

# AGENDA



*Life's Just Better Here*

**WELCOME TO YOUR CITY COMMISSION MEETING  
YOUR INPUT IS ENCOURAGED DURING "COMMENTS FROM THE PUBLIC" AND DURING  
ANY SCHEDULED PUBLIC HEARING**

## **REGULAR CITY COMMISSION MEETING Tuesday, March 24, 2026 7:00 PM – COMMISSION CHAMBERS**

### **1. CALL TO ORDER**

- a. Pledge of Allegiance

### **2. ROLL CALL**

### **3. ADDITIONS/CHANGES/DELETIONS**

*At this time, any member of the City Commission or the City Manager may request to add, change, or delete items from the agenda.*

### **4. COMMENTS FROM THE PUBLIC**

Any member of the Public may speak on any issue for three (3) minutes.

### **5. CONSENT AGENDA**

Items listed under Consent Agenda are viewed to be routine, and the recommendation will be enacted by ONE MOTION in the form listed below. If discussion is desired, then the item(s) will be removed from the Consent Agenda and will be considered separately.

#### **a. Minutes**

1. Special Commission Meeting, February 24, 2026
2. Regular City Commission Meeting, February 24, 2026

#### **b. Invoices**

1. Goren, Cherof, Doody & Ezrol, P.A.

#### **c. Consent Resolutions**

1. **Resolution No. 2026-016** (*Emergency Management/Utilities*)

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS OF THE CITY OF WILTON MANORS TO EXECUTE THE FIFTH AMENDMENT TO PROFESSIONAL ENGINEERING AND CONSULTING SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES TO AMEND THE THIRD AMENDMENT TO PROVIDE ADDITIONAL ELECTRICAL AND INSTRUMENTATION & CONTROLS (E&I) DESIGN SERVICES ASSOCIATED WITH THE UPGRADED PUMP SELECTION FOR LIFT STATION 8; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

d. **Motion to approve disbursement of Law Enforcement Forfeiture Trust Fund monies as a contribution to Lucky Lightyear Foundation Inc.**

e. **Motion to approve disbursement of Law Enforcement Forfeiture Trust Fund monies as a contribution to Canine Assisted Therapy, Inc.**

f. **Motion to Approve Purchase of Dell Computer Equipment**

g. **Motion to approve Special Event Permit #26-838 for the 2026 Stonewall Parade & Street Festival.**

6. **PUBLIC HEARINGS**

a. CDBG 52nd Year Discussion and Project Selection

b. **Ordinance No. 2026-006**: (*Community Development Services*) (*Second Reading*)  
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, AMENDING THE UNIFIED LAND DEVELOPMENT REGULATIONS (“ULDR”) BY AMENDING SECTION 065-020 “GENERAL APPLICATION PROCESSING REQUIREMENTS”; AND BY AMENDING SECTION 080-020 “APPLICABILITY”; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

7. **ORDINANCES - FIRST READING**

a. **Ordinance No. 2026-005**: (*Community Development Services*) (*First Reading*)  
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, AMENDING THE UNIFIED LAND DEVELOPMENT REGULATIONS (“ULDR”); AMENDING SECTION 010-030 “TERMS DEFINED”; AMENDING SECTION 020-70 “RESIDENTIAL DISTRICT SCHEDULE OF PERMITTED, CONDITIONAL AND PROHIBITED USE”; AMENDING SECTION 020-120 “MIXED-USE AND PUBLIC/QUASI-PUBLIC DISTRICT PERMITTED, CONDITIONAL AND PROHIBITED USES”; AND AMENDING SECTION 175-030 “RESPONSE TO REASONABLE ACCOMMODATION REQUEST”, PROVIDING FOR COMMUNITY RESIDENTIAL HOMES AND RECOVERY RESIDENCES;

PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY;  
PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

**8. UNFINISHED BUSINESS**

- a. Municipal Complex Evaluation for Public Parking
- b. Amending Sec.5 Vacancies; forfeitures of office; filling vacancies (c) Extraordinary vacancies

**9. REPORTS FROM BOARDS AND ADMINISTRATIVE OFFICIALS**

- a. City Manager's Report
- b. City Attorney's Report

**10. NEW BUSINESS**

- a. Request to Fill Full-Time Recycling, Solid Waste and HHW Coordinator Vacancy
- b. Request to Fill Part-Time Summer Recreation Leader Vacancies
- c. Commission consideration to initiate foreclosure action on a code lien attached to the real property located at 709 NW 29 Street, Wilton Manors, FL 33311 currently owned by Harvest International Investments, LLC, and cited under the previous owner Ma, Wenrui and Li, Ruowen.
- d. Broward League of Cities 2026-27 Board of Director Appointments
- e. Community Services Vendor for Processing Building Permits by Commissioner Paul Rolli
- f. Colohatchee Properties Requested by Commissioner Paul Rolli
- g. Greater Fort Lauderdale Chamber of Commerce Honorary Board of Directors Seat
- h. Broward MPO Citizens Advisory Committee (CAC) Representative

**11. REQUEST FOR PLACEMENT OF ITEMS ON NEXT MEETING AGENDA**

**12. ADJOURNMENT**

**Pursuant to FS. 286.0105, 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/she will need a record of the proceedings and that for such purposes he/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 based. Any person requiring Auxiliary Aids and Services for the Meeting may call the ADA Coordinator at (954) 390-2120 at least two working days prior to the meeting. If you are Hearing or Speech impaired, please contact the Florida Relay Services by using the following phone numbers: 1-800-955-8770 (Voice) 1-800-955-8771 (tdd)**

**Draft**

# MINUTES



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## **SPECIAL CITY COMMISSION MEETING Tuesday, February 24, 2026 6:30 PM – COMMISSION CHAMBERS**

### **CALL TO ORDER**

Mayor Scott Newton called the Special Meeting to order at 6:30 p.m.

### **ROLL CALL**

City Clerk Elizabeth Garcia-Beckford called the roll. Present were Mayor Scott Newton, Commissioner Mike Bracchi, Commissioner Don D'Arminio, and Commissioner Paul Rolli. A quorum was present. Vice Mayor Chris Caputo was not present. Also in attendance were City Manager Leigh Ann Henderson and City Attorney Kerry Ezrol.

### **ANNOUNCEMENT OF PRIVATE SESSION**

Mayor Scott Newton announced the Private Session and stated that Pursuant to Section 286.011, Florida Statutes, the City Commission will convene to a Private Session to discuss the case of City of Wilton Manors v. Marcia Howell, et al. Case No. CACE25019326, pending in the Circuit Court of the 17<sup>th</sup> Judicial Circuit, Broward County, Florida

The estimated length of the attorney-client session will be approximately 30 minutes. The Private Session will be attended by Mayor Scott Newron, Commissioner Mike Bracchi, Commissioner Don D'Arminio, Commissioner Paul Rolli, City Manager Leigh Ann Henderson, City Attorney Kerry Ezrol, and a Court Reporter.

Mayor Newton then stated that at this time they would now enter the Private Session which convened at 6:32 p.m.

**TERMINATION OF PRIVATE SESSION AND RECONVENE PUBLIC PORTION OF MEETING**

Mayor Scott Newton announced termination of the Private Session and reconvened the public portion of the meeting at 6:53 p.m.

**ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 6:54 p.m.

**DRAFT**  
**MINUTES**



**REGULAR CITY COMMISSION MEETING**  
**Tuesday, February 24, 2026**  
**7:00 PM – COMMISSION CHAMBERS**

**CALL TO ORDER**

Mayor Scott Newton called the meeting to order at 7:00 p.m.

**Pledge of Allegiance**

City Attorney Kerry Ezrol led the Pledge of Allegiance.

**ROLL CALL**

City Clerk Elizabeth Garcia-Beckford called the roll. Present were Mayor Scott Newton, Commissioner Mike Bracchi, Commissioner Don D’Arminio, and Commissioner Paul Rolli. Vice Mayor Chris Caputo was absent. A quorum was present. Also in attendance were City Manager Leigh Ann Henderson and City Attorney Kerry Ezrol.

**ADDITIONS / CHANGES / DELETIONS**

None.

**PRESENTATION**

**Presentations by Chief Gary Blocker for:**

- **Officer of the 4<sup>th</sup> Quarter 2025 to Officer Jason Nobles**
- **Professional of the 4<sup>th</sup> Quarter 2025 to Crime Intelligence Specialist and Victim Advocate Brianna Germain**
- **Officer of the Year 2025 to Officer Charles Burgan**
- **Professional of the Year 2025 to Acting Administrative Manager Gary Grande**

Wilton Manors Police Chief Gary Blocker recognized Crime Intelligence Specialist and Victim Advocate Brianna Germain as Professional of the 4<sup>th</sup> Quarter and to Officer Jason Nobles as Officer of the 4<sup>th</sup> Quarter 2025. He also recognized Acting Administrative Manager Gary Grande

as Professional of the Year 2025 and Officer Charles Burgan as Officer of the Year 2025.

Chief Blocker concluded that the Police Department is fully staffed with sworn Officers, with two inactive positions remaining while two new employees attend the Police Academy. One non-sworn civilian position remains vacant.

## **COMMENTS FROM THE PUBLIC**

At this time Mayor Newton opened public comment.

Greg Barrett, representing the Central Area Neighborhood Association (CANA), advised that sidewalks are needed on 20 Street and 21 Street, both of which have significant pedestrian traffic. He suggested making each of these streets a one-way street, with the remaining space to serve as a pedestrian walkway.

Anthony Wetherington, 3002 NE 5 Terrace, Vice Chair of the City's Finance Advisory Board (FAB), stated that the members of this advisory body wish to unanimously recommend that it retain its current five-member structure. He emphasized that the FAB requires specialized knowledge, and that the coming year may see changes that will impact City funding.

Melody Mennenga, 2428 NE 6 Avenue, addressed potential changes to the City's density laws, pointing out that greater density is a positive change for the community. She pointed out that with potential property tax reform, local municipalities should act to increase their tax bases. Density also increases property values. She emphasized the importance of creating walkable neighborhoods that are more accessible to all who want to live in Wilton Manors.

City Clerk Garcia-Beckford advised that the City received an additional public comment which was shared with the Commission.

With no other individuals wishing to speak at this time, Mayor Newton closed public comment.

Mayor Newton recommended that Mr. Barrett speak with the Community Development Services Department regarding roadway changes.

## **CONSENT AGENDA**

Commissioner D'Arminio requested that Consent Resolution 2026-012 and the recommendation of Women's History Month honorees be pulled for discussion.

Commissioner D'Arminio made a motion to approve the remainder of the Consent Agenda. Commissioner Rolli seconded the motion, which prevailed by unanimous roll call vote (4-0).

## **Minutes**

- Regular City Commission Meeting, January 27, 2026

## Consent Resolutions

### **Resolution No. 2026-009:** *(Police / Finance)*

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS OF THE CITY OF WILTON MANORS TO EXECUTE AN AGREEMENT WITH ALARM PROGRAM SYSTEMS, LLC FOR A FALSE ALARM REDUCTION PROGRAM; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

**Motion to approve the purchase and installation of HVAC unit for City Hall.**

**Motion to approve special event permit for 5K.**

**Motion to approve Special Event Permit for car show**

### **Items Pulled from Consent Agenda**

### **Resolution No. 2026-012:**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS OF THE CITY OF WILTON MANORS TO EXECUTE A FIRST AMENDMENT TO THE AGREEMENT WITH LANIER PARKING METER SERVICES, LLC FOR PARKING MANAGEMENT AND ENFORCEMENT SERVICES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Commissioner D'Arminio made a motion to approve Resolution 2026-012. Commissioner Bracchi seconded the motion.

Commissioner D'Arminio recalled that when the Commission previously discussed the parking service agreement with Lanier Parking Meter Services, LLC, they had considered moving Lanier's office space in-house. He noted that the Resolution does not mention this change, and recalled that the City could save approximately \$35,000 per year by making this move.

City Manager Leigh Ann Henderson explained that Resolution 2026-012 only addresses a month-to-month extension of the existing parking agreement. The City is in the process of competitive procurement for a new parking management company, and is working to provide interior space for that contractor's operations.

The motion prevailed by unanimous roll call vote (4-0).

**Motion to accept CAAB recommendation of Women's History Month Honorees.**

Commissioner D'Arminio made a motion to accept the recommended Women's History Month honorees. Commissioner Bracchi seconded the motion.

Commissioner D'Arminio observed that 13 women were nominated by the City's Community Affairs Advisory Board (CAAB), with five selected as honorees: Azita Behmardi, Robin

Bodiford, Dr. Louisa Montoya, Lali Safavi and Monique Setlock. He also recognized the other seven women who were nominated Mair Boscarino, Ronne Dembo, Janelle Floyd, Dr. Jana Jaffe, Camille Lewis, G Wright Muir, and Carol Moran.

The motion prevailed by unanimous roll call vote (4-0).

## **End of Consent Agenda**

### **PUBLIC HEARINGS**

#### **Ordinance No. 2026-002:** *(Finance) (Second Reading)*

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, AMENDING CHAPTER 20, ARTICLE II, OF THE CITY CODE, "WATER", BY CREATING SECTION 20-54, TO PROVIDE FOR AN ANNUAL PASS-THROUGH ADJUSTMENT TO WATER RATES; AMENDING CHAPTER 20, ARTICLE III OF THE CITY CODE, "SEWER", BY CREATING SECTION 20-78, TO PROVIDE FOR AN ANNUAL PASS-THROUGH ADJUSTMENT TO WASTEWATER RATES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

City Clerk Garcia-Beckford read the Ordinance by title only.

Commissioner Rolli made a motion to approve Ordinance 2026-002. Commissioner D'Arminio seconded the motion.

City Manager Henderson recalled that the City's most recent utility rate study resulted in the recommendation that the City adopt a pass-through Ordinance that would automatically adjust its water and wastewater rates when they are raised or lowered by the City of Fort Lauderdale. This was identified as a best practice that would ensure the City is fully recovering the wholesale costs of those services.

At this time Mayor Newton opened the public hearing, which he closed upon receiving no input.

Commissioner D'Arminio recalled that when this Ordinance was presented for first reading, the Commission discussed overages charged to customers. He advised that these overages are normally corrected through the rates the City charges: while Fort Lauderdale recently raised its water rates by over 5%, Wilton Manors retained excess funds that were used to reduce the actual rates paid by the customers.

The motion prevailed by unanimous roll call vote (4-0).

#### **Ordinance No. 2026-003:** *(Community Development Services) (Second Reading)*

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, AMENDING THE UNIFIED LAND DEVELOPMENT REGULATIONS ("ULDR") BY AMENDING ARTICLE 90 "PLATS"; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

City Clerk Garcia-Beckford read the Ordinance by title only.

Commissioner D'Arminio made a motion to approve Ordinance 2026-003. Commissioner Rolli seconded the motion.

City Manager Henderson stated that this Ordinance ensures compliance with both State Statutes and the Broward County Land Use Plan. It amends Article 090 of the City's Unified Land Development Regulations (ULDR), which relates to the standards for reviewing and processing plats.

At this time Mayor Newton opened the public hearing, which he closed upon receiving no input.

The motion prevailed by unanimous roll call vote (4-0).

## **ORDINANCES – FIRST READING**

### **Ordinance No. 2026-004:**

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, AMENDING CHAPTER 2, ARTICLE III., DIVISION 4, "LIBRARY ADVISORY BOARD", SECTION 2-36 "CREATION, QUALIFICATION OF MEMBERS, TERM OF OFFICE" OF THE CITY CODE; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

City Clerk Garcia-Beckford read the Ordinance by title only.

Commissioner Rolli made a motion to approve Ordinance 2026-004. Commissioner D'Arminio seconded the motion.

City Manager Henderson recalled that this Item was brought forward at the request of the City's Library Advisory Board at the February 10, 2026 meeting and at the direction of the City Commission. It amends the composition of that advisory body from five to seven members, with three-year terms for all members. A quorum for a seven-member board would be four members.

The motion prevailed by unanimous roll call vote (4-0).

## **RESOLUTIONS**

None.

## **UNFINISHED BUSINESS**

None.

## **REPORTS FROM BOARDS AND ADMINISTRATIVE OFFICIALS**

## **City Manager's Report**

City Manager Henderson provided an update on the City's NE 26 Street improvement project, which is funded by Broward County transportation surtax revenue. The project is intended to improve pedestrian safety in the subject area by widening sidewalks, installing crosswalks, and additional measures. The design for this project is complete and has been approved, and the project went out for bid. The bids came back within the parameters of surtax funding, and Broward County has recently agreed to take over the construction of the project. Additional updates will be provided once the project moves forward.

City Manager Henderson continued that staff is closely watching activity in the Florida Legislature regarding property tax relief. The potential impacts of several House Joint Resolutions (HJR) were reviewed at the February 10, 2026 Commission meeting. The previous week, the Florida House of Representatives adopted HJR 203, which was originally drafted to phase out homestead property taxes over a 10-year period. This Resolution was amended to propose immediate elimination of homestead property taxes.

City Manager Henderson advised that the City collects just over \$15 million in ad valorem property taxes each year, which serves as the primary funding source for the General Fund and City operations. Immediate elimination of the homestead property tax would result in a reduction of roughly \$6.3 million in Wilton Manors. HJR 203 also prevents municipalities from reducing any funding to emergency services, including Police, Fire, and Emergency Medical Services (EMS).

The Florida Senate has not yet released a tax relief proposal. HJR 203 will be submitted to the Senate for consideration, or the Senate may propose its own bill. The City Managers Association is working to develop public information on the local services funded by property taxes and what the impacts of the proposed bill would be.

Commissioner Bracchi pointed out that if HJR passes, there would be \$0 funding for operation of the City's government. He encouraged residents to contact their state representative and senator or state Senate leadership with respect to the proposed bill.

Commissioner D'Arminio requested an update on the City's grant funding for backflow valves, recalling that they received approximately \$1 million in federal grant funds the previous year. City Manager Henderson advised that the City has engaged an engineer to complete the design of this project. Bid documents are expected to be ready in March 2026. She estimated that completion may occur as soon as six months after the contract is awarded.

Commissioner D'Arminio also addressed the request to fill vacant City positions under New Business, noting that there is one part-time library position that is currently vacant. City Manager Henderson replied that staff is evaluating all vacancies, with the two most critical positions on tonight's Agenda. They have not yet met to discuss justifications for all vacancies.

Commissioner Rolli asked if there is an estimated start date for the 26 Street improvement project. City Manager Henderson replied that there is no date at present.

## **City Attorney's Report**

City Attorney Kerry Ezrol addressed House Bill (HB) 1001 and Senate Bill (SB) 1134, explaining that these bills would prohibit counties and municipalities from funding, promoting, or taking official action in relation to diversity, equity, and inclusion. Both bills are moving through the Florida Legislature, with the most recent legislative analysis from the Florida Senate determining that they would prohibit municipalities and counties from funding, promoting, or taking official actions related to diversity, equity, or inclusion (DEI). Any individual acting in an official capacity who violates these prohibitions would be charged with misfeasance or malfeasance in office. Counties or municipalities would also be prohibited from allowing the use of funds by employees, contractors, and others to promote DEI initiatives. Action could be brought by a resident against a county or municipality that violates the bill's provisions.

City Attorney Ezrol advised that the bills have very broad definitions of acting in an official capacity, what "DEI inclusion" means, and what "DEI office or officer" means. He has received information from several sources, including the city of Miami Beach, Equality Florida, the city of Gainesville, and the American Civil Liberties Union (ACLU), with commentary on the magnitude of the negative effects this legislation could have on marginalized communities.

Commissioner Bracchi pointed out that SB 1134 may have very far-reaching consequences, including effects on extra Police security at various types of local events based on religion, heritage, identity, or sexual orientation; if the City Commission authorizes this additional security, the Commissioners could be removed from office. The effective date of the bill, should it pass, would be January 1, 2027.

## **NEW BUSINESS**

### **Request to fill full-time Code Compliance Officer vacancy**

Commissioner Rolli made a motion to approve the filling of this position. Commissioner D'Arminio seconded the motion, which prevailed by unanimous roll call vote (4-0).

### **Request to fill Full-Time Vacancy for Assistant Director of Finance**

Commissioner Rolli made a motion to approve the filling of this position. Commissioner D'Arminio seconded the motion, which prevailed by unanimous roll call vote (4-0).

### **Municipal Complex Evaluation for Public Parking**

City Manager Henderson explained that the City owns property on the Dixie Highway Corridor, and Commissioner Rolli had requested that there be discussion of the potential use of a portion of this property for public parking. There is a need for parking in this area, as there are several different types of thriving businesses.

In the past, there has been City discussion of demolishing a commercial office building on the site. Staff has negotiated a short-term lease with a local nonprofit to run a program from the office building. If the lease is approved by Ordinance, the space will be occupied for three years; at the end of that term, the City will have the option of demolishing the building and including parking in that space.

Over the longer term, the City has looked at the entirety of the site, which has aging facilities that support the Utilities and Leisure Services Departments. The City recently engaged in a space needs analysis in order to more efficiently locate its needs in future years. City Manager Henderson requested Commission clarification of expectations for this property.

Mayor Newton stated that the area is underused, and noted that in the event of a hurricane, the City will need space for its debris. He felt the building on the site could help to revitalize Dixie Highway, and noted that a public-private partnership could provide both public parking and workforce housing.

Commissioner Rolli agreed that the lot is underused, and temporary parking could be added there while a longer-range plan is developed. The proposed occupant of the building would have access to 11 spaces while the remainder could be used for temporary parking.

Commissioner D'Arminio agreed that he would like to see something done with the underdeveloped parcel.

Commissioner Bracchi asked if the 11 parking spaces would be dedicated to the entity leasing the building or open to public use. City Manager Henderson replied that the lessor would need all 11 spaces during both day and early evening. She would need to consult with Parking Enforcement to determine how this would be done. Additional capital investment may be necessary for access and fencing on the site. She concluded that she would bring cost estimates, preliminary design, additional information back to the Commission for consideration.

