5. Families to be assisted must be the Condo owner's primary residence.
6. The mortgage payment must be past due at the time of application.
7. The applicant must document financial hardship in the form of a notarized letter ( Loss of income, under-employment, un-employment etc.)
8. Applicant must provide letter from mortgage institution with contact and payment information.
9. W-9 form from owner and lender must be submitted.
10. There will be no direct payment to applicant or household member, only to, mortgage institution.
11. Forms that require notarization, must be notarized before submission.
12. Mortgage assistance for principal, interest, taxes and or insurance escrows are covered.
13. Mortgage institution, must complete vendor registration information.
14. Submitted applications will be reviewed for completeness and eligibility. A maximum 10 day window will be allowed to remedy any identified application deficiency. If not, application will be voluntarily withdrawn or denied.
15. Properties in foreclosure or listed for short sale are not eligible.
16. Condo owners without a mortgage or with a reverse mortgage are not eligible for mortgage assistances.
17. Duplication of Benefits: In the event that applicant received, receives or is schedule to receive additional funds as a result of compensation, not previously disclosed, the Program, must be immediately notified of a duplication of benefits.





## LAUDERDALE LAKES

### MORTGAGE ASSISTANCE PROGRAM

#### Supporting Documents:

1. Completed application package.
2. Government issued picture ID for all household members age 18 or older.
3. Social security card for all household member, regardless of age.
4. Proof of loss of income (Unemployment Benefits, last six consecutive paystubs, Tax Returns for last 2 years, W2 for last 2 years, notice of layoff from employer and/or Employer Verification Form completed by employer, etc.) for all household members 18 years or older; profit and loss statement if self-employed.
5. Duplication of Benefits Affidavit.
6. Mortgage institution affidavit accepting terms and conditions of the program.
7. Payment history from mortgage institution.
8. Documentation of loss of income from employer or other sources.
9. Notarized Hardship letter must include: Name, address, date, reason for loss of employment / reduced income, your signature, and notarization.
10. Any additional documents requested by staff.

Information provided by applicant(s) may be subject to Chapter 119 Florida Statutes, regarding Open Records.

Processing of a complete application package could take as long as 30 business days. The Development Services Grants Division staff member will contact applicants by email or mail should additional information or documentation be required. Incomplete applications will delay the review process and insufficient information and/or documents may result in denial. Payment will be made 30 days after application is approved.



# LAUDERDALE LAKES

## MORTGAGE ASSISTANCE

### PROGRAM

### CHECKLIST

- Complete and signed application - must return with original signatures.
- Attach **COPIES of ALL** required documents listed below. Staff cannot make copies.
- Incomplete Applications cannot be processed and will be returned.

#### ☐ **MORTGAGE ASSISTANCE PROGRAM - MANDATORY DOCUMENTS:**

*Items listed below must be present at the time of submittal.*

- Mortgage Statement showing past due.
- Proof of homestead, ownership and current on property taxes.
- Lender agreement accepting terms and conditions of the program.
- W-9 form required for Mortgage Lender.

#### ☐ **SUPPORTING DOCUMENTATION**

*Items listed below must be present at the time of submittal.*

- Government issued picture ID for all household members age 18 or older.
- Proof of loss of income (Unemployment Benefits, last six consecutive paystubs, Tax Returns for last 2 years, W2 for last 2 years, notice of layoff from employer and/or Employer Verification Form completed by employer, etc.)
- Notarized Hardship letter must include: Name, address, date, reason for loss of employment / reduced income, your signature, and notarization.
- If applicable Conflict of Interest Disclosure – (required for all applicants over 18)
- Signed Public Disclosure Form signed by all applicants over 18
- Duplication of Benefits form completed and notarized for all applicants over 18
- Additional documents may be requested to determine program eligibility



# LAUDERDALE LAKES MORTGAGE ASSISTANCE PROGRAM

## APPLICATION

Incomplete applications will **NOT** be accepted. Drop-off will be conducted at the Development Services Building located at 3521 NW 43<sup>rd</sup> Ave. Lauderdale Lakes, FL 33319.

	<input type="checkbox"/> <b>MORTGAGE</b>	
--	--	--

### General Information:

Applicant				Co-Applicant			
<b>Full Name</b>							
<b>Social Security #</b>							
<b>Date of Birth / Age</b>							
<b>E-mail</b>							
<b>Phone #</b>							
<b>Street Address</b>		<b>City</b>		<b>State</b>		<b>Zip</b>	
<b>Mailing Address</b>		<b>City</b>		<b>State</b>		<b>Zip</b>	

**Other Household Members:** (Social Security #'s not required for household members under 18 years of age)

Name(s)	Social Security #	Date of Birth/Age	Relationship to Applicant



# LAUDERDALE LAKES

## MORTGAGE ASSISTANCE

### PROGRAM

#### Full-Time Student:

If any household member other than the applicant, co-app, or spouse of applicant is a FULL-TIME STUDENT – AGE 18 OR OLDER please list:	
<b>NAME(s):</b>	

#### Employment Information:

<b>Applicant</b>	Check box, if retired: <input type="checkbox"/> unemployed: <input type="checkbox"/>
Employee Name:	Employer Name:
Position:	Supervisor:
Address:	Time Employed:
Pay Rate:	Pay Frequency:
Annual Income (gross salary, overtime, tips, bonuses, etc.): \$	
Phone:	Fax:

<b>Co-Applicant</b>	
Employee Name:	Employer Name:
Position:	Supervisor:
Address:	Time Employed:
Pay Rate:	Pay Frequency:
Annual Income (gross salary, overtime, tips, bonuses, etc.): \$	
Phone	Fax:



# LAUDERDALE LAKES MORTGAGE ASSISTANCE PROGRAM

## Applicant:

<b>Does Applicant/Co-Applicant Own the Condominium?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Monthly Mortgage: \$</b>	

## Ethnicity/Special Needs:

**Optional** for reporting purposes only, please check all that apply for Head of Household Only

<div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> White</span> <span><input type="checkbox"/> Black</span> <span><input type="checkbox"/> Hispanic</span> <span>Asian/Pacific Islander</span> <span>Native American</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><input type="checkbox"/> Disabled or Disabled Minor</span> <span><input type="checkbox"/> Elderly</span> <span><input type="checkbox"/> Special needs</span> <span><input type="checkbox"/> Farmworker</span> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Other _____       </div>	
<b>Are you a City of Lauderdale Lakes employee?</b>	<b>Yes</b> <b>No</b>
<b>Are you a family member of a City of Lauderdale Lakes employee</b>	<b>Yes</b> <b>No</b>
If you answered <b>YES</b> to any of the above questions, please complete the "Conflict of Interest Disclosure Form" attachment.	



# LAUDERDALE LAKES

## MORTGAGE ASSISTANCE

### PROGRAM

I/we understand that Florida Statute 817 provides that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under Statutes 775.082 or 775.83. I/we further understand that any willful misstatement of information will be grounds for disqualification. I/we certify that the application information provided is true and complete to the best of my/our knowledge. I/we consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/we agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.

---

**Signature of Applicant**

**Print Name**

**Date**

---

**Signature of Co-Applicant or Household  
Member 18+**

**Print Name**

**Date**

---

**Signature of Household Member 18+**

**Print Name**

**Date**

---

**Signature of Household Member 18+**

**Print Name**

**Date**

---

**Signature of Household Member 18+**

**Print Name**

**Date**



# **LAUDERDALE LAKES**

## **MORTGAGE ASSISTANCE**

### **PROGRAM**

#### **PUBLIC RECORDS DISCLOSURE AND ACKNOWLEDGEMENT**

Information provided by the applicant may be subject to Chapter 119, Florida Statutes regarding Open Records. Information provided by you that is not protected by Florida Statutes can be requested by any individual for their review and/or use. This is without regard as to whether or not you qualify for funding under the program(s) for which you are applying.

Having been advised of this fact prior to making application for assistance for supplying any information, I/we agree to hold harmless and indemnify City of Lauderdale Lakes, any agency, its officers, employees, stockholders, agents, successors and assigns from any and all liability and costs that may arise due to compliance with the provisions of Chapter 119, Florida Statutes.

I/We agree that the City of Lauderdale Lakes does not have any duty or obligation to assert any defense, exception, or exemption to prevent any or all information given to the City of Lauderdale Lakes in connection with this application, or obtained by them in connection with this application, from being disclosed pursuant to a public records law request.

Furthermore, by signing below, I/we agree that City of Lauderdale Lakes does not have any obligation or duty to provide me/us with notice that a public records law request has been made.

I/We agree to hold harmless the City of Lauderdale Lakes, any governmental agency, its officers, employees, stock holders, agents, successors and assigns from any and all liability that may arise due to my /our funding received from the City of Lauderdale Lakes.

---

Applicant Signature

---

Date

---

Co-Applicant Signature

---

Date





# LAUDERDALE LAKES MORTGAGE ASSISTANCE PROGRAM

---

---

**Complete this section if applicable only**

The following people moved out from this address:

_____	_____
_____	_____

---

---

**I may be contacted at the following numbers regarding this matter:**

Name: \_\_\_\_\_

Business Name: *(If Different)* \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# LAUDERDALE LAKES MORTGAGE ASSISTANCE PROGRAM

## DUPLICATION OF BENEFITS AFFIDAVIT

I, \_\_\_\_\_, do firmly affirm and certify, under penalty, that the information and statements made below are true, correct and complete.

I hereby verify that I have **not** received any duplication of Benefits for, Mortgage Assistance. I understand that should the City of Lauderdale Lakes determine that I have received a duplication of benefits, I will be responsible for repayment of all funds received.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name

The foregoing instrument was acknowledged before me **by means of** ☐ **physical presence or** ☐ **online notarization**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



# LAUDERDALE LAKES MORTGAGE ASSISTANCE PROGRAM

## CONFLICT OF INTEREST DISCLOSURE

Conflict of Interest Regulations: In accordance with 24 CFR 570.611(b)(c); 24 CFR 214.303(f); 2 CFR 200; FAC 67-37; FS 112 and 420; City HR-42; A person in a position of trust, direct interest, director, employee, officer, contractor, volunteer, agent of participating agency or the family member of any individual holding these positions shall not engage in activities that create a real or apparent conflict of interest.

The purpose of this document is to assist in the determination of whether additional restrictions, oversight, or other conditions might be advisable prior to execution of any contract, finding or providing assistance. The term "Conflict of Interest" refers to situations in which financial or other personal considerations may compromise or have the appearance of compromising professional judgment in following the rules and regulation of the program.

Please mark the appropriate box for each question and complete the attachment if indicated.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Co-Applicant Name

1. Are you a Covered Employee?

☐ Yes (If Yes, please complete "Attachment")

☐ No

A "Covered Employee" is a current employee, agent, consultant or elected official or officer of any City agency.

2. Do you, or any person who holds an ownership or financial interest (including tenancy) in the property described above, have an immediate family member (such as: spouse, domestic partner, child, stepchild, parent, stepparent, sibling, etc.) or any person who has business dealings or business ties to a **Covered Employee**?

☐ Yes (If Yes, please complete "Attachment")

☐ No

# LAUDERDALE LAKES

## MORTGAGE ASSISTANCE

### PROGRAM

3. Do you, a family member, or any person who holds an ownership or financial interest in the property described above, have business dealings or business ties as an investor, owner, employee, realtor, lender, consultant, contractor, etc. that has a contractual relationship with the City of Lauderdale Lakes?

☐ Yes (If Yes, please complete "Attachment")

☐ No

**Warning: knowingly and willingly making false or fraudulent statements to the City of Lauderdale Lakes may result in denial of assistance, civil penalties, and/or referral to law enforcement.**

I have read and understand the Conflict of Interest Disclosure Form. I have disclosed all information required by this disclosure, if any, in an attached statement. I agree to comply with any conditions or restrictions imposed by the City of Lauderdale Lakes to reduce or eliminate actual and/or potential conflicts of interest. I will update this disclosure form promptly, if relevant circumstances change. I understand that this Disclosure is not a confidential document.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

**If you are a City Employee or Affiliate, please complete the relevant section(s) below:**

<b>Applicant (Employee's or Affiliate 's Name):</b>	
<b>Applicant's Relationship with the Employee or Affiliate</b>	<input type="checkbox"/> Self  <input type="checkbox"/> Member of Applicant's family <input type="checkbox"/> Associated with an organization that employs or is about to employ Applicant

# LAUDERDALE LAKES

## MORTGAGE ASSISTANCE

### PROGRAM

	<input type="checkbox"/> Has a financial or other interest in or with Applicant <input type="checkbox"/> Other:
<b>Employee's Relationship to the City of Lauderdale Lakes</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Agent <input type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Elected official <input type="checkbox"/> Other:

**DESCRIBE RELATIONSHIPS CHECK ABOVE:**



# LAUDERDALE LAKES MORTGAGE ASSISTANCE PROGRAM

## Consent for Payment of Mortgage to Mortgage Lender

Request for payment #: \_\_\_\_\_ (Housing Options Program Only)

I, \_\_\_\_\_ as the property owner, give my consent for payment and authorize

Lauderdale Lakes to pay \$ \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_, as the "Mortgage Lender", for the period(s) indicated below.

The property is \_\_\_\_\_ and is located at: \_\_\_\_\_

I understand that the mortgage assistance funds for which I am eligible, if any, can be paid only to the Mortgage Lender for the primary residence and cannot be transferred to any other Mortgage Lender. Further, I understand that I am authorizing the City of Lauderdale Lakes to pay the Mortgage Lender and if I relocate or change my mind about staying at the property after signing this Consent for Payment of Mortgage assistance to Lender, I will not have any claim to the mortgage assistance funds that are allocated to pay the Mortgage Lender.

