



City of Lauderdale Lakes

Office of the City Clerk

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CITY COMMISSION WORKSHOP MINUTES

City Commission Chambers

April 27, 2026

5:00 PM

1. CALL TO ORDER

Mayor Veronica Edwards Phillips called the April 27, 2026 City Commission Workshop to order at 5:00 p.m.

2. ROLL CALL

PRESENT

Mayor Veronica Edwards Phillips
Vice Mayor Sharon Thomas
Commissioner Tycie Causwell
Commissioner Easton Harrison

ABSENT

Commissioner Karlene Maxwell-Williams (virtually present)

ALSO PRESENT

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

3. DISCUSSION

REVIEW OF THE APRIL 28, 2026 CITY COMMISSION MEETING AGENDA

CONSIDERATION OF RESOLUTIONS ON CONSENT AGENDA

Item 9.A. RESOLUTION 2026-034 AWARDING A CONTRACT TO GLORIFIED PRINTING, INC. D/B/A MINUTEMAN PRESS FOR LAKES NEWS PRINTING AND MAILING (2ND RE-BID) FOR THE CITY OF LAUDERDALE LAKES FOR AN AMOUNT NOT TO EXCEED EIGHTEEN THOUSAND AND SIXTY TWO DOLLARS AND NINETY THREE CENTS (\$18,062.93) PER QUARTERLY PUBLICATION

Aazam Piprawala, Procurement Manager, stated that Lakes News is a highly visible City initiative that reflects the City's internal operations, community engagement initiatives, and public-facing communications. In prior years, the City has not had a consistent or standardized approach to establishing expectations, budget, or procurement timelines for this service. As a result, staff has relied on past practices and informal feedback when planning and implementing this initiative. The City issued a solicitation on our OpenGov platform, ITB 26-3410-27B for Lakes News Printing and Mailing (2nd Re-Bid) so as to secure a vendor to provide full-service printing, finishing, addressing, sorting, and mailing services for the City's Lakes News Quarterly Magazine. Services shall include the complete production

and mailing of 13,680 total copies per quarter, consisting of: · 13,430 copies mailed to Lauderdale Lakes residential and business occupants, and · 250 copies delivered to City Hall for internal distribution and surplus inventory. City staff is requesting the award of ITB 26-3410-27B, to Glorified Printing, Inc dba Minuteman Press, for Lakes News Printing and Mailing Services in accordance with the City's Procurement Code, Section 82-356(a)(1), of the Lauderdale Lakes procurement code which allows Competitive sealed bidding (Invitation to Bid). The term of this agreement shall be for a three (3) year term, and may be renewed for an additional two (2) one-year terms, for a total term not to exceed five (5) years. Each renewal of this agreement shall be contingent upon approval by the City and continued satisfactory performance by the Vendor in accordance with the terms of the agreement.

Item 9.B. RESOLUTION 2026-035 AUTHORIZING THE ACTING CITY MANAGER TO APPLY FOR FUNDING UNDER THE 2025 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT ("JAG") PROGRAM THROUGH THE BROWARD SHERIFF'S OFFICE ("BSO") IN THE AMOUNT OF TWENTY-EIGHT THOUSAND, EIGHT HUNDRED AND NINE DOLLARS AND NO/100 (\$28,809.00)

Heidi Brocks, Budget Administrator, stated that the Edward Byrne Memorial Justice Assistance Grant (JAG) Program is a federal funding opportunity administered by the U.S. Department of Justice to support public safety initiatives, including law enforcement, crime prevention, equipment acquisition, and training. The Broward Sheriff's Office (BSO) serves as the lead agency for JAG fund distribution in Broward County. For the 2025 funding cycle, an allocation of \$28,809 has been identified for potential award. Participation in this program would allow the City to enhance public safety capabilities without impacting the general fund. Eligible uses include acquisition of equipment, support for crime prevention initiatives, or other law enforcement purposes consistent with JAG guidelines. Staff is requesting authorization to submit the grant application, which is due April 28. If awarded, staff will return to the City Commission for approval to accept the grant and execute a Memorandum of Understanding (MOU) with BSO.