#### **Discussion of HB1001 / SB1134** *(requested by Vice Mayor Caputo)*

This Item was discussed earlier under the City Attorney's Report.

Commissioner Bracchi asked if the Commission wished to have the City Attorney draft a letter on behalf of the City similar to one from the city of Miami Beach, which expressed grave concern with the potential passage of SB 1134 and identified several items that would be negatively affected.

Mayor Newton suggested preparation of an Ordinance that would serve to protect the City in the event that the Governor removed one or more Commissioners from office. City Attorney Ezrol advised that he would need to examine the City's Charter for guidance on what happens in the event of a vacancy. He added that while there are some statewide positions to which the Governor would have power of appointment, municipal offices are not among these positions. He concluded that he could review Miami Beach's letter, as well as a press release by Equality Florida, to serve as models, with additional input from the City Manager before finalizing a letter from the City.

Mayor Newton advised that he serves on the Solid Waste Authority (SWA) for Broward County, which is working to determine how to address solid waste over the next 50 years. He advised that he will invite a speaker to discuss this issue in greater depth at one of the March Commission meetings. The SWA must complete its plan by August 2026. He emphasized the importance of a solid waste plan for smaller municipalities in particular.

#### **REQUEST FOR PLACEMENT OF ITEMS ON NEXT MEETING AGENDA**

None.

### **ADJOURNMENT**

The meeting was adjourned at 8:31 p.m.

GOREN, CHEROF, DOODY & EZROL, P.A.  
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Suite 200  
Fort Lauderdale, Florida 33308  
Telephone (954) 771-4500

CITY OF WILTON MANORS  
2020 Wilton Drive  
Wilton Manors FL 33305

Page: 1  
03/11/2026  
ACCOUNT NO: 2976-9902512  
STATEMENT NO: 77519

Attn: Finance / Accounts Payable

vs. U.S. Bank NA TRUSTEE (Code Enforcement Foreclosure: 637 NW 29th Court)

03/11/2026	Filing fee: Clerk of Court (Complaint)	906.00
03/11/2026	Filing fee: Clerk of Court (Summons)	35.00
	TOTAL ADVANCES	<u>941.00</u>
	TOTAL CURRENT WORK	941.00
	BALANCE DUE	<u>\$941.00</u>

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE



*Life's Just Better Here*

## COMMISSION AGENDA REPORT

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**MEETING DATE:** Tuesday, March 24, 2026

**From:** Alan Dodd, Emergency Management/Utilities Director

**Prepared by:** Bert Fisher, EM/Utilities Assist. Dir.

- (a) **Subject:** **Resolution No. 2026-016** (*Emergency Management/Utilities*)  
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS OF THE CITY OF WILTON MANORS TO EXECUTE THE FIFTH AMENDMENT TO PROFESSIONAL ENGINEERING AND CONSULTING SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES TO AMEND THE THIRD AMENDMENT TO PROVIDE ADDITIONAL ELECTRICAL AND INSTRUMENTATION & CONTROLS (E&I) DESIGN SERVICES ASSOCIATED WITH THE UPGRADED PUMP SELECTION FOR LIFT STATION 8; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
- (b) **City Manager Recommendation:** Recommend Approval
- (c) **Report In Brief:** Approval of Resolution 2026-016 will authorize the City to execute an Agreement with Kimley-Horn and Associates, Inc. to add engineering consultation services for upgrading the Lift Station #8 electrical system.
- (d) **Discussion:** The City has a current agreement with Kimley-Horn and Associates, Inc. (Kimley) to perform engineering consultation services for project management, site investigation, design services, permitting services, limited bidding services, and limited construction services for the Lift Station #8 (LS-8) rehabilitation project. Due to plan review comments from Broward County, the force main and pumps were required to provide additional pumping capacity exceeding the original project scope. The specifications for larger pumps require upgrades to the existing electrical system.
- Kimley has proposed to provide LS-8 electrical system upgrades for a cost of \$11,680.00, for a revised total engineering design fee of \$105,310.00.
- (e) **Strategic Plan Consistency:** **Goal A.** Advance Infrastructure Improvements, **Objective 1.** Improve Water, Stormwater, and Wastewater Infrastructure.
- (f) **Concurrences:** None

**(g) Fiscal Impact:** The additional services are necessary to meet the demands of the wastewater system by improving efficiency and level of service for City customers. The cost for engineering services of \$11,680.00 is funded through interest earned on Federal American Rescue Plan Act (ARPA) distributions.

**(h) Alternatives:** None

**(i) Attachments:**

1. 2026-016 RESO Approving Fifth Amendment with Kimley Horn (RFP 2020-09)
2. Kimley-Horn - 5th Amendment - Lift Station 8 Electrical
3. Third Amendment - Kimley-Horn and Associates - Lift Station 8 & Force Main Design
4. Change Order Request 24-1490

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**RESOLUTION NO. 2026-016**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS OF THE CITY OF WILTON MANORS TO EXECUTE THE FIFTH AMENDMENT TO PROFESSIONAL ENGINEERING AND CONSULTING SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES TO AMEND THE THIRD AMENDMENT TO PROVIDE ADDITIONAL ELECTRICAL AND INSTRUMENTATION & CONTROLS (E&I) DESIGN SERVICES ASSOCIATED WITH THE UPGRADED PUMP SELECTION FOR LIFT STATION 8; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

17           **WHEREAS**, the City Commission of the City of Wilton Manors deems it in the  
18 best interest of the public to execute the Fifth Amendment to the Professional  
19 Engineering and Consulting Services Agreement with Kimley-Horn and Associates to  
20 amend the Third Amendment to provide additional Electrical and Instrumentation &  
21 Controls (E&I) Design Services associated with the upgraded pump selection for Lift  
22 Station 8, subject to the terms and conditions of the Original Agreement.

23           **NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION**  
24 **OF THE CITY OF WILTON MANORS, FLORIDA, THAT:**

25           **Section 1.** The “WHEREAS” clause set forth above is true and correct and  
26 incorporated herein by this reference.

27           **Section 2.** The City Commission of the City of Wilton Manors hereby approves  
28 the terms and conditions of the Fifth Amendment to the Professional Engineering and  
29 Consulting Services Agreement with Kimley-Horn and Associates; said Amendment  
30 having been submitted for consideration to the City Commission in written form.

1           **Section 3.** The proper City Officials of the City of Wilton Manors are hereby  
2 authorized and directed to execute the Amendment.

3           **Section 4.** All Resolutions or parts of Resolutions in conflict herewith, be and  
4 the same are repealed to the extent of such conflict.

5           **Section 5.** If any section, sentence, clause or phrase of this Resolution is held to  
6 be invalid or unconstitutional by any court of competent jurisdiction, then said holding  
7 shall in no way affect the validity of the remaining portions of this Resolution.

8           **Section 6.** This Resolution shall become effective immediately upon its passage  
9 and adoption.

10 **PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF**  
11 **WILTON MANORS, FLORIDA, THIS \_\_\_\_\_ DAY OF MARCH, 2026.**

12  
13 CITY OF WILTON MANORS, FLORIDA

14  
15  
16 By: \_\_\_\_\_  
17 SCOTT NEWTON, MAYOR

18  
19 ATTEST: RECORD OF COMMISSION VOTE

20  
21 \_\_\_\_\_ MAYOR NEWTON \_\_\_\_\_  
22 ELIZABETH VICE MAYOR CAPUTO \_\_\_\_\_  
23 GARCIA-BECKFORD, MMC COMMISSIONER BRACCHI \_\_\_\_\_  
24 CITY CLERK COMMISSIONER D'ARMINIO \_\_\_\_\_  
25 COMMISSIONER ROLLI \_\_\_\_\_

26  
27 I HEREBY CERTIFY that I have  
28 approved the form of this Resolution.

29  
30 */s/ Kerry L. Ezrol*  
31 \_\_\_\_\_  
32 KERRY L. EZROL  
CITY ATTORNEY

**FIFTH AMENDMENT TO PROFESSIONAL ENGINEERING AND CONSULTANT SERVICES CONTINUING AGREEMENT**

**THIS FIFTH AMENDMENT TO AGREEMENT** (“Amendment”), dated the \_\_\_\_ day of \_\_\_\_\_, 2026, between:

**THE CITY OF WILTON MANORS**, a Florida municipal corporation, hereinafter referred to as “CITY,”  
and

**KIMLEY-HORN AND ASSOCIATES, INC.**, a North Carolina corporation, hereinafter referred to as “CONSULTANT.”

**WHEREAS**, on or about January 26, 2021, the CITY entered into a continuing agreement with CONSULTANT for professional engineering and consultant services (the “Original Agreement”); and

**WHEREAS**, on or about November 9, 2021, the CITY entered into a First Amendment to the Original Agreement with CONSULTANT; and

**WHEREAS**, on or about July 23, 2024, the CITY entered into a Second and Third Amendment to the Original Agreement with CONSULTANT; and

**WHEREAS**, on or about September 24, 2024, the CITY entered into a Fourth Amendment to the Original Agreement with CONSULTANT; and

**WHEREAS**, CITY and CONSULTANT now desire to amend the Original Agreement, to amended the Third Amendment to provide additional Electrical and Instrumentation & Controls (E&I) design services associated with the upgraded pump selection for Lift Station 8, subject to the terms and conditions of the Original Agreement, as amended;

**NOW, THEREFORE**, in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the receipt of which are hereby acknowledged, the CITY and CONSULTANT agree to amend the Original Agreement as follows:

1. **RECITALS:** Each “Whereas” clause set forth above is true and correct and incorporated herein by this reference.
2. The services authorized pursuant to the Third Amendment are amended as follows: The CONSULTANT shall perform the additional services set forth on Amendment Number 1 to The Agreement Between the CITY and Kimley-Horn and Associates, Inc., attached hereto as **Exhibit “A,”** for the additional compensation set forth on **Exhibit “A”**.

3. **SCRUTINIZED COMPANIES:** CONSULTANT, its principals or owners, certify that they do not Participate in a boycott of Israel, are not listed on the Scrutinized Companies or Other Entities that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or are engaged in business operations with Cuba or Syria. In accordance with §287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services of:

- a. \$100,000.00 or more if, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to §215.4725, Florida Statutes, or is engaged in a boycott of Israel; or
- b. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:
  - i. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, created pursuant to §215.473, Florida Statutes; or
  - ii. Is engaged in business operations in Cuba or Syria.

4. **ORIGINAL AGREEMENT:** All of the terms and conditions of the Original Agreement, as amended, including but not limited to the Federal conditions set forth in paragraph 3 of the Third Amendment, are ratified and shall be binding and remain in full force and effect except as expressly amended hereinabove.

**IN WITNESS OF THE FOREGOING,** the parties have set their hands and seals the day and year first written above.

CITY OF WILTON MANORS

ATTEST:

BY: \_\_\_\_\_  
Scott Newton, Mayor

BY: \_\_\_\_\_  
Elizabeth Garcia-Beckford, MMC  
City Clerk

Approved as to form:

BY: */s/ Kerry L. Ezrol*  
Kerry L. Ezrol, Esq.  
City Attorney

**WITNESSES:**

[Signature]  
ERIN EMMONS  
Print Name

[Signature]  
JOHN L. CONRADSON  
Print Name

**CONSULTANT:**

**KIMLEY-HORN AND ASSOCIATES, INC.,** a North Carolina corporation

By: [Signature]  
STEFANO VIOLA, P.E.  
Senior Vice President

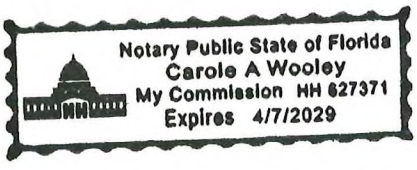
STATE OF Florida )  
COUNTY OF Broward )

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 16<sup>th</sup> day of March, 2026 by STEFANO VIOLA, P.E., as Senior Vice President of KIMLEY-HORN AND ASSOCIATES, INC., a North Carolina corporation,  who is personally known to me or  has produced \_\_\_\_\_ as identification.

SWORN TO AND SUBSCRIBED BEFORE ME this 16<sup>th</sup> day of March, 2026.

(SEAL)

[Signature]  
NOTARY PUBLIC



**EXHIBIT "A"**

**AMENDMENT NUMBER 1 TO THE AGREEMENT BETWEEN CLIENT AND KIMLEY-HORN AND ASSOCIATES, INC.**

This is Amendment number 1 dated March 2, 2026, to the agreement between the City of Wilton Manors ("City or Client") and Kimley-Horn and Associates, Inc. ("Kimley-Horn or Consultant") dated July 23, 2024 (the Agreement"). This Amendment number 1 is to provide additional **Electrical and Instrumentation & Controls (E&I)** design services associated with the upgraded pump selection for Lift Station 8 (the "Project"). These services were not included in the original scope of work and are required to support the revised pump configuration.

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

The services currently authorized to be performed by Consultant in accordance with the Agreement and previous amendments, if any, shall be modified as follows:

**Scope of Services**

Kimley-Horn will provide electrical and controls design services necessary to accommodate the upgraded pump selection.

Kimley-Horn will provide the services specifically set forth below.

**Assumptions**

The following assumptions form the basis of this Amendment:

1. Existing lift station controls wiring diagrams will be provided by the Client.
2. Existing pump control and RTU instrumentation and wiring will remain, except where modifications are required due to the upgraded pump selection.
3. Existing conduits will remain and be reused where required.
4. The existing electrical service is not sized to accommodate the additional demand of the upsized pumps; a new or modified electrical service will be coordinated with FP&L.
5. The existing three-phase service voltage provided by FP&L will remain unchanged. Any design associated with a change in service voltage will be considered an additional service under a separate contract.
6. Proposed electrical and controls replacement components are assumed to fit within the existing control panel enclosure. Design of a new control panel, if required, will be negotiated as an additional service.
7. Existing equipment elevations, including flood elevations, will remain unchanged. Any

modifications to existing equipment elevations will require a separate additional service.

8. Modifications associated with the pump upgrade will be designed in accordance with Broward County WWS Typical Standard Drawings. Existing elements not modified will remain as-is.

**TASK 9 – ELECTRICAL AND INSTRUMENTATION & CONTROLS PLAN PREPARATION**

Kimley-Horn will prepare electrical and instrumentation & controls (E&I) construction plans necessary to support the upgraded pump selection for Lift Station 8. This task will include evaluation of existing conditions, a site visit to verify field constraints, and preparation of revised electrical documents. Electrical design efforts will generally include the following:

- Revision of the Electrical Riser Diagram to reflect upgraded pump and service requirements.
- Revision of Duplex Control Circuit Diagrams associated with the upgraded pump configuration.
- Revision of Electrical Schematic and Control Panel Diagrams to accommodate the proposed pump selection.
- Coordination with the local electric utility (FP&L) related to modifications or upgrades to the existing electrical service required to support the increased electrical demand.

Design will be based on reuse of existing conduits, controls, and instrumentation where feasible and will assume existing service voltage, equipment elevations, and control panel enclosure remain unchanged.

**Schedule**

We will provide our services as expeditiously as practicable with the goal of meeting a mutually agreeable schedule.

**Fee and Billing**

The consultant will accomplish the services outlined in Tasks 9 for the Lump Sum Fee of \$11,860. All permitting, application, and similar project fees if applicable will be paid directly by the City.

The terms and conditions of the City of Wilton Manors’ “Professional Engineering and Consultant Services Continuing Agreement” contract; RFQ 2020-09; shall govern this scope of services.

Summary of Labor Fees			
Task	Description	Labor Fee	Fee Type
9	Electrical and Instrumentation & Controls Plan Preparation	\$11,680	Lump Sum

CLIENT:

CITY OF WILTON MANORS


By: Alan Dodd, P.E.

Title: Director of Emergency  
Management/Utilities Department

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

CONSULTANT:

KIMLEY-HORN AND ASSOCIATES, INC.



By: Stefano Viola, P.E.

Title: Senior Vice President

Date: March 2, 2026

**STAFF POWER ESTIMATE**

PROJECT:	Lift Station #8 Force Main Design - Amendment 1	SHEET:	
CLIENT:	City of Wilton Manors	FILE NO:	
ESTIMATOR:	Stefano Viola, P.E.	DATE:	3/2/2026

DESCRIPTION:	DIRECT LABOR ( STAFF-HOURS )								Totals
	Principal	Project Manager	Project Engineer	Associate Engineer	Designer	Construction Specialist	Clerical	Sub-Consultants	
<b>Task 9 - Electrical and Instrumentation &amp; Controls Plan Preparation</b>									
Site visit			3	3			1		\$815.00
Plan preparation		8	14	20	30				\$8,890.00
Coordination with FPL		2	6				2		\$1,290.00
Meeting with City		2	2				1		\$685.00
<b>TOTAL HOURS</b>	<b>0</b>	<b>12</b>	<b>25</b>	<b>23</b>	<b>30</b>	<b>0</b>	<b>4</b>	<b>\$0.00</b>	
<b>LABOR RATE (\$/HOUR)</b>	<b>215.00</b>	<b>175.00</b>	<b>135.00</b>	<b>115.00</b>	<b>110.00</b>	<b>100.00</b>	<b>65.00</b>	<b>1.0</b>	
<b>SUBTOTAL</b>	<b>\$0.00</b>	<b>\$2,100.00</b>	<b>\$3,375.00</b>	<b>\$2,645.00</b>	<b>\$3,300.00</b>	<b>\$0.00</b>	<b>\$260.00</b>	<b>\$0.00</b>	
<b>PAGE TOTAL</b>	<b>\$11,680.00</b>								<b>\$11,680.00</b>



**RFQ # 2020-09 for Professional Engineering and Consulting Services**  
**Kimley-Horn and Associates, Inc.**

<b>Labor Category</b>	<b>Hourly Rates</b>
Principal	\$215.00
Project Director	\$190.00
Senior Project Manager	\$185.00
Project Manager	\$175.00
Senior Engineer	\$165.00
Project Engineer	\$135.00
Associate Engineer	\$115.00
Engineer	\$100.00
Senior Landscape Architect	\$165.00
Project Landscape Architect	\$135.00
Associate Landscape Architect	\$110.00
Senior Designer	\$125.00
Designer	\$110.00
Senior Technician	\$90.00
Technician	\$80.00
Senior Construction Specialist	\$125.00
Construction Specialist	\$100.00
Clerical	\$65.00
Engineering Intern	\$55.00
GIS Coordinator	\$140.00
GIS Specialist	\$120.00
GIS Technician	\$80.00
Development Review Committee	\$150.00
Urban Design Review	\$150.00

# Kimley»Horn

## Stoner & Associates, Inc.

<b>Labor Category</b>	<b>Hourly Rates</b>
Professional Surveyor (PSM)/Principal	\$145.00
Senior Registered Surveyor	\$125.00
Professional Land Surveyor	\$110.00
Field Crew Supervisor	\$75.00
Registered Surveyor	\$130.00
Survey Technician	\$75.00
3-Man Survey Crew	\$150.00
2-Man Survey Crew	\$130.00
Administrative	\$65.00

## Pace Analytical, Inc.

<b>Labor Category</b>	<b>Hourly Rates</b>
Potable Water Testing	\$105.00
Water Way Testing	\$105.00
Stormdrain Testing	\$105.00

**THIRD AMENDMENT TO PROFESSIONAL ENGINEERING AND CONSULTANT  
SERVICES CONTINUING AGREEMENT**

**THIS THIRD AMENDMENT TO AGREEMENT** (“Amendment”), dated the 23rd day of July, 2024, between:

**THE CITY OF WILTON MANORS**, a Florida municipal corporation,  
hereinafter referred to as “CITY,”

and

**KIMLEY-HORN AND ASSOCIATES, INC.**, a North Carolina  
corporation, hereinafter referred to as “CONSULTANT.”

**WHEREAS**, on or about January 26, 2021, the CITY entered into a continuing agreement with CONSULTANT for professional engineering and consultant services (the “Original Agreement”); and

**WHEREAS**, on or about November 9, 2021, the CITY entered into a First Amendment to the Original Agreement with CONSULTANT; and

**WHEREAS**, on or about July 23, 2024, the CITY entered into a Second Amendment to the Original Agreement with CONSULTANT; and

**WHEREAS**, CITY and CONSULTANT now desire to amend the Original Agreement, to authorize CONSULTANT to provide professional services associated with the Lift Station #8 Force Main Design, subject to the terms and conditions of the Original Agreement;

**NOW, THEREFORE**, in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the receipt of which are hereby acknowledged, the CITY and CONSULTANT agree to amend the Original Agreement as follows:

1. **RECITALS:** Each “Whereas” clause set forth above is true and correct and incorporated herein by this reference.
2. **CONSULTANT:** The CONSULTANT shall perform the services set forth on “**Exhibit A**” (“Services”) attached hereto in the total amount not to exceed Ninety-Three Thousand Six Hundred Thirty and 00/100 Dollars (\$93,630.00). If authorized in writing by the CITY, additional services will be billed hourly.
3. **FEDERAL CONDITIONS:** This project will be funded by the American Rescue Plan Act of 2021 (ARPA) and as such, the parties hereby acknowledge and agree that the following required federal contract provisions are incorporated into the Original Agreement:

- A. Funds for this project are derived from federal grants and therefore CONSULTANT shall comply with federal guidelines. The federal funds appropriated by the applicable federal agency may be administered through the State of Florida. **In the event of a conflict between the Federal and State of Florida statutory requirements listed in this section and other provisions of the Invitation to Bid or the Original Agreement, the Federal and State statutory requirements will govern and prevail.**
- B. CONSULTANT shall comply with the following federally required laws and provisions as may be applicable to CONSULTANT's performance under the Original Agreement:
- a. **Equal Employment Opportunity.** During performance of the agreement, CONSULTANT agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and supplemented in Department of Labor Regulations (41 CFR chapter 60). During the performance of the contract, the CONSULTANT agrees as follows: {00512372.2 2976-9201291}  
Page 2 of 11
    - i. (1) CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
    - ii. (2) CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
    - iii. (3) CONSULTANT will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such

information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with CONSULTANT's legal duty to furnish information.