**NOTE: PAYMENTS ARE MADE BASED ON SUPERVISORY APPROVAL, AVAILABILITY OF FUNDS, VERIFICATION OF PROPERTY OWNERSHIP AND TIMELY SUBMISSION OF THE REQUIRED DOCUMENTS.**

In consideration of the amount authorized above for payment by Lauderdale Lakes to the Mortgage Lender Landlord, I agree to make a payment of \$ \_\_\_\_\_ to the Mortgage Lender to bring my account balance current.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

---

---

### MORTGAGE LENDER SECTION

I, \_\_\_\_\_, as the mortgage lender, agree to accept the  
above referenced payment of \$ \_\_\_\_\_ from Lauderdale Lakes.

I agree NOT to proceed with any foreclosure proceeding for non-payment of mortgage if payment by Lauderdale Lakes is authorized and rendered to me within 21 business days from the date of my signature



# LAUDERDALE LAKES MORTGAGE ASSISTANCE PROGRAM

PERIOD OWED				AMOUNT OWED
FROM		TO		
FROM		TO		
FROM		TO		
FROM		TO		
FROM		TO		





# LAUDERDALE LAKES MORTGAGE ASSISTANCE PROGRAM

## Employment Verification Form (To be completed by Employer)

### Employer Information:

1. Company Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

### Employee Information:

4. Employee Name: \_\_\_\_\_
5. Employee Social Security Number: \_\_\_\_\_
6. This employee is paid: \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_
7. Twice Monthly \_\_\_\_\_ Monthly \_\_\_\_\_
8. Hourly pay rate: \$ \_\_\_\_\_ /hour Weekly scheduled working hours: \_\_\_\_\_
9. List GROSS amounts and dates of checks or cash earned by this employee during the past 90 days:

Date	Amount

10. Does this employee receive tips in addition to the above earnings? (complete only if applicable)  
Yes      No

Approximate amount of tips received and frequency: \$ \_\_\_\_\_ / \_\_\_\_\_

11. Reason for income decrease (complete only if applicable):

12. Date income will return to normal (complete only if applicable):

- Expected Hourly pay rate: \$    / hour;
- Expected Weekly scheduled working hours:

13. Date employment started: \_\_\_\_\_ Date employment stopped: \_\_\_\_\_

14. Reason for termination (complete only if applicable):

15. Will employee be eligible for re-hire if position becomes available? (complete only if applicable) (check one only) YESNO      (For "NO" please give reason):



# LAUDERDALE LAKES MORTGAGE ASSISTANCE PROGRAM

**Employer Certification:**

**WHAT I HAVE WRITTEN ON THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE.**

---

Name and title of Official completing

---

Signature of Official completing information

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								
				-				

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
-----------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a) 11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—

A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization

12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your

permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a

systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by

calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.



The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

# CITY OF LAUDERDALE LAKES

## Agenda Cover Page

Fiscal Impact: Yes

Contract Requirement: Yes

Title
RESOLUTION 2025-074 AUTHORIZING AND APPROVING THE PROGRAM DESIGN FOR THE HOME IMPROVEMENT PROGRAM
Summary
This resolution authorizes the approval of the application design for the recently established Home Improvement program.
Staff Recommendation

### Background:

At its December 10, 2024, regular meeting, the City Commission approved Resolution 2024-104 which approved and authorized the City Manager to reallocate eight hundred eighty-two thousand one hundred eighty and no/100 dollars (\$882,180.00) of the American Rescue Plan Act (“ARPA”) funds from the citywide broadband program to establish mortgage assistance for condominium owners within 55+ and older communities. As well as, a home improvement program in equal amounts of four hundred forty-one thousand ninety and 00/100 dollars (\$441,090.00).

Following the public hearing, staff was tasked to provide a draft of the program design which was reviewed by the City Commission at its second regular workshop on 03/24/25 and is attached as backup material to this item.

The following is a summary of the approved programs, funding amount and eligibility requirements:

Home Improvement Program	
Summary:	<ul style="list-style-type: none"><li>• Eligible improvements:<ul style="list-style-type: none"><li>• Replacement of air condition, water heater, electrical panel</li><li>• Replacement or fixing of broken windows, doors</li><li>• Repair/Replacements of Driveways (asphalt &amp; plain concrete only)</li><li>• Fences (chain link &amp; board only)</li><li>• Repainting of Homes</li><li>• Bathroom and Kitchen Fixtures</li></ul></li></ul>
Funding Amount:	<ul style="list-style-type: none"><li>• The total program amount is \$441,090</li><li>• The maximum award amount is up to \$35,000 per household to address the home improvement needed.</li></ul>
Eligibility:	<ul style="list-style-type: none"><li>• To be eligible, your home must be owner occupied as the “primary residence”;</li><li>• The home must not have any outstanding City liens, open permits, AND no illegal enclosures or additions (work done without permit).</li><li>• The homeowner must be up-to-date with the mortgage or the property is fully owned.</li></ul>

Staff has review similar programs and design this new program to meet current guidelines for determining income-based needs and requirements

Staff Recommends approval.

### Funding Source:

ARPA Funds

**Fiscal Impact:**

N/A

**Sponsor Name/Department:** Tanja McCoy, AICP, CGC, CFM

**Meeting Date:** 5/27/2025

**ATTACHMENTS:**

Description		Type
▣	Resolution 2025-074 Authorizing and approving the program design for the Home Improvement Program	Resolution
▣	Exhibit A - Home Improvement Program Design	Exhibit

1 RESOLUTION 2025-074

2  
3 A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES,  
4 FLORIDA; AUTHORIZING AND APPROVING THE PROGRAM DESIGN FOR THE  
5 HOME IMPROVEMENT PROGRAM; A COPY OF THE PROGRAM DESIGN FOR  
6 THE HOME IMPROVEMENT PROGRAM IS ATTACHED HERETO AS **EXHIBIT**  
7 **A**; A COPY OF WHICH MAY BE INSPECTED IN THE OFFICE OF THE CITY  
8 CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR  
9 INSTRUCTIONS TO THE DEPUTY CITY CLERK; PROVIDING AN EFFECTIVE  
10 DATE.  
11

12 WHEREAS, on December 10, 2024, the City Commission of the City of Lauderdale Lakes  
13 ("City") adopted Resolution 2024-104 authorizing the reallocation of Eight Hundred Eighty-Two  
14 Thousand One Hundred Eighty And 00/100 Dollars (\$882,180.00) in American Rescue Plan Act  
15 ("ARPA") funds from the citywide broadband program to support Title I initiatives;

16 WHEREAS, Resolution 2024-104 specifically approved the reallocation of funds to two  
17 programs—the Mortgage Assistance Program for condominium owners within 55 and older  
18 communities who have experienced hardship due to the levying of certain special assessments  
19 arising from the implementation of the Florida Safe Building Act, and the Minor Home Repair  
20 Program for all property owners within the City for improvements to fixtures, such as roofing  
21 system, windows, doors, plumbing, AC repair/replacement, electrical upgrades etc.—each  
22 funded in equal amounts of Four Hundred Forty-One Thousand Ninety And 00/100 Dollars  
23 (\$441,090.00);

24 WHEREAS, following a public hearing and subsequent direction from the City Commission,  
25 City staff developed a program design for both initiatives, which were presented during the  
26 March 24, 2025, City Commission Workshop;

1 WHEREAS, the proposed program design for the Home Improvement Program is,  
2 attached hereto as **Exhibit A**, outline the eligibility criteria, funding limits, and approved use of  
3 funds to ensure compliance with federal guidelines and to effectively serve the residents of the  
4 City;

5 WHEREAS, the Home Improvement Program shall provide funding of up to Thirty-Five  
6 Thousand Dollars and No/100 (\$35,000.00) per eligible household for approved minor home  
7 repairs, including but not limited to, HVAC, plumbing, electrical systems, window/door  
8 replacements, driveway repairs, fencing, and home repainting, subject to program guidelines and  
9 eligibility requirements;

10 WHEREAS, all applications shall be reviewed and processed in accordance with the  
11 approved program design, which incorporates income-based need and compliance with  
12 applicable building and permitting regulations; and

13 WHEREAS, the City Commission finds that approval of the Home Improvement Program  
14 designs is in the best interest of the residents and promotes the City's goals for community  
15 development and housing stability.

16 NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF  
17 LAUDERDALE LAKES AS FOLLOWS:

18 SECTION 1. ADOPTION OF RECITALS: The foregoing RECITALS are hereby ratified and  
19 confirmed as being true, and the same are hereby made a part of this Resolution.

20 SECTION 2. AUTHORITY: The City Commission hereby authorizes and approves the  
21 implementation of the program design for the Home Improvement Program, in substantially the

1 form as attached hereto as **Exhibit A**, and as presented to the City Commission on March 24,  
2 2025.

3 SECTION 3. INSTRUCTIONS TO THE DEPUTY CITY CLERK: The Deputy City Clerk and  
4 other appropriate City Officials are hereby authorized to take any and all action necessary to  
5 effectuate the intent of this Resolution.

6  
7  
8  
9  
10  
11  
12 [REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]  
13  
14  
15  
16  
17  
18  
19  
20  
21

SECTION 4. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES AT ITS REGULAR MEETING HELD MAY 27, 2025.

\_\_\_\_\_  
VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

\_\_\_\_\_  
PAVITRI BENASRIE-WATSON, CMC, DEPUTY CITY CLERK

Approved as to form and legality  
for the use of and reliance by the  
City of Lauderdale Lakes only:

\_\_\_\_\_  
Sidney C. Calloway, City Attorney

Sponsored by: Tanja McCoy, Development Services Director

**VOTE:**

Mayor Veronica Edwards Phillips	_____ (For)	_____ (Against)	_____ (Other)
Vice-Mayor Tycie Causwell	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Easton Harrison	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Karlene Maxwell-Williams	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Sharon Thomas	_____ (For)	_____ (Against)	_____ (Other)



# EXHIBIT A



City of Lauderdale Lakes  
Development Services Department  
4300 NW 36 Street  
Lauderdale Lakes, FL 33319  
(954) 535-2482



## HOME IMPROVEMENT PROGRAM (HIP)

**Program Overview:** The City of Lauderdale Lakes is funding 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 who's income does not exceed 80% of Area Median Income (AMI).

### PROGRAM GUIDELINES

Eligible Improvements: Based on life safety priority

- Replacement of air condition, water heater, electrical panel
- Replacement or fixing of broken windows, doors
- Repair/Replacements of Driveways (asphalt & plain concrete only) Fences (chain link & board only)
- Reroofing of Homes
- Repainting of Homes
- Bathroom and Kitchen Fixtures

Ineligible Improvements:

- Unpermitted structures
- Additions
- Remodeling
- Driveways (stamped concrete and or pavers)
- Fencing (PVC and or other pre-fabricated material)

**Program:** To be eligible, your home must be owner occupied as the "primary residence"; have no outstanding City liens, open permits, AND no illegal enclosures or additions (work done without permit). Must be up-to-date with mortgage or fully owned. The City of Lauderdale Lakes is not responsible for code violations, liens/attached liens, open permits, or illegal structures. The City of Lauderdale Lakes will not award financing if any liens/attached liens, and/or open permits exist. Any and all payments will be made directly to contractors, not homeowners. Funding is available up to \$35,000 per household to address the home improvement needed.

**Application process:** You must fully complete the application and provide copies of the required documentation as described in this application in order to be considered for any assistance. The applicant is the person who owns the house and is responsible for the mortgage payment. If you own the house with someone else, and they also occupy the property as their primary residence, co-applicant information **must** be provided. If you're married, your spouse must be listed as the co-applicant in the application.

**Note:** The program does not reimburse for any expenses prior to applying and/or completed outside the program guidelines.



## APPLICATION SUPPORTING DOCUMENTATION LIST

Dear Applicant(s),

Thank you for showing interest in the HIP program. Attached is the application package. Due to funding requirements and program guidelines, all the information in the package must be complete. **COPIES** of the following documents are **required** to be submitted with your **COMPLETED** application:

1. Proof of one (1) of the below Identifications (**for both** Applicant and Co-Applicant)
  - State issued picture ID
  - Passport
  - Resident Card
2. Proof of Property Ownership.
  - Warranty deed or Quit claim deed
3. Proof of primary residence.
  - *If property recently purchased, please provide a copy of the Closing Disclosure **and** confirmation page submission of Homestead Exemption application.*
4. Proof that you are current on your property taxes.
  - Broward County Property Tax payment receipt or Notice of Valorem Taxes
5. Most recent mortgage statement, showing that you are current on your payments.
  - Satisfaction of Mortgage (*If owned out right*)
6. Proof that you are current on your Homeowner Association Dues (*if applicable*).
7. "Declaration Page" of your current Homeowners Insurance Policy
8. "Declaration Page" of your current Flood insurance Policy (*if applicable*).
9. Current utility bill (i.e. FPL or Water)
10. First page of a recent bank statement displaying name and address of applicant and/or co-applicant.
11. Last four consecutive paystubs, Tax Returns for last 2 years, W2 for last 2 years, for all household members 18 years or older; profit and loss statement if self-employed.
12. Proof of marriage certificate (*if applicable*)
  - *If divorced, a copy of the divorce decree will need to be provided.*
  - *If spouse is deceased, a copy of death certificate will need to be provided.*

These documents will not be returned to you. Once your completed application and all required documents are received, staff will review and make a further determination of eligibility. If you need a notary, the City will provide notary services free of charge for this application.