Vice Mayor Thomas inquired as to if the equipment was included in the grant.

Ms. Brocks stated that the City decided to lease the equipment.

Mayor Edwards Phillips inquired as to the amount of the lease.

Ms. Brocks stated that it will cost about \$3000 per camera and there are seven cameras.

Broward Sheriff's Office Lieutenant Cade stated that the leasing of the cameras covers the permitting, installation and all maintenance.

Item 9.C. RESOLUTION 2026-036 AUTHORIZING THE EXECUTION OF AMENDMENT #3 TO THE RESILIENT FLORIDA GRANT PROGRAM AGREEMENT 22SRP23 WITH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) FOR FIRE STATION 37 HARDENING

Ms. Brocks stated that the City was awarded a \$3,000,000 grant under the Florida Resilient Grant Program for Fire Station 37 in June 2022. The grant funds were formally accepted by Resolution 2022-137 on December 27, 2022 with an expiration date of June 30, 2025. Since award acceptance, the project has experienced delays during the planning and design phase, including a change in consultant through extenuating circumstances and subsequent revisions to the project design. As a result, the project schedule has been extended beyond the original timeframe. The Florida Department of Environmental Protection (FDEP) previously approved a grant extension through June 30, 2026. Additional time is now required to complete the design phase. FDEP has approved a further extension through June 30, 2027. At that time, a subsequent extension may be necessary to accommodate the construction phase of the project.

Item 9.D. RESOLUTION 2026-037 OF THE CITY OF LAUDERDALE LAKES, FLORIDA, STATING SUPPORT FOR THE CITY'S APPLICATION TO THE GOVERNOR OF THE STATE OF FLORIDA FOR THE REDESIGNATION OF CENSUS TRACTS 12011050301 AND 12011050308 AS OPPORTUNITY ZONE 2.0 AREAS

Vielka Buchanan, Economic Development Manager, stated that Opportunity Zones (OZ) were created by the Tax Cuts and Jobs Act of 2017 (OZ-1.0) and are federally designated distressed census tracts designed to encourage investors, businesses, developers, financial institutions, and other investors to reinvest capital gains into these tracts to foster job creation. The benefit is deferral, reduction, and potential elimination of taxes on capital gains, not rebates or grants. Investors receive capital-gains tax incentives when they reinvest through Qualified Opportunity Funds (QOFs). The One Big Beautiful Bill of 2025 made the program permanent and established Opportunity Zones 2.0 (OZ 2.0), which includes new eligibility criteria, stronger reporting requirements, and revised tax incentives. Cities and counties' recommendations of census tracts need to be submitted to the Florida Department of Commerce by May 1, 2026. New zones will be nominated by Governors starting July 1, 2026, and qualified by the U.S. Treasury by December 31, 2026, to take effect on January 1, 2027. Hereafter, Zones will be nominated and designated every 10 years. More restrictive eligibility criteria will be applied to qualify new census tracts, including a lower median family income threshold of less than 70% and the elimination of contiguous tracts. OZ-2.0 established additional reporting for OZ funds and businesses, and a two-year overlap period (2027–2028) when both OZ-1.0 and OZ-2.0 maps will be in effect. The goal of the new legislation is to broaden investments to include more operating businesses and rural areas. Investments in rural areas will receive a 30% basis step-up after five years, compared to the standard 10% for non-rural investments.

Mayor Edwards Phillips asked what is the advantage of being in an opportunity zone.

Ms. Buchanan stated that investors can support small businesses and their growth, encourage redevelopment of commercial properties, create new opportunities, expand the City's tax base and improve economic mobility for residents.

Item 9.E. RESOLUTION 2026-038 AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH CULINARY AFFAIRS, INC. TO PROVIDE NUTRITIOUS BREAKFAST AND LUNCH FOR THE 2026 SUMMER FOOD PROGRAM AT WILLIE WEBB SR. PARK FUNDED THROUGH THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, SUMMER FOOD SERVICE PROGRAM

Vincent Mullen II, Parks and Human Services Assistant Director, stated that the City of Lauderdale Lakes 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 (3) quotes and is requesting to secure an agreement, effective June 8, 2026 thru August 1, 2026 with Culinary Affairs, Inc. as the vendor. The total value of the agreement is not to exceed \$28,038.30. 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 \$38,333.30.