- iv. (4) CONSULTANT will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of CONSULTANT's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- v. (5) CONSULTANT will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- vi. (6) CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to their books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- vii. (7) In the event of CONSULTANT's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this Agreement may be canceled, terminated or suspended in whole or in part and CONSULTANT may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law. CONSULTANT will include the provisions of paragraphs (1) through
- viii. (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. CONSULTANT will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States. The CONSULTANT further agrees that

it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The CONSULTANT agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The CONSULTANT further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

- b. **State Energy Policy and Conservation Act.** CONSULTANT shall comply with all mandatory standards and policies relating to energy efficiency contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163, 89 Stat. 871).
- c. **Clean Air Act and Federal Water Pollution Control Act.** CONSULTANT shall comply with all applicable standards, orders, or requirements issued under the Clean Air Act, as amended (42 USC 7401-7671q), and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387).

- d. **Copeland Anti-Kickback Act.** CONSULTANT shall comply with the Copeland Anti-Kickback Act (40 USC 3145 and 18 USC 874) as supplemented in Department of Labor Regulations (29 CFR Part 3).
- e. **Contract Work Hours and Safety Standards Act.** CONSULTANT shall comply with the Contract Work Hours and Safety Standards Act 40 USC 3701-3708, as supplemented by Department of Labor Regulations (29 CFR Part 5) where applicable. CONSULTANT must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.
- i. **Overtime Requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- ii. **Violation; Liability for Unpaid Wages; Liquidated Damages.** In the event of any violation of the clause set forth in paragraph (1) of this section the CONSULTANT and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- iii. **Withholding for Unpaid Wages and Liquidated Damages.** City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be

withheld, from any moneys payable on account of {00512372.2 2976-9201291} Page 5 of 11 work performed by CONSULTANT or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section

- iv. **Subcontracts.** CONSULTANT or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section
  
- f. **Rights to Inventions.** Pursuant to 37 CFR 401, CONSULTANT agrees that if this Agreement results in any copyrightable materials or inventions, the Federal Government reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use the copyright of said materials or inventions for Federal Government purposes.
  
- g. **Access to Records.** In accordance with 2 CFR §§200.334, 200.337, and Chapters 119 and 257, Florida Statutes,
  - i. The CONSULTANT agrees to provide the City, State, applicable administering federal agency, and the Comptroller General of the United States or any of their authorized representatives' access to any books, documents, papers and records of the CONSULTANT which are directly pertinent to the contract for the purposes of making audits, examinations, excerpts and transcriptions. The CONSULTANT agrees to provide the foregoing authorized representatives access to construction or other work sites pertaining to the work being completed under this agreement.
  
  - ii. The CONSULTANT agrees to maintain all books, records, accounts and reports required under the contract for a period of not less than five (5) years after the date of termination or expiration of the contract, except in the event of litigation or settlement of claims arising from the performance of the contract, in which case CONSULTANT agrees to maintain same until the City, the State, applicable administering federal agency, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

- h. **No Obligation by the Federal Government.** The federal government is not a party to this agreement and is not subject to any obligations or liabilities to the non-federal entity, CONSULTANT, or any other party pertaining to any matter resulting from the agreement.
  
- i. **Procurement of Recovered Materials.** The City and CONSULTANT must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 {00512372.2 2976-9201291} Page 6 of 11 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
  
- j. **Prohibition on Contracting for Covered Telecommunications Equipment or Services.** As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause.

- i. **Prohibitions.**

1. Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 CFR § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
  
2. Unless an exception in paragraph (2) of this clause applies, the CONSULTANT and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
  - a. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services

as a substantial or essential component of any system, or as critical technology of any system;

- b. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- c. Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
- d. Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a {00512372.2 2976-9201291} Page 7 of 11 substantial or essential component of any system, or as critical technology as part of any system.

ii. **Exceptions.**

- 1. This clause does not prohibit CONSULTANT from providing:
  - (i) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or (ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
- 2. By necessary implication and regulation, the prohibitions also do not apply to: (i) Covered telecommunications equipment or services that are not used as a substantial or essential component of any system and are not used as critical technology of any system. (ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

iii. **Reporting Requirements.**

- 1. In the event CONSULTANT identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the CONSULTANT is notified of such by a subcontractor at any

tier or by any other source, the CONSULTANT shall report the information to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.

2. The CONSULTANT shall report the required information:

- a. Within one (1) business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
- b. Within ten (10) business days of reporting the information provided for in section a. above: any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or {00512372.2 2976-9201291} Page 8 of 11 services. The CONSULTANT shall insert the substance of this clause, including this in all subcontracts and other contractual instruments.
- k. **Domestic Preference for Procurements.** As appropriate, and to the extent consistent with law, the CONSULTANT should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

- l. **Affirmative Socioeconomic Steps.** If subcontracts are to be let, CONSULTANT is required to take all necessary steps identified in 2 CFR § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- m. **DHS Seal, Logo, and Flags.** CONSULTANT shall not use DHS(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific federal pre-approval.
- n. **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that federal financial assistance will be used to fund the Agreement only. CONSULTANT will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives.
- o. **Fraudulent Statements.** CONSULTANT acknowledges that 31 USC Chap. 38 (Administrative Remedies for False Claims and Statements) applies to CONSULTANT's actions pertaining to this Agreement.
- p. **Suspension and Debarment.** If the Agreement is a covered transaction for purposes of 2 CFR pt. 180 and 2 CFR pt. 3000, CONSULTANT is required to verify that none of the CONSULTANT's agents, principals (defined at 2 CFR § 180.995), or affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935).
  - i. CONSULTANT must comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by City. If it is later determined that CONSULTANT did not comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, in addition to remedies {00512372.2 2976-9201291} Page 9 of 11 available to State and City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
  - ii. The CONSULTANT agrees to comply with the requirements of 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
  - iii. This certification is a material representation of fact relied upon by City. If it is later determined that the CONSULTANT did not comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C in addition to remedies available to City, the federal government may

pursue available remedies, including but not limited to suspension and/or debarment.

- iv. The CONSULTANT agrees to comply with the requirements of 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
  
- q. **Byrd Anti-Lobbying Amendment.** CONSULTANT shall file the required certification pursuant to 31 USC 1352. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 USC § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
  - i. Certification Regarding Lobbying (44 CFR Part 18). The undersigned CONSULTANT certifies, to the best of their knowledge and belief that:
    - 1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
    - 2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or {00512372.2 2976-9201291} Page 10 of 11 employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

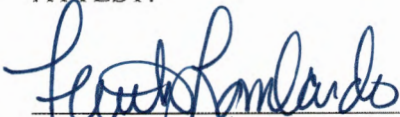
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, USC Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. CONSULTANT certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the CONSULTANT understands and agrees that the provisions of 31 USC Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

4. **ORIGINAL AGREEMENT:** All of the terms and conditions of the Original Agreement, as amended, shall be binding and remain in full force and effect except as expressly amended hereinabove.

**IN WITNESS OF THE FOREGOING**, the parties have set their hands and seals the day and year first written above.

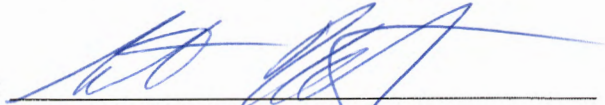
ATTEST:



FAITH LOMBARDO, J.D., CMC  
CITY CLERK

**CITY OF WILTON MANORS, FLORIDA**

BY:



SCOTT NEWTON, MAYOR

7/24/24

DATE

APPROVED AS TO FORM

/s/ Kerry L. Ezrol

KERRY L. EZROL  
CITY ATTORNEY

**WITNESSES:**

[Signature]

Marissa Maring  
Print Name

[Signature]

George Balaban  
Print Name

STATE OF Florida )  
COUNTY OF Broward )

**CONSULTANT:**

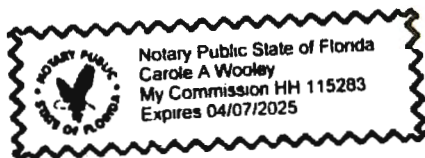
**KIMLEY-HORN AND ASSOCIATES, INC.,** a North Carolina corporation

By: [Signature]  
STEFANO VIOLA, P.E., Authorized Agent

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 17<sup>th</sup> day of July, 2024 by STEFANO VIOLA, P.E., as Authorized Agent of KIMLEY-HORN AND ASSOCIATES, INC., a North Carolina corporation,  who is personally known to me or  has produced \_\_\_\_\_ as identification.

SWORN TO AND SUBSCRIBED BEFORE ME this 17<sup>th</sup> day of July, 2024.

(SEAL)



[Signature]  
NOTARY PUBLIC

**EXHIBIT "A"**



June 6, 2024

Bert Fisher  
Assistant Director  
Emergency Management/Utilities Department  
City of Wilton Manors  
2020 Wilton Drive  
Wilton Manors, Florida 33305

**Re: Proposal for Lift Station #8 Force Main Design  
Wilton Manors, Florida**

Dear Mr. Fisher:

Kimley-Horn and Associates, Inc., (hereinafter referred to as “Consultant”, “We” or “Kimley-Horn”), in connection with the City of Wilton Manors’ “Professional Engineering and Consultant Services Continuing Agreement” contract; RFQ 2020-09, is pleased to submit this proposal to the City of Wilton Manors, (hereinafter referred to as “Client” or “City”) to provide professional services associated with preparing construction documents for the Lift Station #8 Force Main Design project.

### **Project Understanding**

The City of Wilton Manors is seeking force main and lift station improvements for their existing Lift Station #8 (LS 8) to increase system capacity, improve system efficiency, and reduce system maintenance. The improvements consist of replacing the existing 6” DIP force main piping and valves from the existing pumps within the wet well and valve vault with 6” stainless steel force main, and installing new 6” HDPE force main via horizontal directional drill (HDD) from LS 8 to a new manhole at the intersection of NE 26<sup>th</sup> Street and NE 5<sup>th</sup> Ave. The total length of the proposed force main is approximately 1,500 LF. The improvements also include the replacement of the LS 8 flow meter, the installation of a new passive odor control unit, and proposed screening of the existing LS 8. The proposed professional services include design, permitting, bidding assistance, and construction phase services.

### **Scope of Services**

Kimley-Horn will provide the services specifically set forth below.

#### **TASK 1: TOPOGRAPHICAL SURVEY**

The Surveyor Sub-consultant, Stoner and Associates, Inc., will prepare a Topographic Survey meeting the Standards of Practice established by The Board of Professional Surveyors and Mappers within the State of Florida. The survey will be used as the base map for overlaying the proposed design and will be limited to the intersections of NE 5<sup>th</sup> Avenue with NE 21<sup>st</sup> Court and NE 26<sup>th</sup> Street (including LS 8 located in the southeast quadrant of NE 5<sup>th</sup> Street and NE 21<sup>st</sup> Court. During this phase, the Sub-consultant will perform the following tasks:

- The survey will extend to the right of way lines and 25’ feet beyond the radius return at the two intersections identified above.

- Establish Project control points to support the survey efforts.
- Vertical control (elevations) will be based on North American Vertical Datum of 1988 (NAVD 88) and relative to the nearest governmental benchmarks.
- Horizontal control will be based on the Florida State Plane Coordinates System, East Zone, North American Datum of 83/2011 (NAD 83/2011), referenced to the Florida Permanent Reference Network (FPRN) maintained by the Florida Department of Transportation (FDOT).
- Depict on the survey the Project Benchmarks set by Sub-consultant.
- Obtain elevations at locations no more than 50 feet apart and at high and low spots.
- Locate surface features within the survey limits as follows: pavement, driveways, paved swales, sidewalks, slabs, back of curbs, walls, fences, and signage.
- Locate visible surface evidence of utilities as follows: utility poles, guy wires, street lighting, storm sewer structures, sanitary sewer structures, wire pull boxes, cable enclosures, utility cabinets, valves, valve boxes, meter boxes, backflow preventers, fire hydrants, and overhead utilities.
- Measure the rim, bottom and invert elevation of sanitary and storm sewer structures that are accessible. Determine pipe types, size, and flow direction, when possible, including the culvert pipes. Structures located within active roadways will be as-built at the field crew's discretion, based on safety considerations.
- Locate trees 3" in diameter or larger. Denote diameter and common tree name only. Prepare a Tree Table which lists each tree species by common name, survey point number, and trunk diameter.
- Exotic and invasive (nuisance) trees, Ornamental plants, shrubs, ground cover will not be located.
- This proposal does not include a Boundary Survey of the property described above or a Right-of-Way Survey of the adjacent roads.
- Tie in any subdivision corners, lot corners and plat corners which can be located along the Right-of-Way lines.
- Calculate and depict on the survey road rights-of-way/property lines for informational purposes only.
- The drafting scale of the survey will be 1" = 20' unless otherwise specified by the Client.

#### **Deliverables:**

- Basemap survey plan in digital AutoCAD and PDF formats prepared by a professional land surveyor registered in the State of Florida.

#### **TASK 2: GEOTECHNICAL SERVICES**

The Geotechnical Sub-consultant, Tierra South Florida, Inc. (TSFGeo), will perform the following services:

- Four (4) Standard Penetration Test (SPT) borings to 50 feet.
- Two (2) Pavement Cores.

Boring locations will be located in the field by TSFGeo personnel by measuring distances with a tape from known reference points. Prior to drilling at the project site, TSFGeo will notify the local utility companies and request that underground utilities be marked. TSFGeo's experience, however, is that the utility companies will not mark privately owned utilities. This proposal assumes that utility lines

will be located in the field by others prior to mobilization of the drill rig, if the Florida 811 Utility System does not clear the site. TSFGEO will recommend a utility line locating service upon request.

A geotechnical engineer will evaluate the results of all drilling and laboratory testing. A report will be issued that contains the information noted in the table below:

Technical Area	Description of Report Items
General	<ul style="list-style-type: none"> <li>- Summary of USDA Soil Information for the project area</li> <li>- Soil Profiles</li> <li>- Boring Location Plan</li> <li>- Results and Summary data for Laboratory Testing</li> </ul>
Directional Drill	<ul style="list-style-type: none"> <li>- Discussion of issues that may affect the drill pits.</li> <li>- Soil parameters for estimate loads on the walls</li> </ul>
Cores	<ul style="list-style-type: none"> <li>- Summary of Existing Conditions (Condition, Cracks, Asphalt Layers, Base Layer, Stabilized Subgrade, Ruts, Cross-Slope, etc.)</li> <li>- Photograph of core location in the field</li> <li>- Photograph of the core specimen in the laboratory</li> </ul>

**Deliverables:**

- Electronic copy of the geotechnical report signed and sealed by a professional engineer.

**TASK 3: PROJECT KICK-OFF AND PRELIMINARY DESIGN**

As part of the preliminary design, Kimley-Horn will perform the following due diligence tasks:

- Contact utility owners/companies and request available information depicting the locations and configuration of existing utilities within and around the project area.
- Review field survey files and as-built/atlas information provided by the City.
- Perform a site walk to coordinate the information on the field survey provided by the City.

Based on preliminary site observations, Kimley-Horn will provide a preliminary design to reflect the proposed force main. The preliminary design will be conceptual/schematic to establish preliminary plan sheets and a project approach for LS 8 improvements. Kimley-Horn will prepare for and coordinate a kick-off meeting with the City of Wilton Manors’ staff to discuss the proposed project improvements/preliminary design and develop project goals. The following items will be discussed as part of the kick-off meeting:

- Discuss the preliminary design approach prior to proceeding with 60% Design.
- Discuss project schedule.

**Deliverables:**

- Preliminary design.
- Proposed project schedule.
- Kick-off meeting minutes.

**TASK 4: 60% DESIGN SUBMITTAL**

Base on the preliminary design data discussed above, the intent of this task is to prepare the 60% design submittal denoting the proposed horizontal and vertical alignments for the force main improvements as follows:

- Perform preliminary coordination with regulatory agencies having jurisdiction over the project to discuss permitting requirements for both open cut and HDD applications, required fees, and estimated durations for approval.
- Prepare 60% plans for the proposed HDD force main improvements within the project area. The 60% plans will be a horizontal and vertical alignment in both plan and profile view for coordination of the proposed approach.
- The profile views will provide the “best available” locations, depths and sizes of existing underground utilities that cross and may be in potential conflict with the proposed force main.
- The 60% plans will consist of a cover sheet with location map, general notes, key sheet, force main plan and profiles, pump station improvements in plan and cross section, and general construction notes and details. The force main and lift station improvements will be based on City and/or Broward County utility standards.
- The Consultant shall prepare an initial opinion of probable cost (OPC) based on the 60% design submittal.
- The Consultant shall submit 60% design submittal for City review. The 60% plans shall be submitted on 11” x 17” plan sheets.
- The Consultant shall attend one (1) coordination meeting with the City to address/review comments.

#### **Deliverables:**

- Three (3) original sets of the 60% design submittal (11” x 17” plan sheets), one (1) electronic copy.
- One (1) copy of the preliminary OPC.

#### **TASK 5: PERMITTING**

Kimley-Horn will prepare permit applications with supporting documentation to the following jurisdictional regulatory agencies. Kimley-Horn will address comments for the regulatory agency submittals identified below.

1. **Florida Department of Environmental Protection (FDEP)/Broward County Environmental Protection & Growth Management (BCEPGMD)**
  - a. Domestic Wastewater Collection/Transmission Individual Permit and License for Installation of Wastewater Collection/Transmission System
2. **Broward County Traffic and Engineering Division (BCTED)**
  - a. Signing and marking approval
3. **National Pollutant Discharge Elimination System (NPDES):**
  - a. Notice of Intent
  - b. Preparation of Storm Water Pollution Prevention Plans (SWPPP) – City’s Contractor shall complete the necessary application and submittal to obtain the general permit. The City’s contractor shall be responsible for obtaining, maintaining, and operating the construction site according to the EPA and NPDES guidelines.
4. **City of Wilton Manors**
  - a. City Engineering/Public Works

No other agency approvals are included in this scope of services other than those identified above. Kimley-Horn does not guarantee the issuance of permits or approvals. If permits are issued for this

project, the conditions and expiration dates are the sole responsibility of the City. Kimley-Horn is not responsible for extending time limited entitlements or permits. The City shall provide all permit fees.

## **TASK 6: FINAL DESIGN SUBMITTAL**

Once the 60% design plans have been approved by the City, these will be used as the basis for preparing the final design plans. Contract or “Front End” documents will be provided by the City and reviewed by Kimley-Horn for general coordination with the design plans.

During this task, Kimley-Horn will perform the following:

- Revise the drawings listed in Task 4 per the City and permitting agency comments.
- Finalize the design plan submittal.
- Determine anticipated construction time for contract purposes.
- Update the engineer’s opinion of probable construction costs.
- Prepare a bid form that will list the separate pay items, estimated quantities, and units.
- Provide the City with a project description to be included in the City’s front-end documents.

### **Deliverables:**

- Final design plans in 24” x 36” hard copies and electronic format.
- Updated engineer’s opinion of probable construction cost for the proposed improvements.
- AutoCAD files of construction documents.
- Electronic files of specifications or reports prepared related to this project.

## **TASK 7: LIMITED BIDDING ASSISTANCE**

It is our understanding that the City will use a competitive bidding process to award the contract to a qualified contractor to construct the improvements. Kimley-Horn shall consult with and advise the City for the proposed improvements during the bidding process. This task is limited to attendance of one (1) pre-bid meeting and issuance of addenda in response to interested contractor questions or requests for information during the bid process. All responses by Kimley-Horn will be approved by the City prior to issuance. Once bids are received, Kimley-Horn shall review the bids and provide a recommendation to the City associated with the apparent low bidder’s price proposal. The City will be responsible in making the award.

## **TASK 8: LIMITED CONSTRUCTION PHASE SERVICES**

This task is to provide limited construction phase services during construction of the project. The seven separate construction phase sub tasks associated with the City’s Lift Station #8 Force Main Design project are as follows:

1. **Pre-Construction Conference**
2. **Meetings**
3. **Resident Project Representative**
4. **Shop Drawing Review**
5. **Contract Clarification**
6. **Review of Pay Application**
7. **Project Close-out**

The construction duration for the scope of work is six (6) months.

**8.1 Pre-Construction Conference.** Consultant will attend a Pre-Construction Conference before the start of construction.

**8.2 Meetings.** Kimley-Horn shall attend bi-monthly progress meetings with the Contractor(s) to assess the project schedule and Contractor progress for the duration of the construction process. This task includes twelve (12) meetings.

**8.2 Resident Project Representative.** A Resident Project Representative (“RPR”) shall be furnished by Kimley-Horn and shall act as directed by Kimley-Horn in observing performance of the work of the Contractor(s).

The RPR shall visit the site on average two (2) times per week, for an average of two (2) hours per day, for twenty-six (26) weeks (total of 52 visits) at the various stages of construction to observe the progress and quality of the executed work of the Contractor(s) and to determine if such work is proceeding in accordance with the contract documents for the construction of the improvements (the “Contract Documents”). The RPR shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). The RPR’s efforts will be directed toward providing the City with a greater degree of confidence that the completed work of Contractor(s) will conform to the Contract Documents. The RPR shall not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During such visits and on the basis of on-site observations, Kimley-Horn shall keep the City informed of the progress of the work, shall endeavor to protect the City against defects and deficiencies in such work, and may disapprove or reject work if it fails to conform to the Contract Documents. Kimley-Horn shall perform the observations in accordance with the standard of care of the profession at the time of service.