Sincerely,

Tanja McCoy, AICP, CGC, CFM  
**Director of Development Services**



City of Lauderdale Lakes  
Development Services Department  
4300 NW 36 Street  
Lauderdale Lakes, FL 33319  
(954) 535-2482

## Home Improvement Program Application

Information contained herein shall be kept confidential and shall be used only for the purpose of determining eligibility for HIP.  
**PLEASE PRINT CLEARLY**

### APPLICANT

First Name:	Middle Initial:	Last Name:
Address:		
City: <b>Lauderdale Lakes</b>	State: <b>Florida</b>	Zip Code:
Contact Number:	E-mail:	

### CO-APPLICANT

First Name:	Middle Initial:	Last Name:
Contact Number:	E-mail:	

### APPLICANT

Marital Status: ☐ Married ☐ Single ☐ Divorced  
☐ Widower ☐ Separated  
Relationship to Co Applicant: \_\_\_\_\_  
Race: ☐ Black not Hispanic ☐ White ☐ Hispanic  
☐ Other (Specify) \_\_\_\_\_  
Sex: ☐ Male ☐ Female

### CO-APPLICANT

Marital Status: ☐ Married ☐ Single ☐ Divorced  
☐ Widower ☐ Separated  
Relationship to Applicant: \_\_\_\_\_  
Race: ☐ Black not Hispanic ☐ White ☐ Hispanic  
☐ Other (Specify) \_\_\_\_\_  
Sex: ☐ Male ☐ Female

1. Are you a City of Lauderdale Lakes Employee: Yes ☐ No ☐ If yes, which department \_\_\_\_\_
2. Are you related to a City: employee, elected official, or any Board member? Yes ☐ No ☐  
If yes, name of relative and relationship to relative \_\_\_\_\_
3. Are there other parties on the Warranty Deed? Yes ☐ No ☐  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
4. Is the first mortgage current? Yes ☐ No ☐ Most recent month paid? \_\_\_\_\_
5. Are you part of a Home Owner Association (HOA)? Yes ☐ No ☐
6. Home Improvement Needed: \_\_\_\_\_
8. Are there any outstanding judgments and/or liens against the property? Yes ☐ No ☐

### MORTGAGE INFORMATION

1 <sup>st</sup> Mortgage Lender: _____ 800 Customer Service No.: _____ Is the first mortgage current? Yes <input type="checkbox"/> No <input type="checkbox"/>	Loan No.: _____ Payment Amount:\$ _____ Next payment due date: _____
2 <sup>nd</sup> Mortgage Lender: _____ 800 Customer Service No.: _____ Is the first mortgage current? Yes <input type="checkbox"/> No <input type="checkbox"/>	Loan No.: _____ Payment Amount:\$ _____ Next payment due date: _____

### AUTHORIZATION TO VERIFY INFORMATION



City of Lauderdale Lakes  
Development Services Department  
4300 NW 36 Street  
Lauderdale Lakes, FL 33319  
(954) 535-2482

This is authorization for the City of Lauderdale Lakes to verify previous or current information regarding me/us. The undersigned(s) specifically acknowledges that (1) verification or re-verification of any information contained in this application may be made by the City of Lauderdale Lakes from any source named in this application, and other sources not specifically identified here; (2) the City of Lauderdale Lakes may make copies of this application for distribution to any party with which (we) have a financial or credit relationship and that any party may treat such copy, including a faxed copy, as an original; (3) the property will be occupied as the applicant's primary residence.

### AGREEMENT

The undersigned understands that the intent of this application is for the purpose of pre-qualifying only and does not guarantee acceptance or approval, and no commitment is hereby made on the part of either the applicant or the City of Lauderdale Lakes. I/We understand that after I/we are determined to be eligible, there may be several home visits (i.e. pre-inspection, inspection, pre-bid meeting) made by a City representative. However, this does not guarantee that my/our home will receive funding. I/We understand that the City of Lauderdale Lakes will not award financing if any liens, and/or open permits exist. I/We understand that as homeowners we are responsible for any violations or liens that come about while applying for the grant. I/We understand that if selected to receive funding and allowed to enter into a contract, it is understood that only the work contained in the contract specifications shall be completed. There shall be no private agreements of any kind between me/us and the selected Contractor other than as referenced in the City's Invitation for bid. I/We further understand that all information and documents provided with, and in association with this application, are public records, and as such are subject to the State of Florida's public records laws.

I/We certify the information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application. The undersigned(s) further understands that all statements made in this application are true and made for the purposes of participating in this Home Improvement Program. Any property assisted under this program will not be used for any illegal or restricted purposes, and will be used solely as my/our principal residence. The undersigned further understands that he/she must own and live in the unit for a period of five (5) years. As well as complete the Declaration of Domicile and provide the requested documents during the term of the loan if awarded. The undersigned applies to participate in the Home Improvement Program indicated in this application, which may require a loan to be secured as a second mortgage on the property for funds received through this program. The City of Lauderdale Lakes is not responsible for any damage, and I/we the undersigned release and hold harmless the City of Lauderdale Lakes from any and all liabilities to myself/ourselves and personal property.

Any intentionally false or fraudulent statement or supporting document will constitute cancellation of this application, and liability in any legal action brought against me/us by the City. The City of Lauderdale Lakes is hereby authorized to verify any of the above information and as needed to inspect the property prior to approval. I/we agree to have no claim for defamation, violation of privacy or other claims against any person, firm or corporation by reason of any statement or information released by them to the City of Lauderdale Lakes.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Name

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT:** Federal law, U.S.C. Title 18, Sec. 1001 and 1014, provides: Whoever, in any matter within the jurisdiction of any department or agency of the U.S. knowingly and



City of Lauderdale Lakes  
Development Services Department  
4300 NW 36 Street  
Lauderdale Lakes, FL 33319  
(954) 535-2482

willfully falsifies or makes false, fictitious or fraudulent statements, or entries, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

### PRIVACY ACT NOTICE

This information is to be used by the agency collecting it, or its assignees, in determining whether you qualify as a prospective grant or loan client under its Program. It will not be disclosed outside the agency except as required and permitted by law. Failure to provide this information may delay or result in rejection of your application. All information you provide is subject to Florida's public records laws.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Name

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

STATE OF FLORIDA     )  
  ) ss:  
COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_ who/whom  
is/are

☐ personally known to me or ☐ Produced Identification (Florida Driver's License/State ID).

\_\_\_\_\_  
Notary Public Signature

Seal:

<p><b>Office Use Only</b> (Date stamp once verify application is completed)</p>
---

# CITY OF LAUDERDALE LAKES

## Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title
-------

RESOLUTION 2025-075 APPROVING CITY ADVISORY BOARD MEETING DATES AND TIMES FOR 2025
--

Summary
---------

This resolution approves the amended scheduled meeting dates for the City's Advisory Boards for the remainder of 2025.
--

Staff Recommendation
----------------------

### Background:

The City of Lauderdale Lakes Code of Ordinances ("City Code") provides for the creation of Statutory and Nonstatutory Boards. Pursuant to Chapter 2, Article V Division 2, Section 2-280 of the City Code, statutory boards shall meet in accordance with the requirements of applicable law and the annual meeting schedule established by the City Commission.

The City's Advisory Boards have each proposed the following meeting dates and times for each respective advisory board for the remainder of FY 2025:

1. Beautification Advisory Board – Third Thursday of the month at 6 p.m.
2. Economic Development Advisory Board – Second Monday of the month at 8:30 a.m.
3. Historic Preservation Board – Second Thursday of the month at 6 p.m.
4. Military Affairs Board – First Wednesday of the month at 4 p.m.
5. Parks and Recreation Board – Third Monday of the month at 5 p.m.
6. Planning and Zoning Board – First Tuesday of the month at 6 p.m.
7. School Advisory Board – First Monday of the month at 6 p.m.

### Funding Source:

### Fiscal Impact:

**Sponsor Name/Department:** Venice Howard, MMC - Acting City Manager/City Clerk - City Manager/ City Clerk's Office

**Meeting Date:** 5/27/2025

### ATTACHMENTS:

Description	Type
□ Resolution 2025-075 Advisory Board Meeting Dates and Times	Resolution

RESOLUTION 2025-075

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES ("CITY") RATIFYING AND APPROVING AMENDED SCHEDULED MEETING DATES FOR CITY ADVISORY BOARDS FOR THE REMAINDER OF CALENDAR YEAR 2025; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING INSTRUCTIONS TO THE CITY CLERK; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lauderdale Lakes Code of Ordinances ("City Code") provides for the creation of Statutory and Nonstatutory Boards;

WHEREAS, pursuant to Chapter 2, Article V Division 2, Section 2-280 of the City Code, statutory boards shall meet in accordance with the requirements of applicable law and the annual meeting schedule established by the City Commission;

WHEREAS, pursuant to Chapter 2, Article VI Division 1, Section 2-319 of the City Code, the City's Nonstatutory Boards, shall meet in accordance with the requirements of applicable law and the annual meeting schedule established by the City Commission;

WHEREAS, the City's Advisory Boards have each proposed the following meeting dates and times for each respective advisory board for the remainder of calendar year 2025:

1. Beautification Advisory Board – Third Thursday of the month at 6 p.m.
2. Economic Development Advisory Board – Second Monday of the month at 8:30 a.m.
3. Historic Preservation Board – Second Thursday of the month at 6 p.m.
4. Military Affairs Board – First Wednesday of the month at 4 p.m.
5. Parks and Recreation Board – Third Monday of the month at 5 p.m.
6. Planning and Zoning Board – First Tuesday of the month at 6 p.m.
7. School Advisory Board – First Monday of the month at 6 p.m.

WHEREAS, the City Commission finds that the recommended schedule satisfies both the City Code and applicable law requirements, and therefore ratify and approve the above schedule for each city advisory board for the remainder of calendar year 2025.



1           NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF  
2   LAUDERDALE LAKES AS FOLLOWS:

3           SECTION 1.   ADOPTION OF RECITALS: The foregoing RECITALS are hereby ratified and  
4   confirmed as being true, and the same are hereby made a part of this Resolution.

5           SECTION 2.   SCHEDULE OF ADVISORY BOARD MEETINGS: The City Commission of  
6   Lauderdale Lakes hereby ratifies and approves the following meeting schedule for the City's  
7   Advisory Boards in accordance with Chapter 2, Article V Division 2, Section 2-280 and Chapter 2,  
8   Article VI Division 1, Section 2-319 of the City Code:

- 9                   1.    Beautification Advisory Board – Third Thursday of the month at 6 p.m.
- 10                  2.    Economic Development Advisory Board – Second Monday of the month at
- 11                   8:30 a.m.
- 12                  3.    Historic Preservation Board – Second Thursday of the month at 6 p.m.
- 13                  4.    Military Affairs Board – First Wednesday of the month at 4 p.m.
- 14                  5.    Parks and Recreation Board – Third Monday of the month at 5 p.m.
- 15                  6.    Planning and Zoning Board – First Tuesday of the month at 6 p.m.
- 16                  7.    School Advisory Board – First Monday of the month at 6 p.m.
- 17

18           SECTION 3.   INSTRUCTIONS TO THE DEPUTY CITY CLERK: The Deputy City Clerk and  
19   other appropriate City Officials are hereby authorized to take any and all actions necessary to  
20   effectuate the intent of this Resolution.

21  
22  
23  
24  
25                           [REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

1           SECTION 4.           EFFECTIVE DATE: This Resolution shall take effect immediately  
2   upon its final passage.

3 ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES AT ITS REGULAR  
4 MEETING HELD MAY 27, 2025.

5 \_\_\_\_\_  
6 VERONICA EDWARDS PHILLIPS, MAYOR

7 ATTEST:

8

9

10 PAVITRI BENASRIE-WATSON, CMC, DEPUTY CITY CLERK

11

12 Approved as to form and legality  
13 for the use of and reliance by the  
14 City of Lauderdale Lakes only:

15

16 Sidney C. Calloway, City Attorney

17 Sponsored by: Pavitri Benasrie-Watson, CMC, Deputy City Clerk

18

19

20 **VOTE:**

21

22	Mayor Veronica Edwards Phillips	_____	(For)	_____	(Against)	_____	(Other)
23	Vice-Mayor Tycie Causwell	_____	(For)	_____	(Against)	_____	(Other)
24	Commissioner Easton K. Harrison	_____	(For)	_____	(Against)	_____	(Other)
25	Commissioner Karlene Maxwell-Williams	_____	(For)	_____	(Against)	_____	(Other)
26	Commissioner Sharon Thomas	_____	(For)	_____	(Against)	_____	(Other)

# CITY OF LAUDERDALE LAKES

## Agenda Cover Page

Fiscal Impact: Yes

Contract Requirement: Yes

Title
-------

RESOLUTION 2025-076 APPROVING THE PURCHASE OF THE OPENGOV CLOUD SOFTWARE PURSUANT TO ARTICLE XIII, SECTION 82-358(D) OF THE CITY OF LAUDERDALE LAKES' PROCUREMENT CODE PROVIDING FOR EXCLUSIONS AND EXCEPTION TO BID AND PROPOSAL REQUIREMENTS, THAT CERTAIN CONTRACT WITH CARAHSOFT, COMPETITIVELY SOLICITED AND AWARDED BY THE STATE OF UTAH, LEAD AGENCY ACTING BY AND THROUGH THE NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO) VALUEPOINT, COMPETITIVELY PROCURED AND AWARDED A REQUEST FOR PROPOSAL RESULTING IN MASTER AGREEMENT NUMBER AR2472, ON BEHALF OF THE CARAHSOFT COOPERATIVE PURCHASING PROGRAM, IN AN AMOUNT NOT EXCEED TWO HUNDRED SIXTY-TWO THOUSAND TWO HUNDRED THIRTY-THREE DOLLARS AND SIXTY CENTS (\$262,233.60), IN FISCAL YEAR 2025 THROUGH FISCAL YEAR 2026 ADDITIONALLY, AUTHORIZING AN ANNUAL MAINTENANCE PLAN STARTING IN FISCAL YEAR 2027 IN THE AMOUNT OF ONE HUNDRED FIFTEEN THOUSAND NINE HUNDRED TWENTY-FIVE DOLLARS AND EIGHTY-FIVE CENTS (\$115,925.85) PLUS AN ADDITIONAL FIVE PERCENT OF SUCH AMOUNT FOR EVERY FISCAL YEAR THEREAFTER

Summary
---------

This resolution requests city staff to purchase the OpenGov Cloud Software from Carahsoft Technology Corp. through a competitively solicited cooperative purchasing agreement awarded by the State of Utah under the NASPO ValuePoint program. The purchase, which includes software implementation and training, is not to exceed \$262,233.60 for fiscal years 2025 through 2026. The resolution also approves an annual maintenance plan beginning in fiscal year 2027 in the amount of \$115,925.85, with an annual 5% escalation thereafter.