Vice Mayor Thomas asked if there were more vendors who placed bids.

Mr. Mullen stated that a formal bid was done and Culinary Affairs came in as the most responsive and responsible bidder. There were five other vendors who placed bids. The bids were done internally through the Parks and Human Services department.

Vice Mayor Thomas inquired as to who were the other bidders.

Mr. Mullen stated that he will provide that information to the City Commission.

Item 9.F. RESOLUTION 2026-039 AUTHORIZING AN AGREEMENT TO ACCEPT GRANT FUNDING FROM THE CHILDREN SERVICES COUNCIL OF BROWARD COUNTY FOR THE IMPLEMENTATION OF THE 2026 “MOST” SUMMER CAMP PROGRAM IN THE AMOUNT OF ONE HUNDRED AND FORTY FIVE THOUSAND, NINE HUNDRED AND SEVENTY FIVE DOLLARS (\$145,975.00) FOR THE PERIOD OF MAY 1, 2026 THROUGH AUGUST 31, 2026 TO PROVIDE FOR SUMMER CAMP OPPORTUNITIES FOR ELIGIBLE YOUTH; PROVIDING FOR A CITY MATCH IN AN AMOUNT NOT TO EXCEED NINE THOUSAND, EIGHT HUNDRED AND EIGHTY THREE DOLLARS (\$9,883.00)

Mr. Mullen stated that the City of Lauderdale Lakes has received Children Services Council funding for Summer Camp Programming for several years. The proposed FY 2026 grant award is \$145,975.00 for the period of May 1, 2026 through August 31, 2026. 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 allow 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.

CONSIDERATION OF RESOLUTIONS ON REGULAR AGENDA

Item 10.A. RESOLUTION 2026-040 AUTHORIZING AN AGREEMENT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION TO PROVIDE FUNDING IN THE AMOUNT OF ONE MILLION FOUR HUNDRED ELEVEN THOUSAND THREE HUNDRED AND FORTY SEVEN DOLLARS (\$1,411,347.00) FOR THE CITYWIDE TRAFFIC CALMING - VARIOUS LOCATIONS PROJECT

Ron Desbrunes, Public Works Director, stated that on April 23, 2024, the City Commission approved an agreement with FDOT to provide funding in the amount of \$437143 for design services of the Citywide Traffic Calming – Various Location project. The project consists in the construction and installation of traffic calming devices such as roundabout and speed bumps in several locations throughout the city specifically: on NW 24 Street (Eastgate), NW 34 Street, NW 35 Avenue (Northgate), NW 33 Street (Westgate), NW 41 Street (Oakland Estates). Kimley-Horn and Associates was retained to provide design services for this project. The final design package has been submitted to FDOT for review and approval. This agreement provides funding in the amount of \$1,411,347 to cover construction as well as engineering inspection cost for this project. This agreement expires on December 31, 2028.

Commissioner Causwell asked about the timeframe.

Ms. Desbrunes stated the project should take 3-4 months as it involves other agencies.

Mayor Edwards Phillips asked if certain communities were prioritized relative to the traffic calming.

Mr. Desbrunes stated that he can work with the contractor to see how it fits into their schedule. He provided the areas where the speed bumps will be placed.

Discussion ensued amongst the City Commission regarding the various areas within the City that are in need so speed bumps due to excessive speeding.

Mr. Desbrunes stated that the process is very lengthy as it involves other agencies, however, he will note the areas and see if they can be covered in future grants.