The RPR shall prepare and submit monthly reports to the City of the field visits describing the general working conditions, areas of construction activity, tests performed, and special and unusual events.

**8.3 Shop Drawing Review.** Kimley-Horn shall review and approve (or take other appropriate action in respect of) Shop Drawings (as that term is defined in the General Conditions of each construction contract) and samples and other data that each Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such review and approval, or other action, shall not extend to means, methods, sequences, techniques or procedures of construction, or safety precautions and programs incident hereto. Kimley-Horn shall perform these reviews in accordance with the standard of care of the profession at the time of service.

Kimley-Horn shall consult with and advise the City as to the acceptability of substitute materials and equipment that are proposed by the prime contractor(s) hereinafter called “Contractor(s)”.

**8.4 Contract Clarifications.** Kimley-Horn shall issue the City’s instructions to Contractor(s), as well as issue necessary interpretations and clarifications of the plans and specifications in connection therewith and review change orders as required.

**8.5 Review of Pay Application.** Based on Kimley-Horn’s on-site observations and upon review of applications for payment and the accompanying data and schedules, Kimley-Horn shall determine

the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment shall constitute a representation to the City based on such observations and review that the work has progressed to the point indicated and that, to the best of Kimley-Horn's knowledge, information, and belief, the quality of work is in accordance with the Contract Documents (subject to any qualifications stated in Kimley-Horn's recommendations), and that payment of the amount recommended is due to Contractor(s).

By recommending any payment, Kimley-Horn shall not thereby be deemed to have represented that observations made by Kimley-Horn to check Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Kimley-Horn in this Agreement. Neither Kimley-Horn's review of Contractor's work for the purposes of recommending payments nor Kimley-Horn's recommendation of any payment including final payment will impose on Kimley-Horn responsibility to supervise, direct, or control Contractor's work in progress or for the means, methods, techniques, equipment choice and usage, sequences, or procedures of construction of safety precautions or programs incident thereto, nor Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work.

**8.6 Project Close-out.** Kimley-Horn shall review the Project to determine if the Project is substantially complete and conduct a final review to determine if the work has been completed in accordance with the Contract Documents. If the Contractor has fulfilled all of his obligations there under, Kimley-Horn may recommend, in writing, final payment to each Contractor and may give written notice to the City and the Contractor(s) that the work is acceptable (subject to any conditions therein expressed).

Kimley-Horn will review project record drawings prepared, provided, and certified by the Contractor. One set of reproducible "As-Built" drawings will be provided to the City. Kimley-Horn will provide our certification language and sign and seal the "As-Built" to confirm our review of the documents.

Kimley-Horn shall not be responsible for the acts or omissions of any Contractor or subcontractor, any of the Contractor(s)' or subcontractor(s)' agents or employees, or any other persons (except Kimley-Horn's own employees and agents) at the site or otherwise performing any of the Contractor(s)' work.

## ADDITIONAL SERVICES

Kimley-Horn will provide, as requested and authorized by the City, additional services that may be required above and beyond those described in **Tasks 1 through 8**. These services may include but are not limited to such items as the following:

- Subsurface utility exploration (SUE).
- Construction phase services beyond the anticipated six (6) month construction duration.
- Relocations/modifications of existing utilities other than the City's force main improvements.
- Sketch and legal drawings for the purpose of obtaining easements.
- Roadway and/or sidewalk design/improvements other than site restoration for the proposed force main improvements.
- Drainage design/improvements.

- Landscaping and irrigation design/improvements.
- Force main hydraulic modeling and/or sizing analysis.
- Chemical feed odor control unit design.
- Development of record drawings.
- Public outreach program.

## SCHEDULE

The Consultant will provide services as expeditiously as practicable to meet a mutually agreed upon schedule.

## FEE AND BILLING

The consultant will accomplish the services outlined in **Tasks 1-8** for the Lump Sum Fee of **\$93,630**. All permitting, application, and similar project fees if applicable will be paid directly by the City.

Tasks	Descriptions	Fee
Task 1	– Topographical Survey	\$9,410
Task 2	– Geotechnical Services	\$13,465
Task 3	– Project Kick-off and Preliminary Design	\$4,690
Task 4	– 60% Design Submittal	\$16,195
Task 5	– Permitting	\$7,000
Task 6	– Final Design Submittal	\$14,800
Task 7	– Limited Bidding Assistance	\$3,080
Task 8	– Limited Construction Phase Services	\$24,990
<b>TOTAL LUMP SUM</b>		<b>\$93,630</b>

If authorized by the City, additional services will be billed hourly as needed.

## CLOSURE

The terms and conditions of the City of Wilton Manors’ “Professional Engineering and Consultant Services Continuing Agreement” contract; RFQ 2020-09; shall govern this scope of services.

We appreciate this opportunity to submit this proposal. If you have any questions or need additional information, please contact us at (954) 535-5100.

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**



Marissa Maring, P.E.  
**Project Manager**



Stefano Viola, P.E.  
**Vice President**

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MAN POWER ESTIMATE

PROJECT:	Lift Station #8 Force Main Design						SHEET:				
CLIENT:	City of Wilton Manors						FILE NO.:				
ESTIMATOR:	Marissa Maring, P.E.						DATE:	6/6/2024			
DESCRIPTION:	DIRECT LABOR (MAN-HOURS)										
	Principal	Project Manager	Project Engineer	Associate Engineer	Designer	Construction Specialist	Clerical	Sub-Consultants	Totals		
<b>Task 1 - Topographical Survey</b>											
Survey Coordination		1		1			2			\$420.00	
Topographic Survey (Stoner and Associates, Inc.)								\$8,990		\$8,990.00	
<b>Task 2 - Geotechnical Services</b>											
Geotechnical Coordination		1		1			2			\$420.00	
Geotechnical Services (Tierra South Florida, Inc.)								\$13,045		\$13,045.00	
<b>Task 3 - Project Kick-Off and Preliminary Design</b>											
Contact utility owners/companies				4			2			\$590.00	
Review field survey and as-builts/atlas			2	6						\$960.00	
Perform site walk		3		3						\$870.00	
Preliminary Design			2	6	4					\$1,400.00	
Kick-off meeting with City		3		3						\$870.00	
<b>Task 4 - 60% Design Submittal</b>											
Perform preliminary coordination with regulatory agencies			2	4			2			\$860.00	
Prepare 60% plans in plan and profile	3	4	12	30	50		2			\$12,045.00	
Prepare preliminary OPC		2	4	9						\$1,925.00	
60% design submittal to the City			1	2			2			\$495.00	
Attend meeting with City to discuss 60% design submittal		3		3						\$870.00	
<b>Task 5 - Permitting</b>											
FDEP/BCEP/GMD		2	4	15						\$2,615.00	
BCTED		2		10						\$1,500.00	
NPDES			2	5						\$845.00	
City of Wilton Manors		2	4	10						\$2,040.00	
<b>Task 6 - Final Design Submittal</b>											
Address 60% comments from City and permitting agencies			4	12			2			\$2,050.00	
Prepare final design plans	2	2	8	18	30		2			\$7,360.00	
Determine anticipated construction time		2								\$350.00	
Update the OPC		2	3	7						\$1,560.00	
Prepare bid form		10		12						\$3,130.00	
Prepare project description for City		2								\$350.00	
<b>Task 7 - Limited Bidding Assistance</b>											
Pre-bid meeting		3		3						\$870.00	
Respond to RFI's		2		8			2			\$1,400.00	
Bid review and recommendation		2		4						\$810.00	
<b>Task 8 - Limited Construction Phase Services</b>											
Pre-Construction Conference		3					3			\$825.00	
Meetings		36					12			\$7,500.00	
Resident Project Representative			6				104			\$11,210.00	
Shop Drawing Review			10				2			\$1,480.00	
Contract Clarification			10							\$1,350.00	
Review of Pay Application		2	6	3						\$1,160.00	
Project Close Out		3	6				2			\$1,465.00	
<b>TOTAL HOURS</b>	5	92	86	176	84	119	22			\$22,035.00	
<b>LABOR RATE (\$/HOUR)</b>	215.00	175.00	135.00	115.00	110.00	100.00	65.00		1.0		
<b>SUBTOTAL</b>	\$1,075.00	\$16,100.00	\$11,610.00	\$20,240.00	\$9,240.00	\$11,900.00	\$1,430.00			\$22,035.00	
<b>PAGE TOTAL</b>	\$93,630.00									\$93,630.00	

# Lift Station #8 Project Map



# Purchase Requisition

Purchase Requisition No 24-1490

Requested Date 07/08/2024  
Required Date  
Ordered By

Department 5440  
PUBLIC SERVICES

Preferred Vendor 014503  
KIMLEY-HORN & ASSOCIATES, INC.  
Address P.O. BOX 932520

Req. Description LS-8 UPGRADES, FORCE MAIN REPLACEMENT & EXTENSION

Quantity	Units	Description	Unit Price	Amount
1	EACH	LS-8 FORCE MAIN REPLACEMENT & EXTENSION 402-5332-5955.000	93,630.00 93,630.00	93,630.00
			<b>Total:</b>	<b>93,630.00</b>

Approved By *ae m* *[Signature]* Date *7/11*

*City Manager*

# REQUEST FOR CHANGE ORDER

To: Finance Department

Date: 03 02 2026

Attn: Purchasing Coordinator

From (Name): Bert Fisher Phone #: x2190

Department: EM/Utilities P.O./REQ # 24-1490

Vendor: Kimley-Horn and Associates, Inc.

Please issue a change order for the above referenced Purchase Order

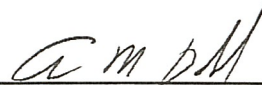
Please note type of change specific to P.O. line item: qty, description, unit price, cancel order, close P.O., add replacement item, add item, or other change. P.O. increases in excess of 5% of the original Purchase Order amount will require approval by the City Commission.

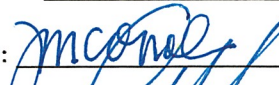
Justification for Change Order: The specifications for the new pumps at Lift Station #8 require electrical system upgrades.

Requested Change(s):

- P.O. Line Item #: \_\_\_\_\_ Requested Change: + \$ 11,680 (CO #1 +12.47%)
- P.O. Line Item #: \_\_\_\_\_ Requested Change: \_\_\_\_\_
- P.O. Line Item #: \_\_\_\_\_ Requested Change: \_\_\_\_\_
- P.O. Line Item #: \_\_\_\_\_ Requested Change: \_\_\_\_\_
- P.O. Line Item #: \_\_\_\_\_ Requested Change: \_\_\_\_\_
- P.O. Line Item #: \_\_\_\_\_ Requested Change: \_\_\_\_\_
- P.O. Line Item #: \_\_\_\_\_ Requested Change: \_\_\_\_\_
- P.O. Line Item #: \_\_\_\_\_ Requested Change: \_\_\_\_\_

Approvals:

Department Head: 

Finance Director: 

City Manager:  3/9/26



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## COMMISSION AGENDA REPORT

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**MEETING DATE:** Tuesday, March 24, 2026

**From:** Gary Blocker, Chief of Police

**Prepared by:** Laurel Sheley, Office Manager

(a) **Subject:** Motion to approve disbursement of Law Enforcement Forfeiture Trust Fund monies as a contribution to Lucky Lightyear Foundation Inc.

(b) **City Manager Recommendation:**

(c) **Report In Brief:** The Wilton Manors Police Department requests Commission approval of this motion authorizing the expenditure of Law Enforcement Trust Fund (LEFTF) monies during Fiscal Year 2025/26, as outlined in the attached memorandum.

(d) **Discussion:**

The Wilton Manors Police Department seeks City Commission approval to authorize the disbursement of \$1,000 from the Law Enforcement Forfeiture Trust Fund (LEFTF) to the Lucky Lightyear Foundation Inc.

The Lucky Lightyear Foundation Inc. is a nonprofit organization established in 2023 committed to creating safe, affirming environments and reducing barriers for LGBTQ+ individuals, with a particular focus on Black LGBTQ+ communities. The organization promotes safety, empathy, and community resilience through leadership development, strategic convenings, and resource-building initiatives.

The requested funding will support the "A Call to Keep" Black LGBTQ+ Leaders Summit, a community-focused leadership and public safety convening to be held in Wilton Manors. The summit will bring together local and national leaders to engage in collaborative dialogue centered on neighborhood safety, violence reduction, and community-based prevention strategies. By fostering proactive engagement, cross-sector collaboration, and community-driven solutions, the initiative supports the development of safer neighborhoods and aligns with the statutory purposes of the Law Enforcement Trust Fund.

The Chief of Police certifies that this expenditure meets the criteria set forth under Florida State Statutes, Chapter 932, Section 932.7055. This expenditure also aligns with the objectives of the Law Enforcement Forfeiture Trust Fund (LEFTF) by fostering community trust, enhancing police-community relations and supporting proactive crime prevention through

inclusive outreach.

- (e) **Strategic Plan Consistency:** Goal C: Enhance Quality of Life and Livability
- (f) **Concurrences:**
- (g) **Fiscal Impact:** There is no impact on the general fund. Expenditures from the Law Enforcement Forfeiture Trust Funds, totaling \$1,000, will be appropriated from the State Forfeiture Fund 165.
- (h) **Alternatives:**
- (i) **Attachments:**
  1. LEFTF Commission Approval Memo\_FY25\_26
  2. LETF Request for Funding (Lucky Lightyear Foundation)
  3. Organizational registration and tax-exempt status documentation



# WILTON MANORS POLICE DEPARTMENT


**Gary Blocker**  
Chief of Police



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2020 WILTON DRIVE, WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

**TO:** Mayor and Members of the City Commission

**FROM:** Gary Blocker, Chief of Police 

**CC:** Leigh Ann Henderson, City Manager  
Kerry Ezrol, City Attorney  
Carol Conol, Finance Director

**DATE:** March 24, 2026

**REF:** Use of Law Enforcement Forfeiture Trust Funds FY 2024/2025 - Certification of Compliance with Section 932.7055(5), Florida Statutes and Request for Approval to spend State Forfeiture Funds received through Equitable Sharing

## Law Enforcement Forfeiture Trust Funds - State

Florida Statutes Sections 932.701 - 932.7062 shall be known and may be cited as the “Florida Contraband Forfeiture Act.”

Florida Statutes, Section 932.703(1)(a) instructs us in that a contraband article, vessel, motor vehicle, aircraft, other personal property, or real property used in violation of any provision of the Florida Contraband Forfeiture Act, or in, upon, or by means of which any violation of the Florida Contraband Forfeiture Act has taken or is taking place, may be seized and shall be forfeited subject to the Florida Contraband Forfeiture Act.

Florida Statutes, Section 932.7055(5)(a) instructs us in that if the seizing agency is a county or municipal agency, the remaining proceeds shall be deposited in a special law enforcement trust fund established by the board of county commissioners or the governing body of the municipality. Such proceeds and interest earned therefrom shall be used for school resource officer, crime prevention, safe neighborhood, drug abuse education and prevention programs, or for other law enforcement purposes, which include defraying the cost of protracted or complex investigations, providing additional equipment or expertise, purchasing automated external defibrillators for use in law enforcement vehicles, and providing matching funds to obtain federal grants. The proceeds and interest may not be used to meet normal operating expenses of the law enforcement agency.

Florida Statutes, Section 932.7055(5)(b) instructs us in that these funds may be expended upon request by the sheriff to the board of county commissioners or by the chief of police to the governing body of the municipality, accompanied by a written certification that the request complies with the provisions of this subsection, and only upon appropriation to the sheriff's office or police department by the board of county commissioners or the governing body of the municipality.

Florida Statutes, Section 932.7055(5)(c) instructs us that an agency or organization, other than the seizing agency, that wishes to receive such funds shall apply to the sheriff or chief of police for an appropriation and its application shall be accompanied by a written certification that the moneys will be used for an authorized



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Page 58 of 305



Nextdoor



Saferwatch



purpose. Such requests for expenditures shall include a statement describing anticipated recurring costs for the agency for subsequent fiscal years. An agency or organization that receives money pursuant to this subsection shall provide an accounting for such moneys and shall furnish the same reports as an agency of the county or municipality that receives public funds. Such funds may be expended in accordance with the following procedures:

1. Such funds may be used only for school resource officer, crime prevention, safe neighborhood, drug abuse education, or drug prevention programs or such other law enforcement purposes as the board of county commissioners or governing body of the municipality deems appropriate.
2. Such funds shall not be a source of revenue to meet normal operating needs of the law enforcement agency.
3. Any local law enforcement agency that acquires at least \$15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 25 percent of such proceeds for the support or operation of any drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program or programs. The local law enforcement agency has the discretion to determine which program or programs will receive the designated proceeds.

### Nonprofit Organization Disbursement Request

I respectfully request authorization from the City Commission to disburse \$2,000 from the Law Enforcement Forfeiture Trust Fund (LEFT) in response to a funding requests submitted by two nonprofit organizations whose applications have been reviewed and determined to be compliant with Section 932.70555, Florida Statutes.

Both organizations support community-based initiatives that align with statutory purposes of the Law Enforcement Forfeiture Trust Fund, including crime prevention, safe neighborhood initiatives, diversion and proactive community engagement.

### Canine Assisted Therapy, Inc. – \$1,000

Canine Assisted Therapy, Inc. is a Florida-based nonprofit with over 16 years of experience providing certified animal-assisted therapy services to individuals and communities in need. The organization trains and deploys professional therapy dog teams to support emotional regulation, stress reduction, and crisis prevention for diverse populations, including youth, individuals experiencing homelessness, survivors of violence, individuals with mental health or substance use challenges, and first responders.

The requested funding will support the organization’s Animal-Assisted Therapy Program, which delivers structured, trauma-informed services in schools, community settings, and police- or community-supported events within Wilton Manors. These services promote emotional stabilization, positive coping skills, and reduced behavioral escalations supporting crime prevention efforts and reducing the need for emergency law enforcement intervention.





# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

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2020 WILTON DRIVE, WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

## Lucky Lightyear Foundation – \$1,000

The Lucky Lightyear Foundation is a nonprofit organization founded in 2023 that focuses on creating safe, affirming spaces and removing barriers for LGBTQ+ individuals, with particular emphasis on Black LGBTQ+ communities. The organization advances safety, empathy, and community resilience through leadership development, convenings, and resource-building initiatives.

The requested funding will support the “A Call to Keep” Black LGBTQ+ Leaders Summit, a community-focused leadership and safety convening to be held in Wilton Manors. The program brings together local and national leaders to engage in dialogue on neighborhood safety, violence reduction, and community-based prevention strategies. The initiative supports the development of safer neighborhoods through dialogue, collaboration, and proactive engagement aligned with LETF statutory purposes.

Nonprofit Organizations	Amount
Canine Assisted Therapy, Inc.	\$1,000.00
Lucky Lightyear Foundation	\$1,000.00
<b>Total Requested</b>	<b>\$2,000.00</b>

## Certification of Compliance

After reviewing Florida State Statutes, Chapter 932, I have determined these prospective purchases, disbursement, and community program funding meet the criteria set forth under Florida State Statute Florida Statutes Section 932.7055. I certify that the expenditure of these Law Enforcement Forfeiture Trust Fund monies listed in this memorandum meets these criteria. At this time, I respectfully request approval for the above amounts to be expended from the State Law Enforcement Forfeiture Trust Funds to purchase these items as necessary. Thank you!



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Nextdoor



Saferwatch

Print

**Law Enforcement Trust Fund (LETF) Request for Funding - Submission #6179**

**Date Submitted: 1/21/2026**

Thank you for your interest in our Law Enforcement Trust Fund (LETF) grant program, and for submitting your request for funding. The Wilton Manors Police Department (WMPD) recognizes the vast quantity of services that not-for-profit organizations provide the community and residents of Wilton Manors. We understand LETF Funds are vital to our mission of connecting with youth and providing programs, mentorships and assistance, and we are committed to supporting these agencies in any way we can.

A member of our team will contact you in the coming weeks following our review of your application package. If you have any questions in the meantime, you may contact us at (954) 390.2158. Thank you!!!

**\* Indicates a Required Field**

**APPLICANT/AGENCY INFORMATION**

**Applicant Agency Legal Name (as listed on sunbiz.org)\***

Lucky Lightyear Foundation

**Address1**

PO Box 70802

**City**

Oakland Park

**State**

FL

**Zip**

33306

**Main Administrative Address\***

514 NE 26th Drive

**City\***

Wilton Manors

**State\***

FL

**Zip\***

33334

**Primary Phone Number\***

9542611380

**Secondary Phone Number**

**Email Address\***

jasmen@luckylightyear.org

**Website\***

www.luckylightyear.org

**CEO/Executive Director\***

Iris González

**PROGRAM INFORMATION**

*Maximum characters for long answers is 1,000.*

**Program Title\***

"A Call to Keep" Black LGBTQ+ Leaders Summit

**Name/Title of Program Contact\***

Jasmen Rogers, Planning Committee Co-Lead

**Phone Number\***

9542611380

**Email Address\***

jasmen@luckylightyear.com

**Address1\***

PO Box 70802

**City\***

Oakland Park

**State\***

FL

**Zip\***

33306

**Total Program Budget\***

\$10,000

**Amount Requested\***

\$1,000

**ORGANIZATION'S BACKGROUND: Provide a concise description of the Applicant Agency, including its history, years of operation, general mission statements, and primary services provided. \***

At Lucky Lightyear Foundation we're committed to removing barriers and supporting the wildest dreams of every LGBTQ+ person. We understand the unique challenges LGBTQ+ people of all ages face navigating the intersections of identity, finding safe spaces in community, and pursuing opportunities and connection without fear.