Staff Recommendation
----------------------

### Background:

After several years of attempting to implement the EnerGov platform provided by Tyler Technologies, the City of Lauderdale Lakes, on direction from the City Commission, made the decision to cancel the contract due to persistent challenges and a lack of progress in achieving the department's operational goals. Despite the initial intent to modernize permitting, inspections, and code enforcement workflows through EnerGov, the system proved to be difficult to configure to the city's specific needs, and the implementation process encountered repeated delays, limited flexibility, and escalating costs. The city encountered multiple communication breakdowns with the EnerGov team at Tyler. These factors significantly hindered the department's ability to deliver timely and efficient services to residents, property owners, and developers.

In response, the department conducted a comprehensive reassessment of its digital transformation strategy and identified OpenGov as a more adaptable and user-centered solution. Unlike its predecessor, OpenGov offers a modern, cloud-based platform built specifically for local governments, with a focus on streamlined implementation, intuitive user interfaces, and responsive customer support. The platform's modular design allows for greater customization without the extensive technical overhead previously experienced, enabling the city to rapidly deploy digital services that meet the needs of both internal users and the public. By transitioning to OpenGov, the city reaffirms its commitment to transparency, operational efficiency, and the delivery of high-quality customer services.

The implementation of OpenGov will directly enhance the operations of several key divisions, with in the Development Services Department, including Housing Grants, and Business Services. For the Development Services Department, the software will streamline permitting, inspections, zoning applications, and code enforcement activities, allowing staff to process cases more efficiently and with greater transparency. In the Housing Grants Division, OpenGov will strengthen the administration of housing-related grants by improving application tracking, program compliance, and reporting capabilities, critical functions as the city expands efforts to address housing affordability and neighborhood revitalization.

The system will also play an essential role in supporting Rental Property Registration, enabling automated renewals, owner communication, and regulatory compliance tracking. In the Business Services Division, OpenGov will improve the Business Tax Receipt (BTR) process by digitizing application intake, renewal workflows, and interdepartmental coordination.

As an incentive, OpenGov has also proposed to include, at an extremely discounted rate, the Procurement module. When proposed to staff in the last FY, the cost to leverage the technology to improve the efficiencies of the City's procurement and capitalize on the latest technological advances in procurement solutions as they become available. The use of OpenGov is expected to yield substantial returns on the investment by fostering a more dynamic, efficient, and high-performing organization. With the efficiencies gained through the use of OpenGov, staff will be able to deliver an enhanced level of service to all City departments.

Increased supplier outreach and competition by leveraging existing vendor pools from surrounding cities and counties that use OpenGov Data-driven insights with dashboards, reports, and analytics to inform decision making and support results-driven contracting. Some highlights are:

1. Advances procurement best practices in compliance with the National Procurement Institute (NPI) achievement of Excellence in Procurement (AEP) program as a certified NPI partner.
2. Opportunity for AI in the budget and procurement processes that empowers precise and efficient scope building by analyzing data and automating repetitive tasks.
3. Collaboration and teamwork with a platform that allows colleagues and vendors to easily connect for streamlined communication and collaboration.
4. Continuous innovation with automatic upgrades, fixes, and feature enhancements delivered seamlessly to the platform.

Staff recommends for the City Commission to approve participating in the NASPO ValuePoint Contract No. 43230000-NASPO-16-ACS. If approved to proceed with this purchase and project, staff anticipates a project kickoff in June 2025.

### **Funding Source:**

Building Services Fund, 4050902

### **Fiscal Impact:**

N/A

**Sponsor Name/Department:** Tanja McCoy, AICP, CGC, CFM

**Meeting Date:** 5/27/2025

### **ATTACHMENTS:**

Description	Type
❑ Resolution 2025-076- Approving the purchase of the Opengov Cloud Service	Resolution
❑ Exhibit A - Carahsoft Master Agreement AR2472	Exhibit
❑ Exhibit B - Carahsoft Price Quotation	Exhibit

RESOLUTION 2025-076

A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES, FLORIDA, PURSUANT TO ARTICLE XIII, SECTION 82-358(D) OF THE CITY OF LAUDERDALE LAKES PROCUREMENT CODE PROVIDING FOR COOPERATIVE PURCHASING AS AN EXCLUSION AND EXCEPTION TO BID AND PROPOSAL REQUIREMENTS SET FORTH IN THE LAUDERDALE LAKES PROCUREMENT CODE, AND IN ACCORDANCE WITH THAT CERTAIN ALTERNATIVE CONTRACT SOURCE NO: 43230000-NASPO-16-ACS ("MASTER AGREEMENT AR2472") COMPETITIVELY PROCURED AND AWARDED BY THE STATE OF UTAH TO CARAHSOFT TECHNOLOGY CORP FOR PROCUREMENT OF CLOUD SOLUTIONS A/K/A "OPENGOV CLOUD SOFTWARE"; APPROVING AND AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST, RESPECTIVELY, THAT CERTAIN CONTRACT AND/OR PRICE QUOTATION BETWEEN THE CITY OF LAUDERDALE LAKES ("CITY") AND CARAHSOFT TECHNOLOGY CORP ("CARAHSOFT"), FOR THE PURCHASE OF THE OPENGOV CLOUD SOFTWARE ("OPENGOV") IN AN AMOUNT NOT TO EXCEED TWO HUNDRED SIXTY-TWO THOUSAND TWO HUNDRED THIRTY-THREE DOLLARS AND SIXTY CENTS (\$262,233.60), FOR FISCAL YEAR 2024-2025 AND FISCAL YEAR 2025-2026; AUTHORIZING EXPENDITURE OF FUNDS FOR ANNUAL MAINTENANCE PLAN BEGINNING IN FISCAL YEAR 2027 FOR THE AMOUNT OF ONE HUNDRED FIFTEEN THOUSAND NINE HUNDRED TWENTY-FIVE DOLLARS AND EIGHTY-FIVE CENTS (\$115,925.85) PLUS AN ADDITIONAL FIVE PERCENT (5%) OF SUCH AMOUNT FOR EVERY FISCAL YEAR THEREAFTER; A COPY OF THE MASTER AGREEMENT AR2472 IS ATTACHED HERETO AS **EXHIBIT A**, AND A COPY OF THE CARAHSOFT PRICE QUOTATION IS ATTACHED HERETO AS **EXHIBIT B**; BOTH OF WHICH MAY BE INSPECTED IN THE OFFICE OF THE CITY CLERK; PROVIDING FOR THE ADOPTION OF RECITALS; PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lauderdale Lakes ("City") has heretofore sought to implement the EnerGov software platform provided by Tyler Technologies;

WHEREAS, although the overreaching purpose of the EnerGov software was to modernize permitting, inspections, and code enforcement workflows, the software system not only proved difficult to configure to the City's specific needs, but also caused repeated delays, had limited flexibility, and resulted in escalating costs and multiple communication breakdowns;

1 WHEREAS, after several years of attempting to resolve the complication caused by the  
2 EnerGov software platform, the City Commission ultimately determined to terminate the  
3 contract with Tyler Technologies primarily because the difficulties experienced with using the  
4 EnerGov software solution significantly hindered the Department's ability to deliver timely and  
5 efficient services to residents, property owners, and developers;

6 WHEREAS, the Department has since reassessed its digital transformation strategy and  
7 has identified OpenGov Cloud Software ("OpenGov") as a more viable cloud-based software  
8 solution, which is owned and offered by Carahsoft Technology Corp ("Carahsoft"). The OpenGov  
9 solution is a more adaptable and user-centered solution that provides a 21<sup>st</sup> century, cloud-based  
10 platform that is designed specifically for local governments agency;

11 WHEREAS, the OpenGov's modular design allows for greater customization without an  
12 extensive technical overhead, enabling the rapid deployment of digital services to meet the  
13 needs of both the internal and public users;

14 WHEREAS, City Staff has determined that the transition to use of the OpenGov cloud-  
15 based solution will reaffirm the City's commitment to transparency, operational efficiency, and  
16 the delivery of high-quality customer services, and will directly enhance operations in several  
17 divisions within the Department, including Housing Grants and Business Services;

18 WHEREAS, OpenGov software will further support the Department by streamlining its  
19 permitting, inspection, zoning applications, and code enforcement activities, thereby allowing  
20 staff to process cases more efficiently and with greater transparency;

21 WHEREAS, in the Housing Grants Division, the OpenGov solution will materially  
22 strengthen the administration of housing-related grants by improving application tracking,

1 program compliance, and reporting capabilities, all of which are critical to the City's continued  
2 efforts to address housing affordability and neighborhood revitalization;

3 WHEREAS, the OpenGov software solution also supports Rental Property Registration,  
4 primarily by enabling automated renewals, owner communication, and regulatory compliance  
5 tracking;

6 WHEREAS, the OpenGov software solution will further improve the Business Tax Receipt  
7 (BTR) process by digitalizing the application intake, renewal workflows, and interdepartmental  
8 coordination;

9 WHEREAS, OpenGov software solution contemplates the inclusion of a heavily discounted  
10 Procurement model that will improve the City's procurement processes and is expected to yield  
11 substantial returns through more dynamic, efficient, and high-performing organization to deliver  
12 better services across departments;

13 WHEREAS, some of the highlights of the Procurement module include the use of Artificial  
14 Intelligence ("AI") in the budget and procurement process, an integrated platform for teamwork  
15 between City staff and the vendors to streamline communication, and continuous innovation  
16 with automatic upgrades and feature enhancements delivered seamlessly to the platform;

17 WHEREAS, Section 82-358(d) of the City's Procurement Code provides that when it is  
18 deemed to be in the best interests of the City, the Director of Financial Services or designee may  
19 participate in, sponsor, conduct, or administer contracts under a cooperative purchasing  
20 program with one or more governmental units for the procurement of any supplies, services, or  
21 construction. Such cooperative purchasing programs may include, but not be limited to, joint or

1 multiparty contracts between public procurement units and open-ended public procurement  
2 term contracts that are made available to other governmental units;

3 WHEREAS, there is a fiscal impact for the recommended procurement of the cloud-based  
4 OpenGov software solution in the amount of Two Hundred Sixty-Two Thousand Two Hundred  
5 Thirty-Three Dollars and 60/100 (\$262,233.60) in Fiscal Year 2025 through 2026 and One  
6 Hundred Fifteen Thousand Nine Hundred Twenty-Five Dollars and 85/100 (\$115,925.85) starting  
7 in Fiscal Year 2027, plus five percent and an additional five percent every fiscal year thereafter;

8 WHEREAS, City staff recommends that the City enter into a contract with Carahsoft,  
9 pursuant to the cooperative purchasing provision set forth in Sec. 82-358(b) of the City's  
10 Procurement Code, and in accordance with the certain Alternative Contract Source No:  
11 43230000-NASPO-16-ACS, which was competitively procured and awarded by the State of Utah,  
12 and to Carahsoft, for the procurement of cloud solutions COMPETITIVELY PROCURED AND  
13 AWARDED BY THE STATE OF UTAH TO CARAHSOFT TECHNOLOGY CORP FOR PROCUREMENT OF  
14 CLOUD SOLUTIONS A/K/A "OPENGOV CLOUD SOFTWARE," in substantial conformity in form and  
15 content as the Master Agreement No. AR2472, attached hereto as **Exhibit A**, including the terms  
16 of that certain Carahsoft Price Quotation No. 55197616 for OpenGov and its related services for  
17 an amount of Two Hundred Sixty-Two Thousand Two Hundred Thirty-Three Dollars and 60/100  
18 (\$262,233.60), attached hereto as **Exhibit B**; further such approval and authorization to include  
19 expenditure of funds for an annual Maintenance Plan beginning in FY 2027 in the amount of One  
20 Hundred Fifteen Thousand Nine Hundred Twenty Five and 85/100 Dollars (\$115,925.85), plus an  
21 additional five percent (5%) of such amount for each fiscal year thereafter, and;

22 WHEREAS, the funding will be allocated from the Building Services Fund 4050902.



1           NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF  
2 LAUDERDALE LAKES AS FOLLOWS:

3           SECTION 1.   ADOPTION OF RECITALS: The foregoing RECITALS are hereby ratified and  
4 confirmed as being true, and the same are hereby made adopted as part of this Resolution.

5           SECTION 2.   AUTHORITY: The City Commission, pursuant to Article XIII, Section 82-  
6 358(d) of the Lauderdale Lakes Purchasing Code, hereby authorizes the Mayor and Deputy City  
7 Clerk to execute and attest, respectively, that certain agreement with Carahsoft Technology Corp  
8 for the OpenGov Cloud Software in substantial conformity in content and form as the draft  
9 agreement attached to this Resolution as **Exhibit B**, which is fully incorporated herein by  
10 reference.

11          SECTION 3.   INSTRUCTIONS TO THE DEPUTY CITY CLERK: The Deputy City Clerk and the  
12 Acting City Manager are hereby authorized to take any and all actions necessary to effectuate  
13 the intent of this Resolution.

14          SECTION 4.   EFFECTIVE DATE: This Resolution shall take effect immediately upon its  
15 final passage.

16

ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES AT ITS REGULAR  
MEETING HELD MAY 27, 2025.

VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

PAVITRI BENASRIE-WATSON, CMC, DEPUTY CITY CLERK

Approved as to form and legality  
for the use of and reliance by the  
City of Lauderdale Lakes only:

Sidney C. Calloway, City Attorney

Sponsored by: Tanja McCoy, Director of Development Services.

**VOTE:**

Mayor Veronica Edwards Phillips	_____ (For)	_____ (Against)	_____ (Other)
Vice-Mayor Tycie Causwell	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Easton Harrison	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Karlene Maxwell-Williams	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Sharon Thomas	_____ (For)	_____ (Against)	_____ (Other)

NASPO ValuePoint  
**PARTICIPATING ADDENDUM**

**CLOUD SOLUTIONS**

Administered by the State of Utah (hereinafter "Lead State")

**Alternative Contract Source No: 43230000-NASPO-16-ACS**

**Carahsoft**

Master Agreement No: AR2472  
(hereinafter "Contractor")

And

**Florida Department of Management Services**

(hereinafter "Department/Participating State/Entity")

The State of Utah, acting by and through the National Association of State Procurement Officials (NASPO) ValuePoint, competitively procured and awarded a Request for Proposal resulting in Master Agreement number AR2472. The Master Agreement was created as a cooperative purchasing agreement for Cloud Solutions. This Participating Addendum is entered into pursuant to Section 287.042, Florida Statutes.

The Department is authorized by subsection 287.042(16), Florida Statutes, "to evaluate contracts let by the Federal Government, another state, or a political subdivision for the provision of commodities and contract services, and, if it is determined in writing to be cost-effective and in the best interest of the state, to enter into a written agreement authorizing an agency to make purchases under such contract." Accordingly, agencies and eligible users (Customer) may make purchases from this Participating Addendum pursuant to the terms and conditions herein.

The Department evaluated the Master Agreement, and hereby acknowledges that use of the Master Agreement as an alternative contract source is cost-effective and in the best interest of the State.

This Participating Addendum and all incorporated Exhibits, set forth the entire understanding of the Parties and supersedes all prior agreements.

Accordingly, the Parties agree as follows:

**1. Term and Effective Date**

The initial term of this Participating Addendum will become effective on the date the document is signed by all Parties, and shall be effective through September 30, 2020, unless terminated earlier in accordance with the General Contract Conditions.

**2. Renewal**

Upon agreement of the Parties, the Department and the Contractor may renew this Participating Addendum in accordance with section 287.057(13), Florida Statutes, and Rule 60A-1.048, Florida Administrative Code. Renewals must be in writing and are subject to the same terms, conditions, and modifications set forth in this Participating Addendum. Renewal determinations will be based upon utilization and achieved savings.

**3. Modifications or Additions to Master Agreement**

The following changes are modifying or supplementing the Master Agreement terms and conditions.

a. Scope:

The Contractor's Master Agreement products or services listed on the Contractor's page of the NASPO ValuePoint website are included in this contract only if they are not offered on a State Term Contract.

In accordance with 74-3.004, F.A.C., Agency requests for Infrastructure as a Service (IaaS) must be submitted via a Service Request to the State Data Center.

- b. Exhibits: All Exhibits attached and listed below are incorporated in their entirety into, and form part of this Participating Addendum. The Participating Addendum Exhibits shall have priority in the order listed:

- 1) Exhibit A: Contract Conditions, Florida General
- 2) Exhibit B: Contract Conditions, Florida Special
- 3) Exhibit C: NASPO ValuePoint Master Agreement Number AR2472

If a conflict exists among any of the documents, the following shall have priority in the order listed below:

- 1) The Addendum
- 2) Florida Special Contract Conditions, Exhibit B
- 3) Florida General Contract Conditions, Exhibit A
- 4) NASPO ValuePoint Master Agreement Number AR2472 Exhibit C

- c. Participation: Use of specific NASPO ValuePoint cooperative contracts by agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes are subject to the prior approval of the respective State Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
- d. Access to Cloud Solutions Services Requires State CIO Approval: Unless otherwise stipulated in this Participating Addendum, specific services accessed through the NASPO ValuePoint cooperative Master Agreements for Cloud Solutions by state executive branch agencies are subject to the authority and prior approval of the State Chief Information Officer's Office. The State Chief Information Officer means the individual designated by the state Governor within the Executive Branch with enterprise-wide responsibilities for leadership and management of information technology resources of a state. Any agency requests for Infrastructure as a Service must be submitted via a service request to the state data center. See section 3.a. above.
- e. Authorization: Approval of this Participating Addendum by the State Chief Procurement Official and State Chief Information Officer is an authorization for participation in the NASPO cooperative contract process, it is not intended as an approval of any specific purchase or solution. It is the responsibility of the Customer to validate all terms and conditions and to ensure compliance with all applicable statutes and rules.
- f. Request for Quotes: Customers purchasing Cloud Solutions from this Participating Addendum shall create a Request for Quote (RFQ), each time they desire to purchase Cloud Solutions. The Customer shall issue a detailed RFQ to the ACS Contractor(s) who offer the applicable cloud solutions(s). The specific format of the RFQ is left to the discretion of the Customer, but must contain the following:
- 1) Applicable service and deployment model(s);
  - 2) Data security classification;
  - 3) Service level agreement requirements; and
  - 4) Exit strategy considerations.

- g. **Enterprise Agreements:** The Contractor shall honor any Volume or Enterprise Agreement(s) established between a State of Florida agency and the manufacturer of products or services offered under their Master Agreement.
- h. **Purchase Orders:** Customers shall issue purchase orders under this Participating Addendum to their awarded RFQ Contractor using this State of Florida ACS number 43230000-NASPO-16-ACS. The purchase order period survives the expiration of the Contract. The duration of purchase orders must not exceed the expiration of the Contract by more than 12 months.
- i. **Contractor Selection Justification Form:** Customers purchasing Cloud Solutions from this Participating Addendum shall attach to the purchase order a completed Contractor Selection Justification Form (Attachment A).

#### 4. Warranty of Authority

Each person signing this document warrants that he or she is duly authorized to do so and to bind the respective party.

#### 5. Entire Agreement of the Parties



This document and the attached exhibits constitute the Participating Addendum and the entire understanding of the parties.

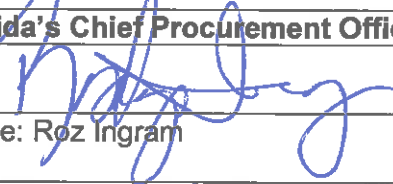
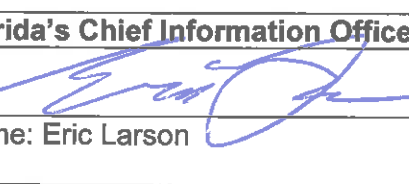
#### 6. Amendments

All modifications to this Participating Addendum must be in writing and signed by all Parties. No oral modifications to this Participating Addendum are permitted.

Notwithstanding the order listed in section 3b, amendments executed after the Participating Addendum is executed may expressly change the provisions of the Participating Addendum. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Participating Addendum.

**IN WITNESS THEREOF**, the Parties hereto have caused this agreement, which includes the attached and incorporated Exhibits, to be executed by their undersigned officials as duly authorized. This agreement is not valid and binding until signed and dated by the Parties.

<b>Participating State: Florida</b>	<b>Contractor: Carahsoft</b>
By: 	By: 
Name: Dave Zeckman	Name: Robert R. Moore
Title: Chief of Staff	Title: Vice President
Date: 7/31/2017	Date: June 26, 2017

<b>Florida's Chief Procurement Officer:</b>	<b>Florida's Chief Information Officer</b>
By: 	By: 
Name: Roz Ingram	Name: Eric Larson
Title: Director of State Purchasing and Chief Procurement Officer	Title: Executive Director of the Florida Agency for State Technology and Chief Information Officer
Date: 7/28/17	Date: 7/28/17

**Alternate Contract Source No. 43230000-NASPO-16-ACS****Exhibit A****GENERAL CONTRACT CONDITIONS**

Table of Contents	
SECTION 1. DEFINITIONS.....	4
SECTION 2. CONTRACT TERM AND TERMINATION.....	4
SECTION 3. PAYMENT AND FEES.....	5
SECTION 4. CONTRACT MANAGEMENT.....	6
SECTION 5. COMPLIANCE WITH LAWS.....	7
SECTION 6. MISCELLANEOUS.....	8
SECTION 7. WORKERS' COMPENSATION AND GENERAL LIABILITY INSURANCE, AND INDEMNIFICATION.....	9
SECTION 8. PUBLIC RECORDS, TRADE SECRETS, DOCUMENT MANAGEMENT AND INTELLECTUAL PROPERTY.....	10
SECTION 9. DATA SECURITY AND SERVICES.....	11
SECTION 10. GRATUITIES AND LOBBYING.....	12
SECTION 11. CONTRACT MONITORING.....	12
SECTION 12. CONTRACT AUDITS.....	12
SECTION 13. BACKGROUND SCREENING AND SECURITY.....	13

**These General Contract Conditions supersede and replace in their entirety all General Contract Conditions, Form PUR 1000, which is incorporated by reference in Rule 60A-1.002, Florida Administrative Code (F.A.C.)**

**SECTION 1. DEFINITIONS.**

The following definition applies in addition to the definitions in Chapter 287, Florida Statutes, (F.S.) and Rule Chapter 60A-1, F.A.C.:

**1.1 Customer.**

The agency or eligible user that purchases commodities or contractual services pursuant to the Contract.

**SECTION 2. TERMINATION.****2.1 Termination for Convenience.**

The Contract may be terminated by the Department in whole or in part at any time, in the best interest of the State of Florida. If the Contract is terminated before performance is completed, the Contractor will be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount which is the same percentage of the Contract price as the amount of work satisfactorily performed. All work in

progress will become the property of the Customer and will be turned over promptly by the Contractor.

## **2.2 Termination for Cause.**

If the Department determines that the performance of the Contractor is not satisfactory, the Department may, at its sole discretion, (a) immediately terminate the Contract, (b) notify the Contractor of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Contract will terminate at the end of such time, or (c) take other action deemed appropriate by the Department.

## **SECTION 3. PAYMENT AND FEES**

### **3.1 Payment Invoicing.**

The Contractor will be paid upon submission of properly certified invoices to the Customer after delivery and acceptance of commodities or contractual services is confirmed by the Customer. Invoices must contain detail sufficient for an audit and contain the Contract Number and the Contractor's Federal Employer Identification Number.

### **3.2 Travel.**

Travel expenses are not reimbursable unless specifically authorized by the Customer in writing, and may be reimbursed only in accordance with section 112.061, F.S.

### **3.3 Annual Appropriation.**

Pursuant to section 287.0582, F.S., if the Contract binds the State of Florida or an agency for the purchase of services or tangible personal property for a period in excess of one fiscal year, the State of Florida's performance and obligation to pay under the Contract is contingent upon an annual appropriation by the Legislature.

### **3.4 Transaction Fees.**

The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system pursuant to section 287.057(22), Florida Statutes. All payments issued by Customers to registered Vendors for purchases of commodities or contractual services will be assessed Transaction Fees as prescribed by rule 60A-1.031, Florida Administrative Code, or as may otherwise be established by law. Vendors must pay the Transaction Fees and agree to automatic deduction of the Transaction Fees, when automatic deduction becomes available. Vendors will submit any monthly reports required pursuant to the rule. All such reports and payments will be subject to audit. Failure to comply with the payment of the Transaction Fees or reporting of transactions will constitute grounds for declaring the Vendor in default and subject the Vendor to exclusion from business with the State of Florida.

### **3.5 Taxes.**

The State of Florida is not required to pay any taxes, including customs and tariffs, on commodities or contractual services purchased under the Contract.

### **3.6 Return of Funds.**

Contractor will return any overpayments due to unearned funds or funds disallowed pursuant to the terms of the Contract that were disbursed to the Contractor by the Department or Customer. The Contractor must return any overpayment within 40 calendar days after either discovery by the Contractor, its independent auditor, or notification by the Department or Customer of the overpayment.

## **SECTION 4. CONTRACT MANAGEMENT.**

### **4.1 Composition and Priority.**

The Contractor agrees to provide commodities or contractual services to the Customer within the manner and at the location specified in the Purchase Order and any attachments to the Purchase Order.

### **4.2 Notices.**

All notices required under the Contract must be delivered to the designated Contract Manager by certified mail, return receipt requested, by reputable air courier service, email, or by personal delivery, or as otherwise identified by the Department.

### **4.3 Department's Contract Manager.**

The Department's Contract Manager, is primarily responsible for the Department's oversight of the Contract. In the event that the Department changes the Contract Manager, the Department will notify the Contractor. Such a change does not require an amendment to the Contract.

### **4.4 Contractor's Contract Manager.**

The Contractor's Contract Manager is primarily responsible for the Contractor's oversight of the Contract performance. In the event that the Contractor changes its Contract Manager, the Contractor will notify the Department. Such a change does not require an amendment to the Contract.

### **4.5 Diversity Reporting.**

The State of Florida supports its diverse business community by creating opportunities for woman-, veteran-, and minority-owned small business enterprises to participate in procurements and contracts. The Department encourages supplier diversity through certification of woman-, veteran-, and minority-owned small business enterprises, and provides advocacy, outreach, and networking through regional business events. For additional information, please contact the Office of Supplier Diversity (OSD) at [osdinfo@dms.myflorida.com](mailto:osdinfo@dms.myflorida.com).

Upon request, the Contractor will report to the Department its spend with business enterprises certified by the OSD. These reports must include the time period covered, the name and Federal Employer Identification Number of each business enterprise utilized during the period, commodities and contractual services provided by the business enterprise, and the amount paid to the business enterprise on behalf of each Customer purchasing under the Contract.