Item 10.B. RESOLUTION 2026-041 RATIFYING THE CITY'S MONTHLY FINANCIAL REPORT

Cheryl Kuzspa, Financial Services Assistant Director, provided the financial reports on all funds comparing budgeted revenue and expenditure information to actual on a monthly and year-to-date basis relative to the month of February, 2026. Items discussed were the revenues in the amount of \$20,026,611 or 43% and expenditures were at 29%. Stormwater is operating at 38% of budgeted revenues; Solid Waste is operating at 33% and Building Services is at 25% of budgeted revenues. Expenses were at 17% of the budget. The Fire Rescue Fund is increased to 78% if budgeted revenues and expenditures at 52%; Alzheimer Care Fund is at 22% of the budget and expenditures are at 34%; Gas Tax are at 94% and Expenditures are at 57%; Debt Service's first payment of the year is due in April.

Item 10.C. RESOLUTION 2026-042 AUTHORIZING AND FIXING THE 2026 ANNUAL SALARY ADJUSTMENT TO THE COMPENSATION AND BENEFITS FOR THE ACTING CITY MANAGER

Mayor Edwards Phillips stated that the Acting City Manager has been in her role for over a year and has not received a merit raise.

City Attorney Calloway stated that all City employees, including the Acting City Manager, received an automatic three percent (3%) cost-of-living adjustment to their salaries. Further, all employees (except for the Acting City Manager), after an annual evaluation, also received an overall salary increase of 4%.

Item 10.D. RESOLUTION 2026-043 SUPPORTING HOUSE RESOLUTION 1689 DESIGNED TO EXTEND TEMPORARY PROTECTIVE STATUS (TPS) FOR HAITI (SPONSORED BY COMMISSIONER MAXWELL-WILLIAMS)

Commissioner Maxwell-Williams stated that this resolution supports House Resolution 1689 which is designed to extend or redesignate TPS for Haiti. It will prevent deportation of eligible Haitian nationals during the designated period and allow work authorization so individuals can legally work in the U.S.

Commissioner Causwell stated that TPS is a federal law and the President is the only one who can extend it.

Commissioner Maxwell-Williams stated that even though it is federal law, the City can still try to support the Haitian community through the resolution.

4. DISCUSSION OF PROPOSED ORDINANCE(S)

5. ADDITIONAL WORKSHOP ITEMS

A. DISCUSSION REGARDING FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT FOR SOLID WASTE DISPOSAL AND RECYCLABLE MATERIALS PROCESSING AUTHORITY OF BROWARD COUNTY (5:15 P.M. TIME CERTAIN)

Vice Mayor Thomas provided statistical information regarding the amount of waste is disposed of annually.

Sam May, Interim Executive Director of the Solid Waste Authority stated that we are in a solid waste crisis and the current system has higher costs and less control. Change is necessary as there is limited capacity, low recycling rates and lack of recovering materials that can be reused. He stated that there is strength in unity at it is the strongest cost-control strategy. He explained the authority will be funded through member contribution, small surcharge increases and non ad valorem assessment. Residents will get lower processing and disposal costs, expanded programs, public education campaign and maintain control of collection and solid waste management destiny. He provided two options: Option 1: Staying fragmented means higher costs, less and environmentally dangerous and Option 2: Join together which will result in lower costs, long term stability and taking care of the environment.

Commissioner Harrison asked about linen waste.

Daniel Dietch of the Solid Waste Authority stated that the materials can be dropped off at various

drop boxes and they can see if it can be repurposed or disposed of. He spoke of composting, yard trash management, tonnage rates and the financial plan and combining waste with other cities.

B. DISCUSSION REGARDING APPROVING A CITY OF LAUDERDALE LAKES RESOLUTION OF HOUSE RESOLUTION 1689 WHICH IS DESIGNED TO EXTEND OR REDESIGNATE TEMPORARY PROTECTIVE STATUS (TPS) FOR HAITI, PREVENT DEPORTATION OF ELIGIBLE HAITIAN NATIONALS DURING THE DESIGNATED PERIOD AND ALLOW WORK AUTHORIZATION (SPONSORED BY COMMISSIONER MAXWELL-WILLIAMS)

This item was discussed under 10. D. of the City Commission agenda.