We support LGBTQ+ people and organizations through direct resources and creating affirming spaces to amplify joy. Since our inception in 2023, we have maintained a commitment to our guiding principles:

- Safety: We participate in and create spaces for everyone to show up as their full selves, eliminating violence and barriers for LGBTQ+ people and ensuring everyone is seen and valued.
- Empathy: Through deep kindness and generosity, we're committed to understanding, sharing, and following through.
- Curiosity: We are dedicated to constant wonder and knowledge seeking, which is the foundation of our advocacy on behalf of ourselves and others.

**LETF Category/Statutory Requirement\***

- Crime Prevention
- Drug Treatment or Abuse Prevention/Education
- Safe Neighborhood

**Wilton Manors P.D. Priority Area\***

- Diverting Youth from Criminal Justice System
- Reducing Gun Violence/Violent Crime
- Programs that assist the Unhoused/Mentally Ill

**Provide a program summary or overview of program services.\***

"A Call to Keep" Black LGBTQ+ Leaders Summit will hold necessary conversation with movement and organizational leaders from across the nation, guided by the unique stories and expertise of Black LGBTQ+ Floridians. This space is intended to be an invite only call to advancing the safety of LGBTQ+ people within our communities.

"A Call to Keep" is an integral piece of Florida BlaQ Out Pride Weekend, a national celebration of Black LGBTQ+ brilliance, grounded in Florida's Black LGBTQ+ liberation, community, and joy.

**How does your proposed project address the LETF category (listed above) or the Wilton Manors Police Department's priority area?\***

Safety is defined and realized at the intersections of our identities. By bringing together local and national leaders for a conversation about what actually keeps neighborhoods safe for everyone, we can begin to vision and implement new ways of being that reduce crime and stigma, and increase our capacity to act.

This summit also brings together leaders across industry (healthcare, housing, wellness, etc) to share their innovative approaches to safety.

**Why is this funding needed (what community needs or problems would be addressed?) What data suggests this program should be implemented with this population or in this geographical location? \***

It is widely known that Florida has become one of the most politically hostile states toward LGBTQ+ people, especially Black and trans communities. On our most hopeful days, LGBTQ+ communities are coming together to protect, defend, and uplift each other. But for those at the intersections of race, gender, and sexuality, the gaps in our work become glaring. Black LGBTQ+ stories are still too often excluded from dominant narratives and our joy is still made invisible in Pride celebrations, particularly in South Florida.

Wilton Manors is a well known "gayborhood," that boasts safety for LGBTQ+ people. However, Black LGBTQ+ people have seldom been centered in the conversations around safety within the city. "A Call to Keep" brings this conversation front and center, connecting the safety of Black LGBTQ+ people in Wilton Manors to those across the country.

**Describe in detail how the program will be implemented: (Include details of Who, What, Where, and When) Ensure responses include program successes or challenges if previously funded, why the Agency needs the funding, and its impact on the community. All programs must address a specific population, and the narrative should indicate the number of clients served and services provided. \***

"A Call to Keep" will take place in Hagen Park, with two panel discussions and several breakout groups intended to foster intentional conversation, network weaving, and actionable next steps. Currently, panelist invitations have been sent to local and national Black LGBTQ+ leaders to participate in these important discussions. The anticipated attendance will be 75-100 people, primarily Black LGBTQ+ and allies.

**Describe the Applicant's Agency experience in serving the target population and the capacity of the Applicant Agency to undertake the proposed program. \***

The Lucky Lightyear Foundation is committed to supporting the wildest dreams of LGBTQ+ people through connection, building skills, and giving back. By removing barriers, big and small, we center LGBTQ+ people's joy and resilience.

Through our work, we meet LGBTQ+ people at their intersections (LGBTQ+ and.. Black, Latina, disabled, immigrant, athlete, young, etc). This commitment and the intention with which we have built our board and our partnerships makes us uniquely poised to continue the deep work of Back to BlaQ/Florida BlaQ Out Weekend. This is evidenced by: our existing fund for trans folks at TransInclusive Group, event sponsorships, supporting an affirming entrance into college for LGBTQ+ high schoolers, our online resource library with provides resources for LGBTQ+ people and allies, as well as our partnerships with other LGBTQ+ organizations.

**Has your Agency received previous LETF funding? (If yes, identify the source and the dollar (\$) amount and provide performance data regarding your contracted outcomes for the fiscal years your Agency was funded.)\***

No LETF funds have been received previously.

**TOTAL PROGRAM LINE BUDGET**

**Please provide an estimated line item budget for your program. Project budget should ONLY include costs related to your funding request. Other match funds should not be included below.\***

Catering (Breakfast and Lunch) - \$5,000  
Speaker/Panelist Honorariums - \$5,000  
Printing and Materials - \$1,000

**Budget Narrative. Explain how this budget will allow the Agency to achieve its program goals and objectives.\***

This budget allows for us to hear from local and national voices who are reimagining safety in Black LGBTQ+ communities.

**SIGNATURE/CERTIFICATION**

*By checking each box below, the applicant agrees to comply with the following terms and conditions if awarded LETF funding, and acknowledges their understanding of program requirements and expectations.*

**PERIOD OF PERFORMANCE\***

APPLICANT shall commence services as soon as practical and reasonable under the circumstances. All program activities must be completed within one (1) year of disbursement unless said date is extended by WMPD in writing. Any request for an extension of time must be submitted in writing no later than 30 days before the end of the performance period of the award.

**REPORTS AND DELIVERABLES\***

- APPLICANT will keep clear and accurate records throughout the Program period so that the WMPD may readily evaluate the progress of the services rendered at mutually agreed upon times.
- APPLICANT will provide WMPD with an annual program report which will include the current Program status by APPLICANT in completing/servicing the program, expenditure of funds, backup documentation supporting expenses, in addition to such other pertinent information as requested by Wilton Manors Police Department on the report form to WMPD no later than fifteen (15) days October 15th each year funded.
- APPLICANT will submit a final report of activities and expenditures documented by receipts or other financial proof of Program expenditures on the report form to WMPD no later than forty-five (45) days at the end of the Program performance period. The APPLICANT shall burden all costs and expenses in generating and delivering such documentation, and the documents shall be provided in a format acceptable to WMPD. Failure to comply with the reporting requirements shall result in the APPLICANT ha

**RETURN OF FUNDS\***

- If the APPLICANT fails to perform; or is determined later not to be qualified to receive LETF, or if the APPLICANT made untruthful statements within its Request for Funding Application; or fails to provide the necessary reporting documents to WMPD, then all LETF disbursed to the APPLICANT shall be returned to WMPD within ten (10) business days of WMPD's written demand for the same, and APPLICANT may be ineligible for any future LETF disbursements.

**SPECIAL PROVISIONS\***

- APPLICANT will not qualify for subsequent year funding from WMPD and will not be able to receive subsequent year funding until a complete report, approved by WMPD, has been obtained for prior year activities that LETF funded. Notwithstanding the foregoing, WMPD shall not be obligated to award any subsequent funding unless and until the APPLICANT reapplies for the same and is approved for disbursements at the discretion of WMPD.
- Failure to spend grant funds in accordance with the approved budget will result in the return of funds to WMPD.
- Failure of the APPLICANT to submit a complete report with backup documentation to WMPD, at no cost to WMPD, will result in the immediate return of funds to WMPD.
- Failure of the APPLICANT to comply with sub-recipient monitoring will result in the immediate return of funds.

**How did you hear about this Law Enforcement Trust Fund Grant Program?**

City Website



**Upload an image of your Agency's Florida Division of Corporate Certificate of Status\***

Lucky Lightyear Tax Exempt Certificate (1).pdf

**Upload an image of your Agency's IRS Form 501(C)(3)\***

Lucky Lightyear IRS Determination.pdf

**Upload an image of your Agency's IRS Form W-9.**

\*

Lucky Lightyear w9 2025.pdf

**Truth Verification and Certification\***

I Certify and Agree

I certify that the information in this application is true, correct and complete to the best of my knowledge. I also grant permission to the Wilton Manors Police Department to verify the information contained in this application.

**Submitter's First Name\***

Jasmen

**Submitter's Last Name\***

Rogers



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Not For Profit Corporation  
LUCKY LIGHTYEAR FOUNDATION INC.

### Filing Information

**Document Number** N23000003920  
**FEI/EIN Number** 92-3035828  
**Date Filed** 04/04/2023  
**Effective Date** 05/31/2023  
**State** FL  
**Status** ACTIVE

### Principal Address

514 NE 26TH DRIVE  
WILTON MANORS, FL 33334

### Mailing Address

PO BOX 70802  
OAKLAND PARK, FL 33307

### Registered Agent Name & Address

LESGETLUCKY LLC  
514 NE 26TH DRIVE  
WILTON MANORS, FL 33334

### Officer/Director Detail

#### **Name & Address**

Title P

GONZALEZ, IRIS  
PO BOX 70802  
OAKLAND PARK, FL 33307

Title VP

ROGERS, JASMEN  
PO BOX 70802  
OAKLAND PARK, FL 33307

Title M

NAVARRO, MILTON  
PO BOX 70802  
OAKLAND PARK, FL 33307

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2024	03/11/2024
2025	03/14/2025
2026	02/09/2026

**Document Images**

<a href="#">02/09/2026 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/14/2025 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/11/2024 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/04/2023 -- Domestic Non-Profit</a>	<a href="#">View image in PDF format</a>



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

LUCKY LIGHTYEAR FOUNDATION INC  
C/O JASMEN ROGERS  
PO BOX 70802  
OAKLAND PARK, FL 33307-0802

Date:  
05/15/2023  
Employer ID number:  
92-3035828  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
December 31  
Form 990-PF required:  
Yes  
Effective date of exemption:  
April 04, 2023  
Addendum applies:  
No  
DLN:  
26053528002653

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



## Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 01/18

85-8019285256C-3	11/06/2023	11/30/2028	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

LUCKY LIGHTYEAR FOUNDATION INC  
514 NE 26TH DR  
WILTON MANORS FL 33334-2018

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

# Request for Taxpayer Identification Number and Certification

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

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> <b>See Specific Instructions on page 3.</b>	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	<b>2</b>	Business name/disregarded entity name, if different from above.		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>	
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>		
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code		
	<b>7</b>	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.

<b>Social security number</b>									
				-					
<b>or</b>									
<b>Employer identification number</b>									

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

## 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.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>01/01/2025</b>
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## 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).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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-NEC (nonemployee compensation).
- 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), and 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.

**Caution:** If you don't 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; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. 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).

**Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

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

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**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 (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**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 their 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 their 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, but are not limited to, 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, as described in item 4 under "*By signing the filled-out form*" 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.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. 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 are no longer 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.

- **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 for 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 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or “doing business as” (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** 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.

- **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. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner’s name on line 1. The name of the owner 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. 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, enter it on line 2.

### Line 3a

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

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	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 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### 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 on 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 territory, 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 territory.
- 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 as defined under section 581.
- 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 Information, 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) entered 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 territory, 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, enter "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 ITIN. Enter it in the entry space for the Social security number. 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). 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 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/EIN](http://www.irs.gov/EIN). 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 Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "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, you will generally 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. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**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 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
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 Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (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 on line 1, and enter your business or DBA name, if any, on line 2. 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.)

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

\*\* For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

**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 return 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 a questionable credit report, contact the IRS Identity Theft Hotline at 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 877-777-4778 or TTY/TDD 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 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.

Go to [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 territories for use in administering their laws. The information may also 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, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



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## COMMISSION AGENDA REPORT

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**MEETING DATE:** Tuesday, March 24, 2026

**From:** Gary Blocker, Chief of Police

**Prepared by:** Laurel Sheley, Office Manager

(a) **Subject:** Motion to approve disbursement of Law Enforcement Forfeiture Trust Fund monies as a contribution to Canine Assisted Therapy, Inc.

(b) **City Manager Recommendation:**

(c) **Report In Brief:** The Wilton Manors Police Department requests Commission approval of this motion authorizing the expenditure of Law Enforcement Trust Fund (LEFTF) monies during Fiscal Year 2025/26, as outlined in the attached memorandum.

(d) **Discussion:**

The Wilton Manors Police Department seeks City Commission approval to authorize the disbursement of \$1,000 from the Law Enforcement Forfeiture Trust Fund (LEFTF) to Canine Assisted Therapy, Inc.

Canine Assisted Therapy, Inc. is a Florida-based nonprofit organization with more than 16 years of experience delivering certified animal-assisted therapy services to individuals and communities in need. The organization trains and deploys professional therapy dog teams to provide structured, evidence-informed intervention focused on emotional regulation, stress reduction, and crisis prevention. Services are delivered to diverse populations, including young people, individuals experiencing homelessness, survivors of violence, individuals facing mental health or substance-use challenges, and first responders.

The requested funding will support the organization's Animal-Assisted Therapy Program within Wilton Manors. This program provides trauma-informed, professionally facilitated services in schools, community settings, and at police and community-supported events. The program is designed to promote emotional stabilization, strengthen positive coping skills, and reduce behavioral escalations. By proactively addressing stress and trauma-related responses, these services align with the City's public-safety objectives, support crime prevention efforts, and may reduce the need for emergency law enforcement intervention.

The Chief of Police certifies that this expenditure meets the criteria set forth under Florida State Statutes, Chapter 932, Section 932.7055. This expenditure also aligns with the objectives of the Law Enforcement Forfeiture Trust Fund (LEFTF) by fostering community trust,

enhancing police-community relations, and supporting proactive crime prevention through inclusive outreach.

(e) **Strategic Plan Consistency:** Goal C: Enhance Quality of Life and Livability

(f) **Concurrences:**

(g) **Fiscal Impact:** There is no impact on the general fund. Expenditure from the Law Enforcement Trust Fund, totaling \$1,000, will be appropriated from the State Forfeiture Fund 165.

(h) **Alternatives:**

(i) **Attachments:**

1. LEFTF Commission Approval Memo\_FY25\_26
2. LETF Request for Funding (Canine Assisted Therapy, Inc.)
3. LETF Grant Opportunity
4. Organizational registration and tax-exempt status documentation



# WILTON MANORS POLICE DEPARTMENT


**Gary Blocker**  
Chief of Police



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2020 WILTON DRIVE, WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

**TO:** Mayor and Members of the City Commission

**FROM:** Gary Blocker, Chief of Police 

**CC:** Leigh Ann Henderson, City Manager  
Kerry Ezrol, City Attorney  
Carol Conol, Finance Director

**DATE:** March 24, 2026

**REF:** Use of Law Enforcement Forfeiture Trust Funds FY 2024/2025 - Certification of Compliance with Section 932.7055(5), Florida Statutes and Request for Approval to spend State Forfeiture Funds received through Equitable Sharing

### Law Enforcement Forfeiture Trust Funds - State

Florida Statutes Sections 932.701 - 932.7062 shall be known and may be cited as the “Florida Contraband Forfeiture Act.”

Florida Statutes, Section 932.703(1)(a) instructs us in that a contraband article, vessel, motor vehicle, aircraft, other personal property, or real property used in violation of any provision of the Florida Contraband Forfeiture Act, or in, upon, or by means of which any violation of the Florida Contraband Forfeiture Act has taken or is taking place, may be seized and shall be forfeited subject to the Florida Contraband Forfeiture Act.

Florida Statutes, Section 932.7055(5)(a) instructs us in that if the seizing agency is a county or municipal agency, the remaining proceeds shall be deposited in a special law enforcement trust fund established by the board of county commissioners or the governing body of the municipality. Such proceeds and interest earned therefrom shall be used for school resource officer, crime prevention, safe neighborhood, drug abuse education and prevention programs, or for other law enforcement purposes, which include defraying the cost of protracted or complex investigations, providing additional equipment or expertise, purchasing automated external defibrillators for use in law enforcement vehicles, and providing matching funds to obtain federal grants. The proceeds and interest may not be used to meet normal operating expenses of the law enforcement agency.

Florida Statutes, Section 932.7055(5)(b) instructs us in that these funds may be expended upon request by the sheriff to the board of county commissioners or by the chief of police to the governing body of the municipality, accompanied by a written certification that the request complies with the provisions of this subsection, and only upon appropriation to the sheriff's office or police department by the board of county commissioners or the governing body of the municipality.

Florida Statutes, Section 932.7055(5)(c) instructs us that an agency or organization, other than the seizing agency, that wishes to receive such funds shall apply to the sheriff or chief of police for an appropriation and its application shall be accompanied by a written certification that the moneys will be used for an authorized



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Saferwatch



purpose. Such requests for expenditures shall include a statement describing anticipated recurring costs for the agency for subsequent fiscal years. An agency or organization that receives money pursuant to this subsection shall provide an accounting for such moneys and shall furnish the same reports as an agency of the county or municipality that receives public funds. Such funds may be expended in accordance with the following procedures:

1. Such funds may be used only for school resource officer, crime prevention, safe neighborhood, drug abuse education, or drug prevention programs or such other law enforcement purposes as the board of county commissioners or governing body of the municipality deems appropriate.
2. Such funds shall not be a source of revenue to meet normal operating needs of the law enforcement agency.
3. Any local law enforcement agency that acquires at least \$15,000 pursuant to the Florida Contraband Forfeiture Act within a fiscal year must expend or donate no less than 25 percent of such proceeds for the support or operation of any drug treatment, drug abuse education, drug prevention, crime prevention, safe neighborhood, or school resource officer program or programs. The local law enforcement agency has the discretion to determine which program or programs will receive the designated proceeds.

### Nonprofit Organization Disbursement Request

I respectfully request authorization from the City Commission to disburse \$2,000 from the Law Enforcement Forfeiture Trust Fund (LEFT) in response to a funding requests submitted by two nonprofit organizations whose applications have been reviewed and determined to be compliant with Section 932.70555, Florida Statutes.

Both organizations support community-based initiatives that align with statutory purposes of the Law Enforcement Forfeiture Trust Fund, including crime prevention, safe neighborhood initiatives, diversion and proactive community engagement.

### Canine Assisted Therapy, Inc. – \$1,000

Canine Assisted Therapy, Inc. is a Florida-based nonprofit with over 16 years of experience providing certified animal-assisted therapy services to individuals and communities in need. The organization trains and deploys professional therapy dog teams to support emotional regulation, stress reduction, and crisis prevention for diverse populations, including youth, individuals experiencing homelessness, survivors of violence, individuals with mental health or substance use challenges, and first responders.

The requested funding will support the organization’s Animal-Assisted Therapy Program, which delivers structured, trauma-informed services in schools, community settings, and police- or community-supported events within Wilton Manors. These services promote emotional stabilization, positive coping skills, and reduced behavioral escalations supporting crime prevention efforts and reducing the need for emergency law enforcement intervention.





# WILTON MANORS POLICE DEPARTMENT



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**Gary Blocker**  
Chief of Police

2020 WILTON DRIVE, WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

## Lucky Lightyear Foundation – \$1,000

The Lucky Lightyear Foundation is a nonprofit organization founded in 2023 that focuses on creating safe, affirming spaces and removing barriers for LGBTQ+ individuals, with particular emphasis on Black LGBTQ+ communities. The organization advances safety, empathy, and community resilience through leadership development, convenings, and resource-building initiatives.

The requested funding will support the “A Call to Keep” Black LGBTQ+ Leaders Summit, a community-focused leadership and safety convening to be held in Wilton Manors. The program brings together local and national leaders to engage in dialogue on neighborhood safety, violence reduction, and community-based prevention strategies. The initiative supports the development of safer neighborhoods through dialogue, collaboration, and proactive engagement aligned with LETF statutory purposes.

Nonprofit Organizations	Amount
Canine Assisted Therapy, Inc.	\$1,000.00
Lucky Lightyear Foundation	\$1,000.00
<b>Total Requested</b>	<b>\$2,000.00</b>

## Certification of Compliance

After reviewing Florida State Statutes, Chapter 932, I have determined these prospective purchases, disbursement, and community program funding meet the criteria set forth under Florida State Statute Florida Statutes Section 932.7055. I certify that the expenditure of these Law Enforcement Forfeiture Trust Fund monies listed in this memorandum meets these criteria. At this time, I respectfully request approval for the above amounts to be expended from the State Law Enforcement Forfeiture Trust Funds to purchase these items as necessary. Thank you!



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Saferwatch

Print

**Law Enforcement Trust Fund (LETF) Request for Funding - Submission #6157**

**Date Submitted: 12/30/2025**

Thank you for your interest in our Law Enforcement Trust Fund (LETF) grant program, and for submitting your request for funding. The Wilton Manors Police Department (WMPD) recognizes the vast quantity of services that not-for-profit organizations provide the community and residents of Wilton Manors. We understand LETF Funds are vital to our mission of connecting with youth and providing programs, mentorships and assistance, and we are committed to supporting these agencies in any way we can.

A member of our team will contact you in the coming weeks following our review of your application package. If you have any questions in the meantime, you may contact us at (954) 390.2158. Thank you!!!

**\* Indicates a Required Field**

**APPLICANT/AGENCY INFORMATION**

**Applicant Agency Legal Name (as listed on sunbiz.org)\***

Canine Assisted Therapy, Inc.

**Address1**

1040 NE 45th St

**City**

Oakland Park

**State**

Florida

**Zip**

33334

**Main Administrative Address\***

1040 NE 45th St

**City\***

Oakland Park

**State\***

Florida

**Zip\***

33334

**Primary Phone Number\***

9549905175

**Secondary Phone Number**

**Email Address\***

courtney@catdogs.org

**Website\***

www.catdogs.org

**CEO/Executive Director\***

Monica Wesolowski

**PROGRAM INFORMATION**

*Maximum characters for long answers is 1,000.*

**Program Title\***

Animal-Assisted Therapy

**Name/Title of Program Contact\***

Courtney Trzcinski

**Phone Number\***

954-990-5175

**Email Address\***

courtney@catdogs.org

**Address1\***

1040 NE 45th St

**City\***

Oakland Park

**State\***

FL

**Zip\***

33334

**Total Program Budget\***

\$3,031

**Amount Requested\***

\$1,000

**ORGANIZATION'S BACKGROUND: Provide a concise description of the Applicant Agency, including its history, years of operation, general mission statements, and primary services provided. \***

For 16 years, we have been dedicated to improving health and wellbeing through the human–animal bond. We train, certify, and deploy therapy dog teams to provide safe, supervised, and therapeutic support to individuals and communities in need.