### **4.6 RESPECT.**

Subject to the agency determination provided for in Section 413.036, F.S., the following statement applies:

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT ANY ARTICLES THAT ARE THE SUBJECT OF, OR REQUIRED TO CARRY OUT, THIS CONTRACT SHALL BE PURCHASED FROM A NONPROFIT AGENCY FOR THE BLIND OR FOR THE SEVERELY HANDICAPPED THAT IS QUALIFIED PURSUANT TO CHAPTER 413, FLORIDA STATUTES, IN THE SAME MANNER AND UNDER THE SAME PROCEDURES SET FORTH IN SECTION 413.036(1) AND (2), FLORIDA STATUTES; AND FOR PURPOSES OF THIS CONTRACT THE PERSON, FIRM, OR OTHER BUSINESS ENTITY CARRYING OUT THE PROVISIONS OF THIS CONTRACT SHALL BE DEEMED TO BE SUBSTITUTED FOR THE STATE AGENCY INsofar AS DEALINGS WITH SUCH QUALIFIED NONPROFIT AGENCY ARE CONCERNED.



Additional information about the designated nonprofit agency and the commodities or contractual services it offers is available at <http://www.respectofflorida.org>.

#### **4.7 PRIDE.**

Subject to the agency determination provided for in Sections 946.515 and 287.042(1), F.S., the following statement applies:

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT ANY ARTICLES WHICH ARE THE SUBJECT OF, OR REQUIRED TO CARRY OUT, THIS CONTRACT SHALL BE PURCHASED FROM THE CORPORATION IDENTIFIED UNDER CHAPTER 946, F.S., IN THE SAME MANNER AND UNDER THE SAME PROCEDURES SET FORTH IN SECTION 946.515(2) AND (4), F.S.; AND FOR PURPOSES OF THIS CONTRACT THE PERSON, FIRM, OR OTHER BUSINESS ENTITY CARRYING OUT THE PROVISIONS OF THIS CONTRACT SHALL BE DEEMED TO BE SUBSTITUTED FOR THIS AGENCY INsofar AS DEALINGS WITH SUCH CORPORATION ARE CONCERNED.

Additional information about PRIDE and the commodities or contractual services it offers is available at <http://www.pride-enterprises.org>.

### **SECTION 5. COMPLIANCE WITH LAWS.**

#### **5.1 Department of State Registration.**

The Contractor and any subcontractors that assert corporate status must provide the Department with conclusive evidence, per section 607.0127, F.S., of a certificate of status, not subject to qualification, if a Florida business entity, or of a certificate of authorization if a foreign business entity and maintain such status or authorization through the life of the Contract and any resulting contract or purchase order.

#### **5.2 Convicted and Discriminatory Vendor Lists.**

In accordance with sections 287.133 and 287.134, F.S., an entity or affiliate who is on the Convicted Vendor List or the Discriminatory Vendor List may not perform work as a contractor, supplier, subcontractor, or consultant under the Contract. The Contractor must notify the Department if it or any of its suppliers, subcontractors or consultants have been placed on the Convicted Vendor List or the Discriminatory Vendor List during the term of the Contract.

#### **5.3 Contractor Certification.**

If the Contract exceeds \$1,000,000.00 in total, not including renewal years, Contractor certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List created pursuant to sections 215.473, F.S. and 215.4725 F.S, respectively. Pursuant to section 287.135(5), F.S., and 287.135(3), F.S., Contractor agrees the Department may immediately terminate the Contract for cause if the Contractor is found to have submitted a false certification or if Contractor is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel during the term of the Contract.

#### **5.4 Cooperation with Inspector General.**

Pursuant to subsection 20.055(5), F.S., Contractor, and any subcontractor to the Contractor, understand and will comply with their duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing. Upon request of the Inspector General or

any other authorized State official, the Contractor must provide any type of information the Inspector General deems relevant to the Contractor's integrity or responsibility. Such information may include, but will not be limited to, the Contractor's business or financial records, documents, or files of any type or form that refer to or relate to the Contract. The Contractor will retain such records for five years after the expiration of the Contract, or the period required by the General Records Schedules maintained by the Florida Department of State (available at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>), whichever is longer. The Contractor agrees to reimburse the State of Florida for the reasonable costs of investigation incurred by the Inspector General or other authorized State of Florida official for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the State of Florida which results in the suspension or debarment of the Contractor. Such costs will include, but will not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees.

## **SECTION 6. MISCELLANEOUS.**

### **6.1 Notice of Legal Actions.**

The Contractor must notify the Department of any legal actions filed against it for a violation of any laws, rules, codes, ordinances or licensing requirements within 30 days of the action being filed. The Contractor must notify the Department of any legal actions filed against it for a breach of a contract of similar size and scope to this Contract within 30 days of the action being filed. Failure to notify the Department of a legal action within 30 days of the action will be grounds for termination for cause of the Contract.

### **6.2 Subcontractors.**

All contactors, dealers, and resellers authorized by the Department, as shown on the dedicated Contractor NASPO ValuePoint website, are approved to provide sales and service support to participants in the Master Agreement. The Contractor's dealer participation will be in accordance with the terms and conditions set forth in the Master Agreement. The Contractor is fully responsible for satisfactory completion of all subcontracted work. The Department supports diversity in its procurements and contracts, and requests that Contractor offer subcontracting opportunities to certified woman-, veteran-, and minority-owned small businesses. The Contractor may contact the OSD at [osdhelp@dms.myflorida.com](mailto:osdhelp@dms.myflorida.com) for information on certified small business enterprises available for subcontracting opportunities.

### **6.3 Assignment.**

The Contractor will not sell, assign or transfer any of its rights, duties or obligations under the Contract without the prior written consent of the Department. In the event of any assignment, the Contractor remains secondarily liable for performance of the Contract. The Department may assign the Contract to another state agency.

### **6.4 Independent Contractor.**

The Contractor and its employees, agents, representatives, and subcontractors are not employees or agents of the Department and are not entitled to the benefits of State of Florida employees. The Department will not be bound by any acts or conduct of the Contractor or its employees, agents, representatives, or subcontractors. The Contractor agrees to include this provision in all of its subcontracts under the Contract.

### **6.5 Ombudsman.**

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this office are found in section 215.422, F.S., which include disseminating information relative to prompt payment and assisting contractors in receiving their payments in

a timely manner from a Customer. The Vendor Ombudsman may be contacted at (850) 413-5516.

## **6.6 Information Technology Standards**

Pursuant to sections 282.0051 and 282.318, F.S., the Agency for State Technology (AST) is to establish standards for the implementation and management of information technology resources. Vendors agree to cooperate with the state agency in furtherance of the state agency's efforts to comply with AST standards, established in Rule Chapter 74, F.A.C, as applicable.

## **SECTION 7. WORKERS' COMPENSATION AND GENERAL LIABILITY INSURANCE, AND INDEMNIFICATION**

### **7.1 Workers' Compensation Insurance.**

To the extent required by law, the Contractor must be self-insured against, or must secure and maintain during the life of the contract, Worker's Compensation Insurance for all its employees connected with the work of this project, and in case any work is subcontracted, the Contractor must require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees engaged in work under the resulting contract are covered by the Contractor's insurance program. Self-insurance or insurance coverage must comply with the Florida Worker's Compensation law. In the event hazardous work is being performed by the Contractor under the resulting contract or purchase order and any class of employees performing the hazardous work is not protected under Worker's Compensation statutes, the Contractor must provide, and cause each subcontractor to provide adequate insurance satisfactory to the Department for the protection of employees not otherwise protected.

### **7.2 General Liability Insurance.**

The Contractor must secure and maintain Commercial General Liability Insurance including bodily injury, property damage, product-liability, personal & advertising injury and completed operations. This insurance must provide coverage for all claims that may arise from the services, and operations completed under the Contract and any resulting contract or purchase order, whether such services or operations are by the Contractor or anyone directly or indirectly employed by them. Such insurance must include a Hold Harmless Agreement in favor of the State of Florida and also include the State of Florida as an Additional Named Insured for the entire length of the Contract and any resulting contract or purchase order. The Contractor is responsible for determining the minimum limits of liability necessary to provide reasonable financial protections to the Contractor and the State of Florida under the Contract and any resulting contract or purchase order.

All insurance policies must be with insurers licensed or eligible to transact business in the State of Florida. The Contractor's current certificate of insurance must contain a provision that the insurance must not be canceled for any reason except after thirty (30) days written notice to the Department's Contract Manager.

The Contractors must submit insurance certificates evidencing such insurance coverage prior to execution of a contract with the Department.

The Contractor must require its insurance carrier to add the Department to the insurance policies as an additional insured, as provided below:

Florida Department of Management Services

c/o Division of State Purchasing  
 4050 Esplanade Way, Suite 36060  
 Tallahassee, Florida 32399-0950

## **SECTION 8. PUBLIC RECORDS, TRADE SECRETS, DOCUMENT MANAGEMENT AND INTELLECTUAL PROPERTY.**

### **8.1 Public Records.**

The Department may unilaterally cancel this Contract for refusal by the Contractor to comply with this section by not allowing public access to all documents, papers, letters or other material made or received by the Contractor in conjunction with the Contract, unless the records are exempt from section 24(a) of Article I of the State Constitution and section 119.07(1), F.S.

Solely for the purposes of this section the contract manager is the agency custodian of public records, unless another is designated per (e), below.

If, under a resulting contract or purchase order, the Contractor is providing services and is acting on behalf of a public agency, as provided by section 119.0701, Florida Statutes. The Contractor shall:

- (a) Keep and maintain public records required by the public agency to perform the service;
- (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within reasonable time and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure are not disclosed except as authorized by law for the duration of the contract term and following the completion of the contract if the contractor does not transfer the records to the public agency;
- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency; and
- (e) **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE TELEPHONE NUMBER, EMAIL ADDRESS AND MAILING ADDRESS PROVIDED IN THE RESULTING CONTRACT OR PURCHASE ORDER.**

### **8.2 Protection of Trade Secrets or Confidential Information.**

If the Contractor considers any portion of materials made or received in the course of performing the Contract ("contract-related materials") to be trade secret under section 812.081, F.S., or otherwise confidential under Florida or federal law, the Contractor must

clearly designate that portion of the materials as “confidential” when submitted to the Department.

If the Department receives a public records request for contract-related materials designated by the Contractor as “confidential,” the Department will provide only the portions of the contract-related materials not designated as “confidential.” If the requester asserts a right to examine contract-related materials designated as “confidential,” the Department will notify the Contractor. The Contractor will be responsible for responding to and resolving all claims for access to contract-related materials it has designated “confidential.”

If the Department is served with a request for discovery of contract-related materials designated “confidential,” the Department will promptly notify the Contractor about the request. The Contractor will be responsible for filing the appropriate motion or objection in response to the request for discovery. The Department will provide materials designated “confidential” only if the Contractor fails to take appropriate action, within timeframes established by statute and court rule, to protect the materials designated as “confidential” from disclosure.

The Contractor will protect, defend, and indemnify the Department for claims, costs, fines, and attorney’s fees arising from or relating to its designation of contract-related materials as “confidential.”

### **8.3 Document Management.**

The Contractor must retain sufficient documentation to substantiate claims for payment under the Contract and all other records, electronic files, papers and documents that were made in relation to this Contract. Contractor must retain all documents related to the Contract for five years after expiration of the Contract, or, if longer, the period required by the General Records Schedules maintained by the Florida Department of State available at:

<http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>.

## **SECTION 9. DATA SECURITY AND SERVICES.**

### **9.1 Warranty of Security.**

Unless otherwise agreed in writing, the Contractor and its subcontractors will not perform any of the services from outside of the United States, and the Contractor will not allow any State of Florida Data to be sent by any medium, transmitted or accessed outside of the United States.

Notwithstanding any provision of this Contract to the contrary, the Contractor must notify the Department as soon as possible, in accordance with the requirements of section 501.171, F.S., and in all events within one (1) business day in the event Contractor discovers any Data is breached, any unauthorized access of Data occurs (even by persons or companies with authorized access for other purposes), any unauthorized transmission of Data or any credible allegation or suspicion of a material violation of the above. This notification is required whether the event affects one agency/customer or the entire population. The notification must be clear and conspicuous and include a description of the following:

- (a) The incident in general terms.
  - (b) The type of information that was subject to the unauthorized access and acquisition.
  - (c) The type and number of entities who were, or potentially have been affected by the breach.
  - (d) The actions taken by the Contractor to protect the Data from further unauthorized access.
- However, the description of those actions in the written notice may be general so as not to further increase the risk or severity of the breach.

### **9.2 Remedial Measures.**

Upon becoming aware of an alleged security breach, Contractor's Contract Manager must set up a conference call with the Department's Contract Manager. The conference call invitation must contain a brief description of the nature of the event. When possible, a 30 minute notice will be given to allow Department personnel to be available for the call. If the designated time is not practical for the Department, an alternate time for the call will be scheduled. All available information must be shared on the call. The Contractor must answer all questions based on the information known at that time and answer additional questions as additional information becomes known. The Contractor must provide the Department with final documentation of the incident including all actions that took place. If the Contractor becomes aware of a security breach or security incident outside of normal business hours, the Contractor must notify the Department's Contract Manager and in all events, within one business day.

### **9.3 Indemnification (Breach of Warranty of Security).**

The Contractor agrees to defend, indemnify and hold harmless the Department, Customer, the State of Florida, its officers, directors and employees for any claims, suits or proceedings related to a breach of the Warranty of Security. The Contractor will include credit monitoring services at its own cost for those individuals affected or potentially affected by a breach of this warranty for a two year period of time following the breach.

### **9.4 Annual Certification.**

The Contractor is required to submit an annual certification demonstrating compliance with the Warranty of Security to the Department by December 31 of each Contract year.