C. DISCUSSION REGARDING THE PROCESS ON PROVIDING AID TO ORGANIZATIONS

City Attorney Calloway stated that he was given direction to review the existing code looking to relax procedures for not for profit entities who were asking for donations. There are requirements in the current code relative to the need for financial statements. In his review of the code and the state statutes, there is a statute that governs how and what processes not for profits organizations who are soliciting donations need to abide by which includes a registration process and some other things. The current code provision basically says that all contributions made by the city to a private organization, shall be made only to affect a public purpose with substantial benefit to the city, a prerequisite to the contribution of such funds, the requesting organization shall file an application on such forms as shall be provided by the City Clerk's Office. He spoke of the information being requested relative to the application and stated that the existing ordinance requires the organization to file with a city certified financial statement. It should not be dated more one year prior to the request for the contribution. In addition, to the application the sworn and notarized declaration attesting they have complied with the statutory requirements that are outlined in the statutes if they are exempt from the requirements of that statute. He stated that he will share the amendment which effectively will allow a donation to be made if the applicant files an application and also files a declaration stating they have complied with their statutory obligations. The state does regulate the activity so there is no way of relaxing the code requirements but the City can certainly require that they execute a declaration that they are complying with the state statute. The City and local governments simply cannot just give funds to a not for profit with out following appropriate measures.

Commissioner Causwell asked if the organizations will be made aware of the state statute.

Mr. Calloway stated that the information can be posted on the city's website.

D. DISCUSSION REGARDING USE OF CITY FACILITIES (SPONSORED BY COMMISSIONER CAUSWELL)

Commissioner Causwell stated that she would like the City Commission to make a decision as to how to handle the City's public space that has been given away many times in her opinion.

Vice Mayor Thomas stated that since the discussion started, a few organizations have started paying for their rental space. She reviewed the facility rental policies from several other cities. She believes that some guidelines need to be in place and it needs to benefit the city in some way.

Commissioner Maxwell-Williams stated that her citizenship drive serves people in the community. She stated that if the facility needs to be rented on the day she is requesting she will find another place to host the citizenship drive. She has many volunteers from different entities who assist with the drive and it has been very successful.

Commissioner Causwell stated that she would like to request what fees other cities are charging in general for facility use.

E. DISCUSSION REGARDING THE STATUS ON THE HIRING OF THE NEW CITY MANAGER (SPONSORED BY MAYOR EDWARDS PHILLIPS)

Tara Williams, Director of Human Resources, stated that the City is getting close to the recruiting of the City Manager and the recruiting brochure is being revised based on the feedback received.

Commissioner Harrison asked where will the position be advertised.

Ms. Williams stated that the position will be advertised on the recruiting firm's website along with government.com, LinkedIn, ICMA as well as their social media and the City's social media platforms.

F. DISCUSSION REGARDING ADVISORY BOARD MEMBERS ABSENCES

Acting Manager Howard stated that an at-large member of the Economic Development Advisory Board has missed three consecutive meetings. Per Sec. 2-316. - Attendance: Any member of a non statutory board who fails to attend two consecutive regular meetings of the applicable board, without being excused by the chair of the applicable board, shall be subject to dismissal by the mayor or city commissioner who appointed the member. The chair may excuse members from attendance for the following reasons: work conflict, religious holiday conflict, personal or family illness or death. The chair shall not excuse any board member for more than three meetings in any calendar. The at-large member is chosen by the City Commission as a whole.

Vielka Buchanan, Economic Development Manager, stated that the member has been absent for three consecutive meetings per the signed attendance records. She did not contact the Chair to let him know of the absences. Each member in attendance is required to sign the sign in attendance sheet.

Mayor Edwards Phillips stated that the at-large member has not met the requirements of participation and attendance via the documentation and can be removed.

6. REPORTS

7. ADJOURNMENT

Being that there was no other business to come before the City Commission, the workshop adjourned at 7:50 p.m.


VERONICA EDWARDS PHILLIPS, MAYOR

ATTEST:


VENICE HOWARD, MMC, CITY CLERK