Our specialization is community-based pet therapy services that complement healthcare, behavioral health, education, and public safety efforts. Our primary service is the delivery of certified pet therapy interactions that reduce stress, support emotional stability, and improve quality of life, particularly for mental health issues, the unhoused, substance abuse, domestic violence, and foster care.

**LETF Category/Statutory Requirement\***

- Crime Prevention
- Drug Treatment or Abuse Prevention/Education
- Safe Neighborhood

**Wilton Manors P.D. Priority Area\***

- Diverting Youth from Criminal Justice System
- Reducing Gun Violence/Violent Crime
- Programs that assist the Unhoused/Mentally Ill

**Provide a program summary or overview of program services.\***

We provide pet therapy using certified pet therapy teams (handler + therapy dog) to support emotional wellbeing, stress reduction, and crisis prevention. All populations are served including children, seniors, veterans, first responders and individuals experiencing trauma, mental health challenges, homelessness, or substance use issues. Services are delivered in schools, hospitals, behavioral health settings, community sites, and during police- or community-supported events. The program promotes emotional regulation, positive coping skills, and calm engagement, helping reduce behavioral escalation and the need for emergency intervention. All visits follow strict safety and training standards to ensure consistent, professional service delivery.

Our therapy dogs also work one-on-one with elementary school students who are struggling with their reading skills. The dogs provide a nonjudgmental listening ear for students to practice reading out loud and to gain confidence.

**How does your proposed project address the LETF category (listed above) or the Wilton Manors Police Department's priority area?\***

Our program aligns with LETF statutory requirements by supporting crime prevention, safe neighborhoods, and drug abuse prevention through early intervention and emotional stabilization. Certified therapy dog teams provide structured, trauma-informed support to Wilton Manors residents and first responders, including at-risk youth, individuals experiencing homelessness, survivors of violence, and those with mental health or substance use challenges.

By reducing stress, anxiety, and crisis behaviors, the program helps divert youth from the criminal justice system, supports individuals vulnerable to law enforcement contact, and promotes positive coping skills. This proactive, prevention-based approach complements police efforts by addressing underlying risk factors that contribute to crime, gun violence, and repeated crisis calls.

**Why is this funding needed (what community needs or problems would be addressed?) What data suggests this program should be implemented with this population or in this geographical location? \***

Local trends show increasing mental health challenges, youth stress, homelessness, and substance use impacting public safety and quality of life. Research and field experience demonstrate that early, supportive intervention reduces crisis incidents and repeated system involvement.

Funding is needed to provide accessible, non-law-enforcement interventions that reduce the likelihood of emergency calls or arrests. This program addresses a critical community need by supporting emotional stabilization, trauma recovery, and resilience, allowing law enforcement to focus on enforcement while prevention and diversion needs are met.

**Describe in detail how the program will be implemented: (Include details of Who, What, Where, and When) Ensure responses include program successes or challenges if previously funded, why the Agency needs the funding, and its impact on the community. All programs must address a specific population, and the narrative should indicate the number of clients served and services provided. \***

Therapy dogs will provide sessions at schools, community sites, partner agencies, and police-supported events in Wilton Manors. The service will be delivered throughout the next 12 months. At least 500 Wilton Manors residents or first responders will receive the benefits of pet therapy. The program has demonstrated success in calming heightened emotions, improving engagement, and supporting individuals during stressful or traumatic situations.

Funding is needed because demand continues to exceed available resources, limiting reach. LETF funding will allow us to expand coverage, respond to priority populations, and maintain consistent services. The program impact will be strengthened community trust, reduced behavioral escalation, and supported public safety goals through prevention and diversion.

**Describe the Applicant's Agency experience in serving the target population and the capacity of the Applicant Agency to undertake the proposed program. \***

Our nonprofit has extensive experience training, certifying, and deploying therapy dog teams to serve high-need populations across healthcare, behavioral health, schools, veteran services, and crisis response settings. We regularly serve youth, LGBTQ+ individuals, domestic violence survivors, assisted living residents, students who are not reading at grade level, foster youth, and individuals with mental health or substance abuse histories.

All teams meet strict evaluation, safety, and training standards. Our model allows for rapid deployment while maintaining professional oversight, data tracking, and accountability. We have the staffing, policies, partnerships, and operational capacity to reliably implement and sustain services for Wilton Manors residents, employees, and first responders.

**Has your Agency received previous LETF funding? (If yes, identify the source and the dollar (\$) amount and provide performance data regarding your contracted outcomes for the fiscal years your Agency was funded.)\***

No

**TOTAL PROGRAM LINE BUDGET**

**Please provide an estimated line item budget for your program. Project budget should ONLY include costs related to your funding request. Other match funds should not be included below.\***

Wilton Manors Animal-Assisted Therapy Program Budget

Business Expenses \$13  
(Registration, Service and Processing Fees)

Contracted Services \$331  
(Accounting, Legal, Maintenance)

Facilities and Equipment \$248  
(Equipment, Rent, Cleaning/Sanitation)

Operational Expenses \$116  
(Software, IT, Supplies, Printing, Postage, Utilities)

Program Expenses \$190  
(Background Checks, Liability Insurance, Dog and Handler Uniforms, Volunteer Recognition, Volunteer Software Programs)

Program Staff \$21.90  
(Volunteer Coordination & Program Management)

Travel and Meetings \$9  
(Mileage)

TOTAL \$3,098

**Budget Narrative. Explain how this budget will allow the Agency to achieve its program goals and objectives.\***

Program funds will directly support the training, evaluation, certification, and deployment of therapy dog teams. Budgeted expenses ensure compliance with safety protocols, handler education, liability coverage, and program coordination. This structure allows us to deliver consistent, high-quality services while maximizing cost efficiency.

Funding enables us to meet increased demand without charging participants, ensuring access for low-income and high-risk residents. Each budgeted dollar supports prevention-focused outcomes such as reduced crisis escalation, increased emotional regulation, and improved community stability.

**SIGNATURE/CERTIFICATION**

*By checking each box below, the applicant agrees to comply with the following terms and conditions if awarded LETF funding, and acknowledges their understanding of program requirements and expectations.*

**PERIOD OF PERFORMANCE\***

APPLICANT shall commence services as soon as practical and reasonable under the circumstances. All program activities must be completed within one (1) year of disbursement unless said date is extended by WMPD in writing. Any request for an extension of time must be submitted in writing no later than 30 days before the end of the performance period of the award.

**REPORTS AND DELIVERABLES\***

- APPLICANT will keep clear and accurate records throughout the Program period so that the WMPD may readily evaluate the progress of the services rendered at mutually agreed upon times.
- APPLICANT will provide WMPD with an annual program report which will include the current Program status by APPLICANT in completing/servicing the program, expenditure of funds, backup documentation supporting expenses, in addition to such other pertinent information as requested by Wilton Manors Police Department on the report form to WMPD no later than fifteen (15) days October 15th each year funded.
- APPLICANT will submit a final report of activities and expenditures documented by receipts or other financial proof of Program expenditures on the report form to WMPD no later than forty-five (45) days at the end of the Program performance period. The APPLICANT shall burden all costs and expenses in generating and delivering such documentation, and the documents shall be provided in a format acceptable to WMPD. Failure to comply with the reporting requirements shall result in the APPLICANT ha

**RETURN OF FUNDS\***

- If the APPLICANT fails to perform; or is determined later not to be qualified to receive LETF, or if the APPLICANT made untruthful statements within its Request for Funding Application; or fails to provide the necessary reporting documents to WMPD, then all LETF disbursed to the APPLICANT shall be returned to WMPD within ten (10) business days of WMPD's written demand for the same, and APPLICANT may be ineligible for any future LETF disbursements.

**SPECIAL PROVISIONS\***

- APPLICANT will not qualify for subsequent year funding from WMPD and will not be able to receive subsequent year funding until a complete report, approved by WMPD, has been obtained for prior year activities that LETF funded. Notwithstanding the foregoing, WMPD shall not be obligated to award any subsequent funding unless and until the APPLICANT reapplies for the same and is approved for disbursements at the discretion of WMPD.
- Failure to spend grant funds in accordance with the approved budget will result in the return of funds to WMPD.
- Failure of the APPLICANT to submit a complete report with backup documentation to WMPD, at no cost to WMPD, will result in the immediate return of funds to WMPD.
- Failure of the APPLICANT to comply with sub-recipient monitoring will result in the immediate return of funds.

**How did you hear about this Law Enforcement Trust Fund Grant Program?**

Other

**Upload an image of your Agency's Florida Division of Corporate Certificate of Status\***

FI Dept Agriculture 2026.pdf

**Upload an image of your Agency's IRS Form 501(C)(3).\***

501c3Letter copy.pdf

**Upload an image of your Agency's IRS Form W-9.**

\*

2025 W-9.pdf

**Truth Verification and Certification\***

I Certify and Agree

I certify that the information in this application is true, correct and complete to the best of my knowledge. I also grant permission to the Wilton Manors Police Department to verify the information contained in this application.

**Submitter's First Name\***

Courtney

**Submitter's Last Name\***

Trzcinski

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## LETF Grant Opportunity

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**From** Gary Blocker <gblocker@wmpd.org>

**Date** Mon 12/22/2025 10:04 AM

**To** Monica@catdogs.org <monica@catdogs.org>

**Cc** Gary Blocker <gblocker@wmpd.org>; Laurel Sheley <lsheley@wmpd.org>

Good Morning Ms. Wesolowski,

Thank you for your patience as I get back with you regarding a funding opportunity. Our agency considers requests for grant funding from our Law Enforcement Trust Fund from nonprofit organizations such as yours, and we would like to offer you funding up to \$1,000. Please see the below "eligibility statement" that will guide your application content, especially stating how Canine Assisted Therapy, Inc. will support the WMPD and our community (i.e. Assisted living facility residents, schools, WMPD police officer/employee mental health and wellness, etc.). To access the section of our website and application, please click [HERE](#). Once we receive your application, Office Manager Laurel Sheley will process it, and we will seek Commission approval if necessary. If you have any questions, please feel free to write, or call my cell at 754.224.7609. Thank you!!!

PS: We look forward to having you and your organization at our March 11<sup>th</sup> Broward Chiefs meeting!!! Hope you are enjoying your holidays!!!

### **ELIGIBILITY STATEMENT**

**What types of programs may receive LETF grants? What activities and services can be funded through this grant?**

Applicants must successfully incorporate into their proposed programs LETF statutory requirements (Crime Prevention, Safe Neighborhood, Drug Abuse Prevention and Education) as well as our police department's priority initiatives: Diverting youth from the criminal justice system, reducing gun violence, and programs that assist the homeless and mentally ill. The proposed program must serve residents of Wilton Manors.

Many funded programs work in the school systems to encourage youth to perform well academically, stay in school, focus on career planning and secondary education, and foster teamwork and personal growth. LETF programs also address the unique needs of children in the foster care system, LGBTQ+ youth, domestic violence survivors, and those with histories of mental health and/or substance abuse.



**Gary Blocker**

Chief of Police

Wilton Manors Police Department

2020 Wilton Drive • Wilton Manors, FL

Office: (954) 390-2185

Email: [gblocker@wmpd.org](mailto:gblocker@wmpd.org)

**Please Note:** Florida Public Records Law provides that most written communications to or from municipal employees regarding city business are public records, available to the public and media upon request. Therefore, this e-mail message may be subject to public disclosure.

INTERNAL REVENUE SERVICE  
 P. O. BOX 2508  
 CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

**OCT 19 2009**

CANINE ASSISTED THERAPY INC  
 PO BOX 460176  
 FT LAUDERDALE, FL 33346-0176

Employer Identification Number:  
 27-0700622

DLN:  
 17053257316049

Contact Person:  
 LISA M VAN DER SLUYS ID# 95264

Contact Telephone Number:  
 (877) 829-5500

Accounting Period Ending:  
 December 31

Public Charity Status:  
 170(b)(1)(A)(vi)

Form 990 Required:  
 Yes

Effective Date of Exemption:  
 August 10, 2009

Contribution Deductibility:  
 Yes

Addendum Applies:  
 No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

-2-

CANINE ASSISTED THERAPY INC

Sincerely,

A handwritten signature in black ink that reads "Robert Choi". The signature is written in a cursive, flowing style.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

# Request for Taxpayer Identification Number and Certification

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

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Canine Assisted Therapy, Inc.</b>
	<b>2</b> Business name/disregarded entity name, if different from above.
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) <b>Nonprofit exempt under 501c3</b>
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>1040 NE 45th Street</b>
	<b>6</b> City, state, and ZIP code <b>Oakland Park, FL 33334</b>
<b>7</b> List account number(s) here (optional)	
<b>Requester's name and address (optional)</b>	

**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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
			-					
<b>or</b>								
<b>Employer identification number</b>								
2	7	-	0	7	0	0	6	2

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

<b>Sign Here</b>	Signature of U.S. person <i>Monica Wesolowski</i>	Date <i>1/21/25</i>
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**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).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
COMMISSIONER WILTON SIMPSON

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September 23, 2025

Refer To: CH31028

CANINE ASSISTED THERAPY, INC.  
1040 NE 45TH ST  
OAKLAND PARK, FL 33334-3812

RE: CANINE ASSISTED THERAPY, INC.  
REGISTRATION#: CH31028  
EXPIRATION DATE: October 8, 2026

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Keith Steverson  
Regulatory Consultant  
850-410-3833  
Fax: 850-410-3804  
E-mail: keith.steverson@fdacs.gov



*Life's Just Better Here*

## **COMMISSION AGENDA REPORT**

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**MEETING DATE:** Tuesday, March 24, 2026

**From:** Robert Byers, IT Manager  
Charles Rube, IT Systems Administrator  
**Prepared by:** Robert Byers, IT Manager

- (a) **Subject:** Motion to Approve Purchase of Dell Computer Equipment
- (b) **City Manager Recommendation:** Approval
- (c) **Report In Brief:** Motion to approve the purchase of 45 desktop computers
- (d) **Discussion:**

The computer purchases included in this request will complete our multi-year endpoint upgrade initiative and replace aging systems—many more than eight years old. Several departments, particularly the Police Department, require replacement of these outdated machines to meet certified standards. Additionally, modern workloads, including AI-assisted tools and cloud-based systems, cannot run reliably on our oldest devices.

This purchase will be made through a piggyback agreement between Dell and NASPO, a cooperative purchasing organization that provides competitively solicited contracts for public agencies nationwide, under Contract No. C000001116132, with a termination date of March 25, 2026, and Customer Agreement No. 23026/53210000-23-NASPO-ACS.

- (e) **Strategic Plan Consistency:** Goal C : Enhance Quality of Life and Livability: Objective 2 Support Proactive Public Safety  
Goal D. Cultivate Efficient and High Performing Government: Objective 1. Identify Operational Efficiencies and Improvements for City Departments and Programs
- (f) **Concurrences:**
- (g) **Fiscal Impact:** This request includes the purchase of a total of 45 desktop computers for the Police Department and the City at a total cost of \$81,432.58. Funding is budgeted and available in account 300-5117-5641.000.

**(h) Alternatives:** There are no current viable alternatives.

**(i) Attachments:** 1. Quote  
2. Requisition 26-0337

Your Dell Quote 3000199980173.3

From Hannah.Yeldell@dell.com <Hannah.Yeldell@dell.com>  
Date Wed 3/11/2026 1:17 PM  
To Charles Rube <crube@wiltonmanors.com>  
Cc Hannah.Yeldell@dell.com <Hannah.Yeldell@dell.com>

**EXTERNAL EMAIL WARNING!**

**THIS IS AN EMAIL FROM AN OUTSIDE SENDER!**

Do not reply to it, click any links, or open any attachments unless you recognize the sender's email address as legitimate and know the content is safe.

If you have any concerns, call the Help Desk at (904)-688-2211 Ext:1.



## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Mar. 25, 2026**.

You can download a copy of this quote during checkout.

Place your order

<b>Quote Name:</b>	<b>27 inch monitors</b>	Sales Rep	Hannah Klika
<b>Quote No.</b>	<b>3000199980173.3</b>	Phone	1(800) 4563355, 6179140
<b>Total</b>	<b>\$994.02</b>	Email	Hannah.Yeldell@dell.com
Customer #	10139667	<b>Billing To</b>	ACCOUNTS PAYABLE CITY OF WILTON MANORS 2020 WILTON DR WILTON MANORS, FL 33305-2122
Quoted On	Mar. 11, 2026		
Expires by	Mar. 25, 2026		
Contract Name	Dell NASPO Computer Equipment PA - Florida		
Contract Code	C000001116132		

Customer Agreement # 23026 / 43210000-23-  
NASPO-ACS

Deal ID 29919924

**Message from your Sales Rep**

All Orders are now being processed through Self Checkout Online. Simple, Fast and Secure! Log into your Premier Page to place your order. Please notify me if you do not have a Premier Page and I will get this set up for you.

Regards,  
Hannah Klika

**Additional Comments**

Reach out if you need any help- that is what I'm here for!

Product	Unit Price	Quantity	Subtotal
Dell Pro 27 Plus Monitor - P2725H	\$165.67	6	\$994.02
<b>Subtotal:</b>			<b>\$994.02</b>
<b>Shipping:</b>			<b>\$0.00</b>
<b>Non-Taxable Amount:</b>			<b>\$994.02</b>
<b>Taxable Amount:</b>			<b>\$0.00</b>
<b>Estimated Tax:</b>			<b>\$0.00</b>
<b>Total:</b>			<b>\$994.02</b>

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Take the first step in achieving Generative AI success

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**Shipping Group Details**

**Shipping To**

CHARLES RUBE  
CITY OF WILTON MANORS  
2020 WILTON DR  
WILTON MANORS, FL 33305-2122  
(954) 390-2174

**Shipping Method**

Standard Delivery

<b>Dell Pro 27 Plus Monitor - P2725H</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
Estimated delivery if purchased today: Mar. 17, 2026 Contract # C000001116132 Customer Agreement # 23026 / 43210000-23- NASPO-ACS	\$165.67	6	\$994.02

**Description**













**SKU Unit Price Quantity Subtotal**

Dell Pro 27 Plus Monitor - P2725H	210-BMFJ	-	6	-
Dell Limited Hardware Warranty	814-5380	-	6	-
Advanced Exchange Service, 3 Years	814-5381	-	6	-

<b>Subtotal:</b>	<b>\$994.02</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$994.02</b>

CONNECT WITH DELL: 

BROWSE MORE OPTIONS:

 IT Transformation	 Laptops	 Desktops
 Servers & Storage	 2-in-1's	 Electronics & Accessories
 Financing Options	 Dell Services	 Dell Support
 Subscription Center	 Events	 Dell Premier

**Important Notes**

**Terms of Sale**

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

---

Your Dell Quote 3000200039203.2

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**From** Hannah.Yeldell@dell.com <Hannah.Yeldell@dell.com>  
**Date** Wed 3/11/2026 12:14 PM  
**To** Charles Rube <crube@wiltonmanors.com>  
**Cc** Hannah.Yeldell@dell.com <Hannah.Yeldell@dell.com>

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If you have any concerns, call the Help Desk at (904)-688-2211 Ext:1.



## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Mar. 25, 2026**.

You can download a copy of this quote during checkout.

[Place your order](#)

<b>Quote Name:</b>	<b>Ultra 7 32 500</b>	<b>Sales Rep</b>	Hannah Klika
<b>Quote No.</b>	<b>3000200039203.2</b>	<b>Phone</b>	1(800) 4563355, 6179140
<b>Total</b>	<b>\$41,307.50</b>	<b>Email</b>	Hannah.Yeldell@dell.com
<b>Customer #</b>	10139667	<b>Billing To</b>	ACCOUNTS PAYABLE CITY OF WILTON MANORS 2020 WILTON DR WILTON MANORS, FL 33305-2122
<b>Quoted On</b>	Mar. 11, 2026		
<b>Expires by</b>	Mar. 25, 2026		
<b>Contract Name</b>	Dell NASPO Computer Equipment PA - Florida		
<b>Contract Code</b>	C000001116132		

Customer Agreement # 23026 / 43210000-23-  
NASPO-ACS

Deal ID 29919924

**Message from your Sales Rep**

All Orders are now being processed through Self Checkout Online. Simple, Fast and Secure! Log into your Premier Page to place your order. Please notify me if you do not have a Premier Page and I will get this set up for you.

Regards,  
Hannah Klika

**Additional Comments**

Reach out if you need any help- that is what I'm here for!