## **SECTION 10. GRATUITIES AND LOBBYING.**

### **10.1 Gratuities.**

The Contractor will not, in connection with this Contract, directly or indirectly (1) offer, give, or agree to give anything of value to anyone as consideration for any State of Florida officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone anything of value for the benefit of, or at the direction or request of, any State of Florida officer or employee.

### **10.2 Lobbying.**

In accordance with sections 11.062 and 216.347, F.S., Contract funds are not for the purpose of lobbying the Legislature, the judicial branch, or the Department. Pursuant to subsection 287.058(6), F.S., the Contract does not prohibit the Contractor from lobbying the executive or legislative branch concerning the scope of services, performance, term, or compensation regarding the Contract, after the Contract execution and during the Contract's term.

## **SECTION 11. CONTRACT MONITORING.**

### **11.1 Financial Consequences of Non-Performance.**

If the corrective action plan is unacceptable to the Department or Customer, or fails to remedy the performance deficiencies, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the Contract. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may invoice the Customer for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained will be forfeited.

## **SECTION 12. CONTRACT AUDITS.**

### **12.1 Payment Audit.**

Records of costs incurred under terms of the Contract will be maintained. Records of costs incurred will include the Contractor's general accounting records, together with supporting documents and records of the Contractor and all subcontractors performing work, and all other records of the Contractor and subcontractors considered necessary by the Department, State of Florida's Chief Financial Officer or the Office of the Auditor General for audit.

## **SECTION 13. BACKGROUND SCREENING AND SECURITY.**

### **13.1 E-Verify.**

In accordance with Executive Order 11-116, the Contractor agrees to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired during the term of the Contract for the services specified in the Contract. The Contractor must also include a requirement in subcontracts that the subcontractor must utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Contract term. In order to implement this provision, the Contractor must provide a copy of its DHS Memorandum of Understanding (MOU) to the Contract Manager within five days of Contract execution. If the Contractor is not enrolled in DHS E-Verify System, it will do so within five days of notice of Contract award, and provide the Contract Manager a copy of its MOU within five days of Contract execution. The link to E-Verify is provided below. <http://www.uscis.gov/e-verify>. Upon each Contractor or subcontractor new hire, the Contractor must provide a statement within five days to the Contract Manager identifying the new hire with its E-Verify case number.

### **13.2 Disqualifying Offenses.**

If at any time it is determined that a person has a criminal misdemeanor or felony record regardless of adjudication (e.g., adjudication withheld, a plea of guilty or nolo contendere, or a guilty verdict) within the last six years from the date of the court's determination for the crimes listed below, or their equivalent in any jurisdiction, the Contractor is required to immediately remove that person from any position with access to State of Florida Data or directly performing services under the Contract. The disqualifying offenses are as follows:

- (a) Computer related or information technology crimes
- (b) Fraudulent practices, false pretenses and frauds, and credit card crimes
- (c) Forgery and counterfeiting
- (d) Violations involving checks and drafts
- (e) Misuse of medical or personnel records
- (f) Felony theft

### **13.3 Communications and Confidentiality.**

The Contractor agrees that it will make no statements, press releases, or publicity releases concerning the Contract or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with the Contract, or any particulars thereof, during the period of the Contract, without first notifying the Department's Contract Manager or the Department designated contact person and securing prior written consent. The Contractor must maintain confidentiality of all confidential data, files, and records related to the services and commodities provided pursuant to the Contract and must comply with all state and federal laws, including, but not limited to sections 381.004, 384.29, 392.65, and 456.057, F.S. The Contractor's confidentiality procedures must be consistent with the most recent version of the Department security policies, protocols, and procedures. The Contractor must also comply with any applicable professional standards with respect to confidentiality of information.



**Alternate Contract Source  
No. 43230000-NASPO-16-ACS**

**EXHIBIT B  
FLORIDA SPECIAL CONTRACT CONDITIONS**

This Exhibit contains the Special Contract Conditions. If a conflict exists between the Special Contract Conditions and the General Contract Conditions, the Special Contract Conditions shall take precedence over the General Contract Conditions unless the conflicting term in the General Contract Conditions is required by Florida law, in which case the General Contract Conditions term will take precedence.

Special Contract Conditions are as follows:

**Section 1      Delays and Complaints**

Delivery delays and service complaints will be monitored on a continual basis. Documented inability to perform under the conditions of the contract, via the established Complaint to Vendor process (PUR 7017 form), may result in default proceedings and cancellation.

**Section 2      Monthly Transaction Fee Report**

The Contractor is required to submit monthly Transaction Fee Reports electronically through MFMP VIP. All such reports and payments shall be subject to audit. Failure to comply with the payment of the Transaction Fees or reporting of transactions shall constitute grounds for declaring the Contractor in default and subject the Contractor to exclusion from business with the State of Florida.

For information on how to submit Transaction Fee Reports online, please reference the detailed fee reporting instructions and Vendor training presentations available online through MFMP U on the MyFloridaMarketPlace website (located at <http://dms.myflorida.com/mfmp>). Assistance is also available from the MyFloridaMarketPlace Customer Service Desk at [feeprocessing@myfloridamarketplace.com](mailto:feeprocessing@myfloridamarketplace.com) or 866-FLA-EPRO (866-352-3776) between the hours of 8:00 AM to 6:00 PM, Eastern Time.

**Section 3      Quarterly Sales Reports**

Each Contractor shall submit a sales report to the Department on a Quarterly basis.

Contract Sales Reports must include the Contractor's name, the dates of Quarter covered, each Customer's name, services provided (to include identification of the cloud solution and service model), and the amount paid by the Customer.

Initiation and submission of the Contract Sales Reports are to be the responsibility of the Contractor. The Contractor will submit the completed Sales Report forms by email to the Department Contract Manager no later than the due date indicated in Section 10. Submission of these reports is considered a material requirement of this Contract and the Contractor.

Failure to provide quarterly sales reports, including those indicating no sales, within thirty (30) calendar days following the end of each quarter (January, April, July and October) is considered as Non-Performance by the Contractor. Exceptions may be made if a delay in submitting reports is attributable to circumstances that are clearly beyond the control of the Contractor. The burden of proof of unavoidable delay shall rest with the Contractor and shall be supplied in a written form and submitted to the Department.



The Department reserves the right to request additional sales information as needed.

**Section 4      Quarterly Reporting Timeframes**

Quarterly reporting timeframes coincide with the State Fiscal Year as follows:

- Quarter 1 - (July-September) – Due by October 10
- Quarter 2 - (October-December) – Due by January 10
- Quarter 3 - (January-March) – Due by April 10
- Quarter 4 - (April-June) – Due by July 10

**Section 5      Business Review Meetings**

The Department reserves the right to schedule business review meetings as frequently as necessary. The Department will provide the format for the Contractor's agenda. Prior to the meeting, the Contractor shall submit the completed agenda to the Department for review and acceptance. The Contractor shall address the agenda items and any of the Department's additional concerns at the meeting. Failure to comply with this section may result in the Contractor being found in default and contract termination.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

**PRICE QUOTATION**  
**CARAHSOFT TECHNOLOGY CORP**

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190  
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH  
WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM



**TO:** Tanja McCoy  
City of Lauderdale Lakes, FL  
Lauderdale Lakes, FL USA

**FROM:** Heather Castellanos  
Carahsoft Technology Corp.  
11493 Sunset Hills Road  
Suite 100  
Reston, Virginia 20190

**EMAIL:** tanjam@lauderdalelakes.org

**EMAIL:** Heather.Castellanos@carahsoft.com

**PHONE:** (954) 535-2482

**PHONE:** (571) 662-3750

**TERMS:** Contract Number: 43230000-NASPO-16-ACS  
NASPO Master Contract Number: AR2472  
Contract Term: 08/01/2017 to 09/30/2026  
Shipping Point: FOB Destination  
Credit Cards: VISA/MasterCard/AMEX  
Remit To: Same as Above  
Payment Terms: Net 30 (On Approved Credit)  
Sales Tax May Apply

<b>QUOTE NO:</b>	55197616
<b>QUOTE DATE:</b>	04/02/2025
<b>QUOTE EXPIRES:</b>	05/30/2025
<b>RFQ NO:</b>	
<b>SHIPPING:</b>	ESD
<b>TOTAL PRICE:</b>	\$262,233.60
<b>TOTAL QUOTE:</b>	\$262,233.60

LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
06/01/2025-09/30/2025						
1	OG-SWCW-B4060M-AR-1Y-491	Accounting & Finance Export - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCW-B4060M-AR-1Y		\$732.32	COOP 1	\$732.32
2	OG-SWDA-B4060M-AR-1Y-491	Advanced Reporting Integration - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWDA-B4060M-AR-1Y		\$1,859.49	COOP 1	\$1,859.49
3	OG-SWCV-B4060M-AR-1Y-491	Autofill Interface - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCV-B4060M-AR-1Y		\$366.27	COOP 1	\$366.27
4	OG-SWCZ-B4060M-AR-1Y-491	Bluebeam Integration - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCZ-B4060M-AR-1Y		\$732.32	COOP 1	\$732.32
5	OG-SWCU-B4060M-AR-1Y-491	Contractor License Verification - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCU-B4060M-AR-1Y		\$581.19	COOP 1	\$581.19
6	OG-SWDB-B4060M-AR-1Y-491	Document Management Interface - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWDB-B4060M-AR-1Y		\$871.78	COOP 1	\$871.78
7	OG-SWCT-B4060M-AR-1Y-491	Esri ArcGIS Integration - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCT-B4060M-AR-1Y		\$366.27	COOP 1	\$366.27
8	OG-SWCY-B4060M-AR-1Y-491	Flag Integration - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCY-B4060M-AR-1Y		\$366.27	COOP 1	\$366.27
9	OG-SWCI-B4060M-AR-1Y-491	Permitting & Licensing - Unlimited Service Areas - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCI-B4060M-AR-1Y		\$26,163.70	COOP 1	\$26,163.70
10	OG-PSBG-B4060M-OT-0Y-491	Professional Services Deployment - Prepaid - Between \$40-60 Million - 0Y OpenGov, Inc. - OG-PSBG-B4060M-OT-0Y		\$232.78	COOP 352	\$81,938.56
21	OG-SWFO-B4060M-AR-1Y-491	OpenGov Procurement - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWFO-B4060M-AR-1Y		\$4,395.98	COOP 1	\$4,395.98
22	OG-PSBG-B4060M-OT-0Y-491	Professional Services Deployment - Prepaid - Between \$40-60 Million - 0Y OpenGov, Inc. - OG-PSBG-B4060M-OT-0Y		\$232.78	COOP 120	\$27,933.60
06/01/2025-09/30/2025 SUBTOTAL:						\$146,307.75

# PRICE QUOTATION

## CARAHSOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190  
 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH  
 WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM



LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
<b>10/01/2025-09/30/2026</b>						
11	OG-SWCW-B4060M-AR-1Y-491	Accounting & Finance Export - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCW-B4060M-AR-1Y		\$2,306.83	COOP 1	\$2,306.83
12	OG-SWDA-B4060M-AR-1Y-491	Advanced Reporting Integration - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWDA-B4060M-AR-1Y		\$5,857.41	COOP 1	\$5,857.41
13	OG-SWCV-B4060M-AR-1Y-491	Autofill Interface - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCV-B4060M-AR-1Y		\$1,153.73	COOP 2	\$2,307.46
14	OG-SWCZ-B4060M-AR-1Y-491	Bluebeam Integration - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCZ-B4060M-AR-1Y		\$2,306.83	COOP 1	\$2,306.83
15	OG-SWCU-B4060M-AR-1Y-491	Contractor License Verification - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCU-B4060M-AR-1Y		\$1,830.76	COOP 1	\$1,830.76
16	OG-SWDB-B4060M-AR-1Y-491	Document Management Interface - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWDB-B4060M-AR-1Y		\$2,746.13	COOP 1	\$2,746.13
17	OG-SWCT-B4060M-AR-1Y-491	Esri ArcGIS Integration - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCT-B4060M-AR-1Y		\$1,153.73	COOP 1	\$1,153.73
18	OG-SWCY-B4060M-AR-1Y-491	Flag Integration - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCY-B4060M-AR-1Y		\$1,153.73	COOP 1	\$1,153.73
19	OG-SWCI-B4060M-AR-1Y-491	Permitting & Licensing - Unlimited Service Areas - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWCI-B4060M-AR-1Y		\$82,415.66	COOP 1	\$82,415.66
<b>10/01/2025-09/30/2026 SUBTOTAL:</b>						<b>\$102,078.54</b>
<b>TERM 2 PROCUREMENT 10/01/2025-09/30/2026</b>						
20	OG-SWFO-B4060M-AR-1Y-491	OpenGov Procurement - Between \$40-60 Million - 1Y OpenGov, Inc. - OG-SWFO-B4060M-AR-1Y		\$13,847.31	COOP 1	\$13,847.31
<b>TERM 2 PROCUREMENT 10/01/2025-09/30/2026 SUBTOTAL:</b>						<b>\$13,847.31</b>
<b>SUBTOTAL:</b>						<b>\$262,233.60</b>
<b>TOTAL PRICE:</b>						<b>\$262,233.60</b>
<b>TOTAL QUOTE:</b>						<b>\$262,233.60</b>

### Opengov Terms of Service

Annual invoices will be delivered by the start of each consecutive annual period. Payment of invoices shall be annually in advance. Customer's use of the OpenGov services is pursuant to the OpenGov End User License Agreement set forth at <https://opengov.com/terms-of-service/end-user-license-agreement/>

### **\*\*PLEASE NOTE\*\***

Please be sure to include any applicable contract numbers on your purchase order, as well as, all billing and shipping emails and mailing addresses to ensure your order can be processed in a timely manner.

For orders that may be subject to taxes, please provide the end user's mailing address so the correct tax rate, if any, can be applied.