Product	Unit Price	Quantity	Subtotal
Dell Pro Micro Plus QBM1250	\$1,652.30	25	\$41,307.50
<b>Subtotal:</b>			<b>\$41,307.50</b>
<b>Shipping:</b>			<b>\$0.00</b>
<b>Non-Taxable Amount:</b>			<b>\$41,307.50</b>
<b>Taxable Amount:</b>			<b>\$0.00</b>
<b>Estimated Tax:</b>			<b>\$0.00</b>
<b>Total:</b>			<b>\$41,307.50</b>

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**Shipping Group Details**

**Shipping To**

CHARLES RUBE  
CITY OF WILTON MANORS  
2020 WILTON DR  
WILTON MANORS, FL 33305-2122  
(954) 390-2174

**Shipping Method**

Standard Delivery

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Micro Plus QBM1250		\$1,652.30	25	\$41,307.50

Estimated delivery if purchased today:  
Mar. 26, 2026  
Contract # C000001116132  
Customer Agreement # 23026 / 43210000-23-  
NASPO-ACS

Intel(R) Core(TM) Ultra 7 265 (13 TOPS NPU, 20 cores, up to 5.3GHz)	338-CRZM	-	25	-
Windows 11 Pro	619-BBQD	-	25	-
32 GB: 1 x 32 GB, DDR5, up to 6400 MT/s, non-ECC	370-BCWD	-	25	-
512GB SSD	400-BSWY	-	25	-
Intel(R) Wi-Fi 7 BE200, 2x2, 802.11be, Bluetooth(R) wireless card	555-BLWS	-	25	-
Internal WiFi Antenna	555-BLWT	-	25	-
Wireless Driver, Intel(R) Wi-Fi 7 BE200, 2x2, 802.11be, Bluetooth(R) wireless card	555-BLZN	-	25	-
Dell Pro Micro Plus with 65W Processor	329-BKRQ	-	25	-
Dell Pro Keyboard and Mouse - KM5221W - US English - Black	580-BCCH	-	25	-
Mouse included with Keyboard	570-AADI	-	25	-
MFS 22 AIO stand	452-BDWV	-	25	-
ENERGY STAR Qualified	387-BBLW	-	25	-
US Power Cord	450-AAZN	-	25	-
Documentation	340-DNBV	-	25	-
Watch Dog SRV	379-BFYR	-	25	-
Quick Start Guide	340-DTSX	-	25	-
US/Canada Battery Warning Label	389-FKHG	-	25	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	25	-
Shipping Material, MPP Cushion	340-DTXM	-	25	-
Shipping Label	389-BBUU	-	25	-
Regulatory Label for 180W Adapter	389-FKNY	-	25	-
Driver/APP for IRST	658-BFTS	-	25	-
Intel(R) Core(TM) Ultra 7 vPro Processor Label	389-FJVS	-	25	-
Desktop BTO Standard shipment	800-BBIO	-	25	-
Dell Pro Micro Plus QBM1250	210-BPQG	-	25	-
Intel vPro(R) Enterprise	631-BCCP	-	25	-
EPEAT Gold with Climate+	379-BDZB	-	25	-
Custom Configuration	817-BBBB	-	25	-
1st M.2 2230 SSD Extend Bracket & Screw	575-BCRQ	-	25	-
Internal Speaker	520-BBGY	-	25	-
No Additional Video Ports	492-BCKH	-	25	-
180 Watt A/C Adapter, TCO Compliant	450-BDXJ	-	25	-
NO RAID	817-BBBN	-	25	-
No Option Included	340-ACQQ	-	25	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	25	-
ProSupport: 7x24 Technical Support, 4 Years	717-0471	-	25	-
ProSupport: Next Business Day Onsite, 4 Years	717-0475	-	25	-
Dell Limited Hardware Warranty Plus Service	717-0497	-	25	-













Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	25	-
Windows AutoPilot	634-BRWG	-	25	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	25	-
Dell Pro Micro Plus QBM1250	658-BFWF	-	25	-

**Subtotal:** \$41,307.50  
**Shipping:** \$0.00  
**Estimated Tax:** \$0.00

**Total:** \$41,307.50

CONNECT WITH DELL: 

BROWSE MORE OPTIONS:

 IT Transformation	 Laptops	 Desktops
 Servers & Storage	 2-in-1's	 Electronics & Accessories
 Financing Options	 Dell Services	 Dell Support
 Subscription Center	 Events	 Dell Premier

**Important Notes**

**Terms of Sale**

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**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on

---

**Your Dell Quote 3000200039501.2**

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**From** Hannah.Yeldell@dell.com <Hannah.Yeldell@dell.com>  
**Date** Wed 3/11/2026 12:09 PM  
**To** Charles Rube <crube@wiltonmanors.com>  
**Cc** Hannah.Yeldell@dell.com <Hannah.Yeldell@dell.com>

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<b>Quote No.</b>	<b>3000200039501.2</b>	<b>Phone</b>	1(800) 4563355, 6179140
<b>Total</b>	<b>\$33,046.00</b>	<b>Email</b>	Hannah.Yeldell@dell.com
<b>Customer #</b>	10139667	<b>Billing To</b>	ACCOUNTS PAYABLE CITY OF WILTON MANORS 2020 WILTON DR WILTON MANORS, FL 33305-2122
<b>Quoted On</b>	Mar. 11, 2026		
<b>Expires by</b>	Mar. 25, 2026		
<b>Contract Name</b>	Dell NASPO Computer Equipment PA - Florida		
<b>Contract Code</b>	C000001116132		

Customer Agreement # 23026 / 43210000-23-  
NASPO-ACS

Deal ID 29919924

**Message from your Sales Rep**

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Regards,  
Hannah Klika

**Additional Comments**

Reach out if you need any help- that is what I'm here for!

Product	Unit Price	Quantity	Subtotal
Dell Pro Micro Plus QBM1250	\$1,652.30	20	\$33,046.00
<b>Subtotal:</b>			<b>\$33,046.00</b>
<b>Shipping:</b>			<b>\$0.00</b>
<b>Non-Taxable Amount:</b>			<b>\$33,046.00</b>
<b>Taxable Amount:</b>			<b>\$0.00</b>
<b>Estimated Tax:</b>			<b>\$0.00</b>
<b>Total:</b>			<b>\$33,046.00</b>

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**Shipping Group Details**

**Shipping To**

CHARLES RUBE  
CITY OF WILTON MANORS  
2020 WILTON DR  
WILTON MANORS, FL 33305-2122  
(954) 390-2174

**Shipping Method**

Standard Delivery

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Micro Plus QBM1250		\$1,652.30	20	\$33,046.00

Estimated delivery if purchased today:  
Mar. 26, 2026  
Contract # C000001116132  
Customer Agreement # 23026 / 43210000-23-  
NASPO-ACS

Intel(R) Core(TM) Ultra 7 265 (13 TOPS NPU, 20 cores, up to 5.3GHz)	338-CRZM	-	20	-
Windows 11 Pro	619-BBQD	-	20	-
32 GB: 1 x 32 GB, DDR5, up to 6400 MT/s, non-ECC	370-BCWD	-	20	-
512GB SSD	400-BSWY	-	20	-
Intel(R) Wi-Fi 7 BE200, 2x2, 802.11be, Bluetooth(R) wireless card	555-BLWS	-	20	-
Internal WiFi Antenna	555-BLWT	-	20	-
Wireless Driver, Intel(R) Wi-Fi 7 BE200, 2x2, 802.11be, Bluetooth(R) wireless card	555-BLZN	-	20	-
Dell Pro Micro Plus with 65W Processor	329-BKRQ	-	20	-
Dell Pro Keyboard and Mouse - KM5221W - US English - Black	580-BCCH	-	20	-
Mouse included with Keyboard	570-AADI	-	20	-
MFS 22 AIO stand	452-BDWW	-	20	-
ENERGY STAR Qualified	387-BBLW	-	20	-
US Power Cord	450-AAZN	-	20	-
Documentation	340-DNBV	-	20	-
Watch Dog SRV	379-BFYR	-	20	-
Quick Start Guide	340-DTSX	-	20	-
US/Canada Battery Warning Label	389-FKHG	-	20	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	20	-
Shipping Material, MPP Cushion	340-DTXM	-	20	-
Shipping Label	389-BBUU	-	20	-
Regulatory Label for 180W Adapter	389-FKNY	-	20	-
Driver/APP for IRST	658-BFTS	-	20	-
Intel(R) Core(TM) Ultra 7 vPro Processor Label	389-FJVS	-	20	-
Desktop BTO Standard shipment	800-BBIO	-	20	-
Dell Pro Micro Plus QBM1250	210-BPQG	-	20	-
Intel vPro(R) Enterprise	631-BCCP	-	20	-
EPEAT Gold with Climate+	379-BDZB	-	20	-
Custom Configuration	817-BBBB	-	20	-
1st M.2 2230 SSD Extend Bracket & Screw	575-BCRQ	-	20	-
Internal Speaker	520-BBGY	-	20	-
No Additional Video Ports	492-BCKH	-	20	-
180 Watt A/C Adapter, TCO Compliant	450-BDXJ	-	20	-
NO RAID	817-BBBN	-	20	-
No Option Included	340-ACQQ	-	20	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	20	-
ProSupport: 7x24 Technical Support, 4 Years	717-0471	-	20	-
ProSupport: Next Business Day Onsite, 4 Years	717-0475	-	20	-
Dell Limited Hardware Warranty Plus Service	717-0497	-	20	-













Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	20	-
Windows AutoPilot	634-BRWG	-	20	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	20	-
Dell Pro Micro Plus QBM1250	658-BFWF	-	20	-

**Subtotal:** \$33,046.00  
**Shipping:** \$0.00  
**Estimated Tax:** \$0.00

**Total:** \$33,046.00

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 Servers & Storage	 2-in-1's	 Electronics & Accessories
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**Important Notes**

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**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on

---

Your Dell Quote 3000199843085.2

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From Hannah\_Yeldell@Dell.com <Hannah\_Yeldell@Dell.com>  
Date Wed 3/11/2026 1:21 PM  
To Charles Rube <crube@wiltonmanors.com>  
Cc Hannah.Yeldell@dell.com <Hannah.Yeldell@dell.com>

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## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Mar. 25, 2026**.

You can download a copy of this quote during checkout.

[Place your order](#)

<b>Quote Name:</b>	<b>Rugged Laptops (U7 proc/ 4 YR Pro Support)</b>	Sales Rep	Hannah Klika
<b>Quote No.</b>	<b>3000199843085.2</b>	Phone	1(800) 4563355, 6179140
<b>Total</b>	<b>\$6,085.06</b>	Email	Hannah_Yeldell@Dell.com
Customer #	10139667	<b>Billing To</b>	ACCOUNTS PAYABLE
Quoted On	Mar. 11, 2026		CITY OF WILTON MANORS
Expires by	Mar. 25, 2026		2020 WILTON DR
Contract Name	Dell NASPO Computer Equipment PA - Florida		WILTON MANORS, FL
			33305-2122

Contract Code C000001116132  
 Customer Agreement # 23026 / 43210000-23-  
 NASPO-ACS  
 Deal ID 29919924

**Message from your Sales Rep**

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Regards,  
 Hannah Klika

**Additional Comments**

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Product	Unit Price	Quantity	Subtotal
Dell Pro Rugged 14 RB14250	\$3,042.53	2	\$6,085.06
<b>Subtotal:</b>			<b>\$6,085.06</b>
<b>Shipping:</b>			<b>\$0.00</b>
<b>Non-Taxable Amount:</b>			<b>\$6,085.06</b>
<b>Taxable Amount:</b>			<b>\$0.00</b>
<b>Estimated Tax:</b>			<b>\$0.00</b>
<b>Total:</b>			<b>\$6,085.06</b>

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**Shipping Group Details**

<b>Shipping To</b>	<b>Shipping Method</b>
CHARLES RUBE CITY OF WILTON MANORS 2020 WILTON DR WILTON MANORS, FL 33305-2122 (954) 390-2174	Standard Delivery

	Unit Price	Quantity	Subtotal
<b>Dell Pro Rugged 14 RB14250</b>	<b>\$3,042.53</b>	<b>2</b>	<b>\$6,085.06</b>

Estimated delivery if purchased today:  
 Mar. 26, 2026  
 Contract # C000001116132  
 Customer Agreement # 23026 / 43210000-23-  
 NASPO-ACS













Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Rugged, RB14250 XCTO	210-BNNG	-	2	-
Intel(R) Core(TM) Ultra 7 165U (12 MB cache, 12 cores, up to 4.90 GHz, 15W)	379-BFTJ	-	2	-
Windows 11 Pro	619-BBQD	-	2	-
Intel R Core TM Ultra 7 165U (12 MB cache, 12 cores, up to 4.90 GHz, 15W), Intel Integrated Graphics	338-CQVH	-	2	-
32GB: 2 X 16 GB, DDR5,5600, Non-ECC, SoDIMM	370-BCGD	-	2	-
512GB M.2 PCIe NVMe 2280 SSD, Opal 2.0 Self Encrypting Solid State Drive	400-BSFP	-	2	-
14" Touch, FHD 1920x1080, 60Hz, WVA, Anti-Glare, 1100nit, Low Blue Light, IR camera, Passive Pen	391-BJNQ	-	2	-
FHD HDR IR Camera + Microphone, Touch Display, WLAN/WWAN/GPS antenna	319-BBLD	-	2	-
5G - Qualcomm(R) Snapdragon(TM) X62 Global 5G (DW5932e), eSIM capable, worldwide	556-BFRM	-	2	-
Intel® Wi-Fi 7 BE200, 2x2, 802.11ax, MU-MIMO, Bluetooth® 5.4 wireless card	555-BLHX	-	2	-
Wireless Intel BE200 WLAN Driver	555-BLJF	-	2	-
Core Ultra 7 non-vPro CPU Label, Gen 14th	389-FJDZ	-	2	-
English US Rugged RGB Single Point backlit Copilot key keyboard	583-BMJG	-	2	-
Full Security: Fingerprint reader, Contacted Smartcard reader, NFC Contactless Smartcard reader	346-BLBH	-	2	-
65W USB-C AC adapter	492-BDTG	-	2	-
E4 C5 black Power Cord 1M, US	470-BCRH	-	2	-
Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery	389-FJFG	-	2	-
Battery Airbay Cover	325-BFXD	-	2	-
Service and Support Guide MUI for DAO (English, French, Multi)	340-DSGW	-	2	-
Quick setup guide, WW	340-DRXV	-	2	-
No Resource USB Media	430-XYPF	-	2	-
ME Disable - Manageability	631-BBYT	-	2	-
ENERGY STAR Qualified	387-BBLW	-	2	-
EPEAT Gold with Climate+	379-BFWZ	-	2	-
No Option Included	340-ACQQ	-	2	-
Mix Shipment, Dell Pro Rugged 14 RB14250	340-DSCG	-	2	-
Standard Shipment, VS	800-BBZV	-	2	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	2	-
Additional TBT-4/Type-C port	325-BFXV	-	2	-
Additional rear USB 3.2 Type-A port	590-TFPW	-	2	-
Intel Responsiveness Technologies Driver	409-BCYL	-	2	-
Rigid Handle	750-BBMM	-	2	-

Custom Configuration	817-BBBB	-	2	-
Docking POGO connector with Antenna Passthru, WLAN+WWAN+GPS antenna	452-BDZH	-	2	-
ProSupport: Next Business Day Onsite, 1 Year Extended	713-0286	-	2	-
ProSupport: Next Business Day Onsite, 3 Years	713-0288	-	2	-
Dell Limited Hardware Warranty Initial Year	713-0305	-	2	-
ProSupport: 7X24 Technical Support, 4 Years	713-0310	-	2	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	2	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	2	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	2	-
Dell Additional Software	634-CVYV	-	2	-
No Additional Software	658-BFOH	-	2	-

<b>Subtotal:</b>	<b>\$6,085.06</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$6,085.06</b>

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# Purchase Requisition

Purchase Requisition No 26-0337

Requested Date 03/10/2026

Department 5117

Required Date 09/30/2026

INFORMATION TECHNOLOGY

Ordered By

Preferred Vendor 1288

DELL MARKETING LP

Address ONE DELLWAY

Req. Description DELL COMPUTERS FOR CITY AND PD

Quantity	Units	Description	Unit Price	Amount
20	EACH	DESKTOP COMPUTERS FOR CITY 300-5117-5641.000	1,652.30 #1	33,046.00
25	EACH	DESKTOP COMPUTERS FOR PD 300-5117-5641.000	1,652.30 #1	41,307.50
2	EACH	RUGGED NB FOR PD 300-5117-5641.000	3,042.53 #3	6,085.06
6	EACH	27" MONITORS 300-5117-5641.000	165.67 #2	994.02
			Total:	81,432.58

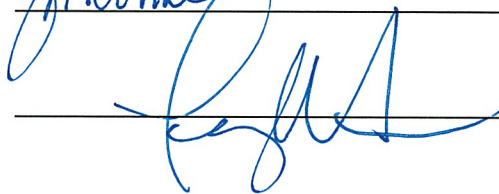
Approved By



Date

3/11/26

Approved By



Date

3/11/26



*Life's Just Better Here*

## COMMISSION AGENDA REPORT

---

**MEETING DATE:** Tuesday, March 24, 2026

**From:** Michelle Parks, Leisure Services Director

**Prepared by:** Michelle Parks, Leisure Services Director

- (a) **Subject:** Motion to approve Special Event Permit #26-838 for the 2026 Stonewall Parade & Street Festival.
- (b) **City Manager Recommendation:**
- (c) **Report In Brief:** The annual Wilton Manors Stonewall Parade & Street Festival is scheduled for Saturday, June 20, 2026. The event includes a parade and street festival along Wilton Drive and is anticipated to attract approximately 50,000 attendees.
- (d) **Discussion:**

The Wilton Manors Stonewall Pride Parade & Street Festival, organized by Stonewall Pride I, Inc., will take place on Saturday, June 20, 2026. The event has historically attracted up to 50,000 attendees.

In preparation for this event, the City will provide event planning guidance and coordination assistance related to the Stonewall Parade and Street Festival. The City will also provide staff support for permit coordination, Special Event Committee meetings, and review of the event site plan and related operational planning documents.

The City will contribute funding toward the cost of the Wilton Drive road closure associated with the event. City funding shall not exceed \$10,000. The City will also waive building permit fees associated with the event, estimated at \$2,500.

Stonewall Pride I, Inc. will be responsible for specific staff expenses associated with the event, including Police / Fire / EMS Services and direct labor costs necessary for event support. Stonewall Pride I, Inc. is also responsible for staffing and volunteers, vendor and entertainment management, public safety and emergency medical services, required permits and documentation, and a pre-event budget and post-event financial statement.

The City of Wilton Manors will contribute parking revenues collected from Saturday, June 20, 2026 at 4:00 a.m. through Sunday, June 21, 2026 at 4:00 a.m., less all direct and indirect costs incurred by the City related to parking management, enforcement, staffing, equipment,

administration, and contractor services associated with the event.

(e) **Strategic Plan Consistency:** Goal B. Promote Economic Development: Key Objective 4. Promote Wilton Manors as a Tourist Destination.

(f) **Concurrences:** Special Event Committee

(g) **Fiscal Impact:**

The Stonewall Pride Parade and Street Festival receive various forms of support from the City, encompassing extensive involvement in public relations and advertising initiatives. In preparation for the 2026 event, the City will contribute to road-closure expenses, extend staff support for permit processing, and facilitate logistical solutions for the special event. Additionally, building permit fees will be waived, with Stonewall Pride, Inc. covering only the direct costs associated with plan reviews and inspections. Stonewall Pride, Inc. will be responsible for specific staff expenses associated with the event, including Police Detail, Fire Watch, City facility monitoring, and any necessary support from City staff before and during the event.

**Fiscal Details**

**Expenses**

Road Closure Up to \$10,000

**Waived Fees & Revenues**

Staff Support (Permits & Event Logistics) \$36,000 (estimated)

Building Permit Fees \$2,500 (estimated)

Net Parking Revenue \$7,500 (estimated)

(h) **Alternatives:**

(i) **Attachments:** 1. 2026.06.20 #26-838 Stonewall Parade & Street Festival Permit (Signed)



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Event Name: Stonewall Parade & Street Festival  
Event Date: Saturday, June 20, 2026  
Organization: Stonewall Pride I, Inc.

**Event Permit #26 - 838**

**Location:** Wilton Drive **Event Date(s):** Saturday, June 20, 2026

**Permittee:** Stonewall Pride I, Inc.

**Organization is:**  For Profit  Non-Profit  
*(If Non-Profit, please include a copy of the IRS 501 (c)3 tax exemption letter)*

**Address:** 2435 N Dixie Highway

**City:** Wilton Manors **State:** Florida **Zip:** 33305

**Telephone:** 754-200-2979 **Email:** ceo@hotspots.lgbt

**Representative:** Jeffrey A. Sterling **Title:** CEO

**Description of Event:** Wilton Manors Stonewall Parade & Street Festival

**Hours of Activity:** 6/20/2026 4:30am to 6/21/26 4:30am (Approximately)

**Anticipated Attendance:** 50,000 **Special Event Fee:** \$250 application fee

**Event Category (Please check):**  
 Athletic/Recreation  Street Festival  Parade/March  Block Party  
 Concert/Performance  Carnival  Grand Opening  Road Closure

**Other:** \_\_\_\_\_

**RELEASE AND WAIVER OF LIABILITY**

To Wilton Manors: In consideration of the opportunity afforded Permittee to use City premises for the special event activities described herein, Permittee named herein does freely agree to make the following contractual representations and agreements:

Permittee agrees to indemnify, defend, and hold harmless Wilton Manors, its officers, agents, employees, and volunteers from and against all claims, suits, actions, damages, liabilities, or expenditures of any kind arising out of or occurring during the special event activities of Permittee and resulting from any error, omission, conduct, or negligent act of the Permittee, resulting in or relating to any damage or injury to person or property arising from the use of the City premises or improvements thereto. Further, Permittee hereby knowingly, freely, and voluntarily assumes all risk and liability for any damage or injury that occurs as a result of the use of the City premises and agrees to release, waive, discharge, and covenant not to sue Wilton Manors, its officers, agents, employees, and volunteers from any and all liability or claims that may be sustained by the Permittee or by a third party directly or indirectly in connection with, or arising out of, the Permittee's use of the City premises, whether caused in whole or in part by the negligence of Wilton Manors or otherwise.

By signing below, Permittee certifies that he or she has read the reverse side of the Event Permit and the above provisions and fully understands the terms therein; and understands that he or she has given up substantial rights by signing the Event Permit; and that he or she has signed the Event Permit freely without any inducement or assurance of any nature and intends it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law. Permittee further agrees that if any portion of this Event Permit is held to be invalid, the balance shall continue in full force and effect.