# CITY OF LAUDERDALE LAKES

## Agenda Cover Page

Fiscal Impact: No

Contract Requirement: No

Title
RESOLUTION 2025-077 RATIFYING THE FINANCIAL SERVICES DEPARTMENT'S FILING OF FINANCIAL ACTIVITY REPORT FOR THE MONTH OF APRIL (PERIOD 7) OF FISCAL YEAR 2025, AS PREPARED FOR THE PURPOSE OF FULFILLING THE REQUIREMENTS OF SEC.82-327 OF THE CITY OF LAUDERDALE LAKES CODE OF ORDINANCES

Summary
This resolution serves to ratify the April 2025 (Period 7) Financial Activity Report provided by the Financial Services Department.

Staff Recommendation
----------------------

### Background:

The intended purpose of this agenda item is to provide for the Financial Reporting as required under Ordinance No. 2011-22;

### Section 82-304 – Financial Reporting

The city shall provide for the ongoing generation and utilization of financial reports on all funds comparing budgeted revenue and expenditure information to actual on a monthly and year-to-date basis. The Financial Services Department shall be responsible for issuing the monthly reports to departments, the Mayor and City Commission, and provide any information regarding any potentially adverse trends or conditions.

Overall, the City's financial condition is positive and there are no deficiencies noted. The financial reports are included as Exhibit A, which provides the executive summary and financial report.

**Recommended Action:** Staff recommends the City Commission accept the filing of the Fiscal Year 2025 Financial Activity Report for the month of April 2025 (Period 7).

**Goal/Objective Met:** Management Services: Maintain & Enhance Funding

### Funding Source:

N/A

### Fiscal Impact:

N/A

**Sponsor Name/Department:** Bobbi Williams, MPA, CGFO, NIGP-CPP, Director, Financial Services

**Meeting Date:** 5/27/2025

### ATTACHMENTS:

Description	Type
❑ Resolution 2025-077 April 2025 Financial Services Report	Resolution
❑ Exhibit - FY2025 Financial Report - April 2024	Exhibit

1 RESOLUTION 2025-077

2  
3 A RESOLUTION OF THE CITY COMMISSION OF LAUDERDALE LAKES,  
4 FLORIDA, RATIFYING THE FINANCIAL SERVICES DEPARTMENT'S FILING OF  
5 FINANCIAL ACTIVITY REPORT FOR THE MONTH OF APRIL (PERIOD 7) OF  
6 FISCAL YEAR 2025, AS PREPARED FOR THE PURPOSE OF FULFILLING THE  
7 REQUIREMENTS OF SEC.82-327 OF THE CITY OF LAUDERDALE LAKES CODE  
8 OF ORDINANCES, A COPY OF SUCH FINANCIAL REPORT IS ATTACHED  
9 HERETO AS **EXHIBIT A**; A COPY OF WHICH CAN BE INSPECTED IN THE  
10 OFFICE OF THE CITY CLERK; PROVIDING FOR ADOPTION OF RECITALS;  
11 PROVIDING FOR INSTRUCTIONS TO THE CITY CLERK; PROVIDING AN  
12 EFFECTIVE DATE.  
13

14 WHEREAS, the City of Lauderdale Lakes ("City") Commission has deemed it necessary that  
15 the City's affairs be conducted in an open and transparent manner;

16 WHEREAS, pursuant to Sec. 82-327, the Financial Services Department shall report the  
17 financial affairs of the City to the Mayor and City Commission on a monthly and year-to-date  
18 basis;

19 WHEREAS, Sec. 82-327 mandates as follows:

20 The city shall provide for the ongoing generation and utilization of financial reports  
21 on all funds comparing budgeted revenue and expenditure information to actual  
22 on a monthly and year-to-date basis. The financial services department shall be  
23 responsible for issuing the monthly reports to departments, the mayor and city  
24 commission, and provide any information regarding any potentially adverse trends  
25 or conditions. These reports should be issued within 30 days after the close of each  
26 month. The annual external audit of the city shall be prepared and presented to the  
27 mayor and city commission within six and one-half months (195 days) of the close  
28 of each fiscal year and within six months (180 days) of the close of each subsequent  
29 financial year.  
30

31 WHEREAS, the City Manager, in compliance with Section 82-327, has adopted a policy of  
32 making such reports on a monthly basis through the Financial Services Department;  
33  
34

WHEREAS, the Department of Financial Services has provided the Financial Activity Report for April (Period 7) of Fiscal Year 2025, inclusive of an executive summary, as per the attached composite **Exhibit A**;

WHEREAS, the City's financial condition is positive, and there are no significant deficiencies noted;

WHEREAS, in compliance with Sec. 82-327, City Staff is seeking the City Commission's acceptance of the monthly Financial Activity Report for the month of April (Period 7) of Fiscal Year 2025; and

WHEREAS, City Staff recommends the City Commission accept the filing of the Financial Activity Report for the month of April (Period 7) of Fiscal Year 2025.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES AS FOLLOWS:

SECTION 1. ADOPTION OF RECITALS: The foregoing RECITALS are hereby ratified and confirmed as being true, and the same are hereby made a part of this Resolution.

SECTION 2. RATIFICATION: The City Commission hereby ratifies the Financial Services Department's filing of the Financial Activity Report for the month of April (Period 7) of fiscal year 2025, as prepared in fulfillment of the requirements of Sec. 82-327 of the City of Lauderdale Lakes Code of Ordinances, in substantially the same form as attached hereto as composite **Exhibit A** and incorporated herein by reference.

SECTION 3. INSTRUCTIONS TO THE CITY CLERK: The City Clerk and other appropriate City Officials are hereby authorized to take any and all actions to effectuate the intent of this Resolution.

SECTION 4. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

ADOPTED BY THE CITY COMMISSION OF THE CITY OF LAUDERDALE LAKES AT ITS REGULAR MEETING HELD MAY 27, 2025.

\_\_\_\_\_  
VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:

\_\_\_\_\_  
VENICE HOWARD, MMC, CITY CLERK

Approved as to form and legality  
for the use of and reliance by the  
City of Lauderdale Lakes only:

\_\_\_\_\_  
Sidney C. Calloway, City Attorney

Sponsored by: Bobbi Williams, MPA, CGFO, NIGP-CPP, Director of the Financial Services Department

**VOTE:**

Mayor Veronica Edwards Phillips	_____ (For)	_____ (Against)	_____ (Other)
Vice-Mayor Tycie Causwell	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Easton Harrison	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Karlene Maxwell-Williams	_____ (For)	_____ (Against)	_____ (Other)
Commissioner Sharon Thomas	_____ (For)	_____ (Against)	_____ (Other)

---

## APRIL 2025 FINANCIAL REPORT

---

### FY 2025 General Fund Financial Summary Report

As of April 30, 2025 (58% of year elapsed)

Data as of: 05/19/2025

Note. FY2024-25 Budget was revised per Ordinance 2025-001; increasing the overall budget by \$101,000.

#### General Fund Revenue 47%:

- **Ad Valorem Revenue** is 98% of the budget or \$12,959,162. Approximately 90% of revenue is received in December through March; remaining portions trickles in throughout the year. The BCPA invoiced property owners in November 2024.
- **Franchise Taxes** is 43% of the budget or \$1,609,078. Included in this category are state revenue and revenue from franchise agreements, such as utility services which are collected generally 2 months in arrears.
- **Utility Taxes** is 59% of the budget or \$1,978,570. This category of revenue includes taxes on public services, which are collected generally 2 months in arrears.
- **Sales and Use Taxes** is 49% of the budget or \$2,805,240. Included in this category are State Revenue, which are generally collected 2 months in arrears. Included in this category are intergovernmental revenue from the Federal, State and County governments.
- **Service Revenue** is 39% of the budget or \$728,561. The most significant portion of the Service Revenue is related to EMS services, approximately 70% of the budget.
- **Permits/Licenses/Insp Revenue** is 8% of the budget or \$69,490. This category of revenue includes Business Tax Receipts which are received in the first and second quarters of the fiscal year; remaining revenue trickles in throughout the year. Other significant revenues in this category includes engineering fees, as well as planning and zoning fees.
- **Fines & Forfeitures** is 19% of the budget or \$122,888. A portion of this revenue is generated from the court settlements litigated by the City Attorney. The anticipated revenues from this source are received from Kineret, LLC., at \$17,187.50 monthly. Other revenue sources in this category includes payment of fines and liens from code enforcement actions.
- **Miscellaneous Revenue** is 5% of the budget or \$730,490. A significant portion of this revenue source includes cost allocation revenues and appropriations from the fund balance, of which are processed towards the end of the fiscal year. Additional revenue sources in this category includes earned interest, one-time payments, donations, administrative fees, etc.

#### General Fund Expenditure 36%:

- **Mayor & City Commission Office** is 39% of the budget or \$170,868. Expenses are less than the budget.
- **City Attorney** is above target at 83% of the budget or \$512,339. The budget for the City Attorney includes a monthly retainage for municipal legal services and funding for general and special litigations that are directed by the Commission.
- **City Clerk's Office** is 48% of budget or \$251,017. Expenses are less than budget.



---

## APRIL 2025 FINANCIAL REPORT

---

### FY 2025 General Fund Financial Summary Report

As of April 30, 2025 (58% of year elapsed)

Data as of: 05/19/2025

- **City Manager Office** is 52% of budget or \$631,290. Expenses are less than budget.
- **Financial Services Department** is 37% of the budget or \$769,603. Expenses are less than budget.
- **General Administration** is 10% of the budget or \$1,377,479. Expenses are less than budget. The account is non-departmental and accounts for the City's utility services, tangible insurances, telephone services, and other citywide activities.
- **Human Resources & Risk Management** is 51% of budget or \$203,587. Expenses are less than budget.
- **Development Services** is 29% of budget or \$431,916. Expenses are less than budget.
- **Public Works** is 42% of budget of the budget or \$1,328,583. Expenses are less than budget.
- **Parks and Human Services** is 45% of budget or \$1,579,486. Expenses are less than budget.
- **City Boards** are 17% of the budget or \$7,620. Expenses are less than budget.
- **Gen. Fund Debt** is 8% of the budget or \$96,178. The Debt Service payments are usually due in January and July. This category of expenditures also includes payments for the City's leased vehicles.
- **BSO EMS** is 57% of budget or \$2,547,643.
- **BSO Police** is 56% of budget or \$5,929,286.
- **Revenue Loss** expenditures are \$527,774. Expenses in this budget include the programs and projects approved per Resolution 2022-031, establishing funding under the US Treasury final ruling. City staff provides a quarterly status update during the City Commission Workshops.

**(58% of year elapsed)**

Page 142 of 143

**CITY OF LAUDERDALE LAKES**  
**FY 2025 Monthly Financial Activity Report**  
**as of 04/30/2025**  
**(58% of year elapsed)**

**Alzheimer Care Center Fund**

<b>112 Alzh. Care Center-Rev.</b>	<b>Budget</b>	<b>Year-to-Date (April 30, 2025)</b>	<b>% Credited</b>
334690 Grant-Alz Disease Initi	\$422,689	\$215,469	51%
334691 Grant-Older Americans A	\$49,299	\$21,692	44%
337604 Alzheimer - American El	\$10,000	\$7,735	77%
337612 Sunshine Health/Tango	\$6,000	\$5,070	85%
337613 Little Havana	\$0	\$0	0%
346900 Client Services - ACFP	\$11,000	\$7,267	66%
346901 Alzheimer - Private Pay	\$1,000	\$0	0%
346902 Client Co - Payments	\$700	\$1,406	201%
369920 Miscellaneous Revenue	\$0	\$0	0%
<sup>1</sup> 381001 Transfer from General F	\$165,387	\$0	0%
<b>01-Revenue Total</b>	<b>\$666,075</b>	<b>\$258,638</b>	<b>39%</b>
1210 Regular Salaries	\$355,042	\$170,331	48%
1250 Vacation Buy Back	\$3,920	\$0	0%
1410 Overtime	\$0	\$458	0%
2110 FICA Taxes	\$27,891	\$12,382	44%
2210 Retirement Contribution	\$34,773	\$16,703	48%
2310 Life & Health Insurance	\$98,354	\$26,645	27%
2350 Cafeteria	\$5,431	\$430	8%
<b>02-Personnel Total</b>	<b>\$525,411</b>	<b>\$226,948</b>	<b>8%</b>
<sup>2</sup> 3410 Other Contractual Service	\$52,856	\$31,622	60%
4010 Travel & Per Diem	\$500	\$0	0%
4110 Telecommunications	\$0	\$0	0%
4311 Water & Sewer	\$0	\$1,164	0%
4610 Repairs & Maintenance Bui	\$0	\$0	0%
4911 Other Current Charges	\$1,000	\$0	0%
5110 Office Supplies	\$1,000	\$435	43%
5210 Property & Maintenance Su	\$0	\$0	0%
<sup>3</sup> 5212 Misc. Operating Supplies	\$83,308	\$10,064	12%
5410 Subscriptions & Membershi	\$1,000	\$0	0%
5510 Training	\$1,000	\$70	7%
<b>03-Operating Expenditures Total</b>	<b>\$140,664</b>	<b>\$43,356</b>	<b>31%</b>
<b>Total Expenses</b>	<b>\$666,075</b>	<b>\$270,304</b>	<b>41%</b>

**Note(s):**

<sup>1</sup> **Revenues.** The General Fund is committed to transferring up to \$165,387 to support the operating costs.

<sup>2</sup> Includes the Adult Care Food Program and temporary nursing services (contractual nurses).

<sup>3</sup> Includes Broward Meals on Wheels, medical supplies, GA Food Service and operating costs

Data as of: 5/19/2025

**Alzheimer Care Center  
Hours of Operation:**  
Mon-Fri: 7am-6pm  
Sat: 8am-2pm