**Organization Representative:** Jeffery A. Sterling, CEO **Date:** 3-18-26



Life's Just Better Here

Event Name: Stonewall Parade & Street Festival  
Event Date: Saturday, June 20, 2026  
Organization: Stonewall Pride I, Inc.

**Event  
Permit  
#26 - 838**

**GUIDELINES FOR EVENT PERMIT**

Purpose of event permit is to authorize the application of the organization to provide a public special event within the City of Wilton Manors. The Special Event Permit and its attachments contain the terms, conditions, and agreements between the City of Wilton Manors and the organization.

**\*\*This permit is not valid until it is signed by an authorized representative and accepted by the City\*\***

**1. ACCESSIBILITY (Event Accessibility Site Plan)**

Both Permittee and City of Wilton Manors shall comply with Title I and Title II of the Americans With Disabilities Act (ADA) regarding nondiscrimination on the basis of disability in employment and in state and local government services, in the course of providing any services funded in whole or in part by the City of Wilton Manors. All Permits must include an approved Site Plan that depicts how, where, and by what means persons with disabilities will have equal access to activities to be provided.

**2. ASSIGNMENT**

Neither the City of Wilton Manors nor Permittee may assign its rights or obligations under this Event Permit without prior written consent of both parties 30 days in advance of the special event. The City may decline to agree to such an assignment for any reason, or for no reason at all.

**3. CANCELLATION**

Either City of Wilton Manors or Permittee may cancel without cause its rights and obligations under this Permit by prior written consent of both parties 30 days in advance of the special event. Failure to comply with terms, conditions, and agreements identified in Permit is grounds for immediate termination by the City of Wilton Manors and its activities. The City may cancel this Event Permit 30 days in advance of the event if such cancellation is deemed to be in the best interest of the health, safety, and welfare of the City and its residents.

**4. CROWD AND VEHICULAR TRAFFIC CONTROL**

Responsibility for crowd and vehicular traffic control must be clearly defined within Permit. The law enforcement agency having jurisdiction of the event site reserves the right to determine the level of police officers required to maintain public safety. Type, number, and placement of crowd and vehicular control measures must be identified in Permit and on the Event Site Plan.

**5. SPECIAL EVENT SITE PLAN**

Permittee will submit to the City of Wilton Manors Special Events Committee for approval a Special Event Site Plan that clearly depicts the layout and logistics of the special event according to the terms and conditions of the Permit. The site plan must identify, including but not limited to: the location of all amenities within the event site, including activities and entertainment, stages, tents, canopies, and inflatables; crowd and vehicular traffic control measures; the location of all event fee collection points; event parking (including access); first aid location; portable restrooms; signage; trash removal sites; and vendor locations.

**6. PARKING**

All vehicles, including set-up/breakdown, organizer, volunteer, and participant vehicles, must be parked in designated parking areas only as depicted in Event Site Plan. Any other arrangement must be approved in advance by the City of Wilton Manors.

**7. PERMITS AND LICENSES**

Permittee agrees to provide the City of Wilton Manors with copies of all federal, state, county, city, and other permits and licenses required to provide the special event activities described in Permit, as requested by the City.

**8. PERSONAL PETS**

In accordance with the City of Wilton Manors Code, all personal pets (where permitted) must be under owner's immediate control and attached to a leash a maximum of six feet long at all times while on City property.

**9. POLYSTYRENE**

The use of polystyrene (Styrofoam) products is prohibited by individuals, temporary vendors, contractors, and special event permittees per City Code Chapter 10, Article 16, Section 10-142.

**10. RULES AND REGULATIONS**

Permittee agrees to comply with all applicable federal, state, county, municipal, Leisure Services Department, and other ordinances, rules, regulations, and guidelines that apply to conducting a special event on City of Wilton Manors property.

**11. SAFETY AND LAW-ENFORCEMENT SECURITY**

Permittee agrees to provide appropriate public safety and security measures before, during, and after the special event. The City of Wilton Manors Police Department reserves the right to determine type and magnitude of security required to ensure public safety standards.

**12. SIGNAGE**

Permittee agrees to provide event and activity signage according to attached terms and conditions of Permit, including accessibility signage.



Life's Just Better Here

Event Name: Stonewall Parade & Street Festival  
 Event Date: Saturday, June 20, 2026  
 Organization: Stonewall Pride I, Inc.

**Event Permit #26 - 838**

**13. SUBCONTRACTOR AGREEMENTS**

Permittee agrees to provide City of Wilton Manors, upon request with complete copies of all written agreements with subcontracted for-profit and nonprofit individuals and/or organizations associated with the special event activities upon request. All subcontractors shall adhere to the same Event Permit guidelines as Permittee.

**14. TRASH AND CLEANUP RESPONSIBILITIES**

Permittee is required to provide a clean and safe special event for the public, including the provision of event trash collectors and labor for set up, event activities, and post-event cleanup. These responsibilities are defined within the terms and conditions of the Permit.

**15. VOLUNTEERS & EVENT STAFF**

Permittee is responsible for providing and managing all staffing and volunteers necessary for event operations, including staffing for the collection of event registration fees. The applicant is solely responsible for the recruitment, selection, supervision, and management of all non-City staff, volunteers, and event personnel, and expressly acknowledges and agrees that the City of Wilton Manors assumes no liability for the recruitment, selection, background screening, or management of any non-City event staff, volunteers, or personnel.

Section 1 – Sub-Contractual Agreements		Due Date
<b>Requirements</b>		
1.A	Provide verification to City of Wilton Manors Division of Florida non-profit status <b>by Tuesday, April 21, 2026:</b>	4/21/2026
1.B	Provide list of officers/individuals authorized to sign agreement on behalf of Florida non-profit <b>by Tuesday, April 21, 2026:</b>	4/21/2026

Section 2 – Insurance		Due Date
<b>Requirements</b>		
2.A	<b>CERTIFICATE(S) OF INSURANCE REQUIREMENTS</b> Include language: Name City of Wilton Manors as Additional Insured for all day(s) of event <b>by Thursday, May 21, 2026:</b>	5/21/2026
2.B	General Liability: Provide <b>Wilton Manors Risk Management</b> with proof of a Comprehensive General Liability Policy <b>Limits: \$1,000,000 / \$5,000,000 aggregate Bodily injury and property damage. \$1,000,000 Auto, bodily injury, property damage, workers comp, employer's liability.</b>	
2.C	Food and/or Beverage Vendor Service: Provide Wilton Manors Risk Management with proof of Liability Policy: <b>Limits \$1,000,000 Food/Product Vendors \$1,000,000 Soft Drink/Beverage Vendors</b>	
2.D	Other Types of Liability Insurance Required (specify): Type _____ Limits: \$ _____ Type _____ Limits: \$ _____ Type _____ Limits: \$ _____	

Section 3 – Human Resources	
<b>Requirements</b>	
3.A	Provide appropriate staff to manage the collection of event registration fees.
3.B	Provide for staff recruitment and management at the event.
3.C	Provide for volunteer recruitment and management at the event.



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 Organization: Stonewall Pride I, Inc.

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3.D	Waives any claims for the following: Wilton Manors assumes no liability for the recruitment, selection, background screening of non-City special event management, staff, volunteers and others.
3.E	Upon request, provide City of Wilton Manors with vehicle and people identification tags for all event staff, volunteers, VIP, sponsors, entertainment, and vendors.

Section 4 – Alcohol		Due Date
<b>Requirements</b>		
4.A	<b>Beer and Wine Beverages Sales with Florida Permit Only:</b> Provide copy of approved State of Florida approved Alcohol Permit for the event to City <b>by Thursday, May 21, 2026</b>	5/21/2026
4.B	<b>Proof of Insurance:</b> Provide City with Certificate of Liability Insurance for serving alcoholic beverages at the special event identified in this permit*. <ul style="list-style-type: none"> <li>Limits <b>\$1,000,000</b> Alcoholic Beverage Vendors  <b>*DO NOT INCLUDE: Wilton Manors as Additional Insured</b></li> </ul>	
4.C	Liquor Liability Policy due to Wilton Manors Risk Management <b>by Thursday, May 21, 2026</b>	5/21/2026
4.D	<b>Requirements to be completed</b> <ol style="list-style-type: none"> <li>Provide the City of Wilton Manors with a list of dates and times of the day that alcohol will be served.</li> <li>Provide event staff that is properly trained to serve alcohol.</li> <li>Post signs to notify the public of the proper legal age identification requirement  <b>ALL PERSONS MUST BE 21 YEARS OF AGE TO PURCHASE AND/OR CONSUME ALCOHOLIC BEVERAGES AT THIS EVENT</b></li> <li>Refuse alcohol service to individuals who appear intoxicated.</li> <li>Post signs to notify the public – <b>LIMIT PER SERVING – TWO (2) DRINKS PER PERSON.</b></li> <li>Provide “last call” 30 minutes prior to scheduled event close time.</li> <li>No glass bottles are permitted outdoors, plastic containers only.</li> <li>Comply with Florida Statute 561.422 Nonprofit civic organizations, temporary permits.</li> </ol>	5/21/2026
4.E	Comply with Section 3-14 of City Code prohibiting nudity and sexual conduct.	

Section 5 – Sound Levels	
<b>Requirements</b>	
5.A	All noise, music and sound must be kept to an acceptable level that does not jeopardize the health, welfare or safety, or degrade the quality of life of the community. An acceptable level of public noise, music and sound will be determined by the Wilton Manors Police Department.
5.B	Amplified music and sound is prohibited after 11:00pm, per Section 3-10 of City Code.

Section 6 – Vendors		Due Date
<b>Requirements</b>		
6.A	Upon request provide the <b>City</b> of any services, product, food and/or beverage vendors to include a list of all products, food and beverages to be sold to ensure that there are no violations of Wilton Manors policies.	
6.B	Upon request provide the <b>City</b> with a copy of all written agreements with for-profit and not-for-profit organizations and individuals that are affiliated with services, products, food and beverages to be provided under this Permit <b>by Thursday, May 21, 2026:</b>	5/21/2026



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6.C	Provide the <b>City</b> proof of Liability Policy Coverage [See Section 2.C: Insurance] for product, food and beverage service.	
6.D	Upon request, provide the <b>City</b> with written documentation assuring vendor compliance with all Federal, State, Broward County Health Department requirements for the distribution of product, food and other consumables <b>by Thursday, May 21, 2026:</b>	5/21/2026
6.E	Provide vendor staff to operate all event product, food and/or beverage concessions.	
6.F	Provide Staff at the event during vendor site set-up, operation, and break-down.	
6.G	Ensure that vendor clean-up trash within the vendors' sites and parking areas, before, during, and after the event.	
6.H	Provide <b>City</b> with a list of all vendor locations and layout of every vendor location as part of site plan (Refer to Sec. 8.A).	
6.I	Comply with and ensure vendor compliance with City Code Sections Article Xv. - Prohibition On Plastic Straws And Stirrers and Article XVI Polystyrene Products which prohibit the use and distribution of plastic straws, stirrers or any polystyrene (Styrofoam) products	
6.J	Provide at least two designated staff at each vendor entrance and every vendor tent for assistance in locating the vendor space on Wilton Drive.	

Section 7 – Program & Entertainment		Due Date
<b>Requirements</b>		
7.A	Consult with <b>City</b> about professional programs and entertainment prior to contracting with them to ensure no violations of Wilton Manors policies.	
7.B	Ensure payment for all sub-contracts relating to this permit. Upon request, provide <b>City</b> with a list of all sub-contracts with for-profit/not-for-profit entertainment groups and individuals under this Permit.	
7.C	Provide <b>City</b> with a final schedule of event program/entertainment <b>by Monday, June 8, 2026:</b>	6/8/2026
7.D	Ensure compliance with all professional entertainment permitting, licensing, and royalty fee (i.e., ASCAP, BMI, etc.) regulations. Ensure compliance with all Wilton Manors policies regarding program and content. Upon request, provide <b>City</b> with proof of permit/license/royalty compliance <b>by Monday, June 8, 2026:</b>	6/8/2026
7.E	Provide for all stage equipment, sound equipment, lighting, power and backup systems, other supplies and equipment for the event, as needed.	
7.F	Provide a stage and production manager to supervise and a professional emcee(s) for announcements and program introductions, as needed.	
7.G	Provide for program and entertainment activity set-up, operations, maintenance, trash disposal, breakdown, and clean-up, as needed.	

Section 8 – Special Event Site Plan		Due Date
<b>SITE PLAN REQUIREMENTS:</b> Event organizer will have access only to the designated event areas identified in the site plan – prior to, during, and after the event.		
8.A	Provide the <b>City</b> with a final Event Site Plan, if differing from site plan submitted at time of permit application, indicating the layout and location of all activities – entertainment, vendor tents and booths, restrooms, 1 <sup>st</sup> Aid, parking, dumpsters, ADA accessibility, and staff/volunteers check-in. Provide <b>by Monday, June 8, 2026:</b>	6/8/2026



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	<b>*Event Site Plan is subject to approval and/or modification by the City's Special Event Committee.</b>	
8.B	Provide the <b>City</b> with a detailed schedule of event set-up, operations, and break-down dates and times <b>by Thursday, May 21, 2026:</b>	5/21/2026
8.C	Provide signs and banners to direct participants to parking area(s), program/vendor areas, and other areas specific to this event (i.e. portable toilets, first aid, transportation, accessible route/facilities, and tents).	
8.D	Identify the location, quantity, and type of barricades required for event crowd control on the approved Event Site Plan and Maintenance of Traffic (MOT) plan.	
8.E	Provide barricades for event crowd control. <b>Barricade set-up and management shall be completed as directed by the City.</b>	
8.F	<b>STONEWALL PRIDE I, INC.</b> shall conduct the parade and festival activities only within the route, event footprint, and operational layout approved by the <b>City of Wilton Manors Special Event Committee</b> . Any modification to the approved route, site plan, or operational layout must receive prior written approval from the <b>City</b> .	
8.G	<b>City of Wilton Manors</b> will submit an application for the road closure of Wilton Drive, including the surrounding approved side streets and nearby areas, as designated in the approved site plan to <b>FDOT</b> .	
8.H	Provide ten (10) hard copies of the site plan, no smaller than 11"x17" and no larger than 24"x36" to the <b>Community Development Services Director</b> no later than <b>Monday, June 15<sup>th</sup>, 2026</b>	6/15/2026

**Section 9 – Accessibility**

**Accessibility Requirements**

9.A	Agree to comply with Title I and Title II of the Americans with Disabilities Act regarding non-discrimination on the basis of disabilities in employment and in state and local government services, in the course of providing any services funded in whole or in part by Wilton Manors.
9.B	<b>Accessibility Site Plan Requirement:</b> Special Event Site Plan must include an Accessibility Site Plan section that addresses compliance with accessibility standards. This section should detail circulation routes, access paths, parking, portable toilets, directional signs, and access signs. It must also specify how and where persons with disabilities will have equal access to all event activities, including the means by which this access will be provided.

**Section 10 –Public Safety & Emergency Medical Services**

**Due Date**

**REQUIREMENTS:**

10.A	Public safety detail determined by the Wilton Manors Police Department Chief or designee <b>by Tuesday, April 21, 2026:</b> The Police Chief or designee reserves the right to make enhancements/adjustments to the security detail plan at any time, and the organizer shall be responsible for payment for these services.	4/21/2026
10.B	Provide for Emergency Medical Services personnel throughout the event. Number determined by <b>Community Development Services Department Director or Designee.</b>	
10.C	Provide Emergency Vehicle Access on Event Site Plan <b>by Monday, June 8, 2026:</b> 1. Identify specific site and staffing of public first aid location. 2. Identify emergency vehicle access/egress route(s).	6/8/2026



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10.D	Organizer shall pay all public safety and emergency medical services being provided for the special event. Organizer shall meet payment deadlines as established by the public safety and emergency service providers and provide <b>City</b> with proof of payment. The City shall reimburse the organizer any unused funds paid to the City or provide a credit following the event. Public safety and emergency services provided by or through the <b>City</b> shall be paid sixty (60) days prior to the event, <b>by Tuesday, April 21, 2026</b>	4/21/2026
10.E	Provide an Emergency First Aid Center during the event.	
10.F	Organizer shall be responsible for implementing security screening at all entry points, utilizing either a metal detection device or a metal detection wand. All individuals entering the event shall be screened by event personnel approved for security operations.	
10.G	The Wilton Manors Police Department Incident Commander, Police Chief, or City Manager may suspend or terminate event activities at any time if conditions threaten public safety, violate permit conditions, or violate applicable laws. The organizer shall immediately comply with all directives issued by City officials.	

Section 11 –Severe Weather Plan		Due Date
<b>REQUIREMENTS:</b>		
11.A	Actively monitor the City’s WeatherBug Lightning Alerting System at Mickel Park from the start of setup to the conclusion of the event when the roadway fully opens to vehicular traffic. This alerting system can be found on the City’s website here: <a href="https://www.wiltonmanors.gov/460/Mickel-Park">https://www.wiltonmanors.gov/460/Mickel-Park</a> . A green “No Alert” shall mean the event is authorized and clear to operate. A red “Active Alert” shall mean the event is not clear and not authorized to operate.	
11.B	Should a red “Active Alert” occur the organizer shall communicate with attendees that severe weather is approaching the area, and performances and event activities will cease until the risk of severe weather has cleared. The organizer shall communicate to the attendees, event staff, vendors, and performers that it is recommended everyone seek shelter and/or leave the event area. Acceptable methods of communicating severe weather notifications are via public address systems, social media, physical staff direction, electronic messaging screens and others that achieve the goal of reasonable notice. Notifications shall be issued until the event performances and activities have fully ceased. The organizer shall close all entry to the event during the “Active Alert” to prevent additional attendees from entering the event area.	
11.C	When a red “Active Alert” concludes, and a green “No Alert” triggers, the organizer is authorized to communicate with attendees that severe weather has cleared the area, and the event performances and activities may recommence.	
11.D	The organizer shall report to the event Wilton Manors Police Department Incident Commander without delay should the City’s WeatherBug Lightning Alerting System not be functioning properly. These types of notices on WeatherBug include but may not be limited to “Connection Not Set” and “Connection Down”.	
11.E	The organizer shall submit to the <b>Wilton Manors Police Department</b> a written Severe Weather Plan that includes but is not limited to acknowledging the requirements in 11.A - 11.D, shelter locations, staff member(s) or position(s) assigned to monitor the alerting system. This plan shall be submitted <b>by Thursday, May 21, 2026:</b>	5/21/2026
11.F	The Wilton Manors Police Department shall ensure the City’s WeatherBug Lightning Alerting System is functioning properly one week prior to the event, and prior to the event’s start.	



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11.G	The Wilton Manors Police Department shall rebroadcast the organizer's severe weather and event activity recommencement notifications via social media and any other electronic public communications platform being used for the event.	
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Section 12 – Public/Portable Toilets		Due Date
<b>REQUIREMENTS:</b>		
12.A	Provide adequate public portable toilet facilities for the event: Number determined by Wilton Manors Community Development Services and the Florida Department of Environmental Protection per rule 62.6.0101 of the Florida Administrative Code. 62.6.0101 of the Florida Administrative Code	
12.B	Provide Public/Portable Toilet Site Plan including facilities, location, and access by persons with disabilities. Must be within 350 ft. of event area. Provide <b>by Monday, June 8, 2026:</b>	6/8/2026
12.C	Upon request provide the <b>City</b> with written proof of payment for public/portable toilets <b>by Thursday, May 21, 2026:</b>	5/21/2026

Section 13 – Public Relations & Communications	
<b>Requirements</b>	
<i>* No event publicity is permitted prior to full approval of this Event Permit.</i>	
13.A	Provide the City of Wilton Manors Marketing Section with all event public relations materials for review prior to release.
13.B	Provide public notice of fees associated with the event.
13.C	Provide public notice in all event publicity that no coolers or glass bottles will be permitted into the event area by anyone.
13.D	<p>THIS IS A PRIVATE TICKETED EVENT THAT IS NOT OPEN TO THE PUBLIC. PERMITTEE IS PROHIBITING ALL WEAPONS AT THE EVENT.</p> <p>Provide public notice in all event publicity and at event entrances using the following language:</p> <p><b>ONLY BAGS ALLOWED ARE:</b>  <b>CLEAR BAG MAX: 12" x 6" x 12" (e.g., backpack, tote, fannie)</b>  <b>NON-CLEAR MAX: 5" x 7" (small fannie or clutch)</b></p> <p><b>YOU AGREE UPON ENTRY:</b></p> <ul style="list-style-type: none"> <li>• No weapons</li> <li>• Search of items</li> <li>• Bag restrictions</li> <li>• Search of person</li> <li>• Exit upon request</li> <li>• Comply with all laws</li> <li>• Obey police and security staff</li> </ul> <p><b>ALL law enforcement is fully authorized to enforce these rules.</b></p>

Section 14 – Security, Cleanup & Damages		Due Date
<b>REQUIREMENTS:</b>		
14.A	Provide for the clean-up of trash and debris within the event site and parking areas, during set-up, operations, and break-down.	
14.B	Provide for additional trash containers, bags, and/or dumpsters as needed to completely cleanup and remove trash from site.	



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14.C	Agree that all vendor and entertainment sub-contracted agreements must contain language that ensures that all contractors will comply with appropriate site clean-up, safe/sanitary disposal of charcoal and grease, and timely removal of all site equipment, supplies, and materials.	
14.D	Agree to return the event site to Wilton Manors as an "as was" condition. Provide for the repair or cost of repairs for excessive damage to the event site caused by the permit holder and/or sub-contractors before and during the event, and until fully vacated (including but not limited to turf and vegetation, facilities, irrigation, electrical, water, etc.). Deadline for completion of trash removal, litter cleanup, and removal of all equipment from the event site, City property, public roads, and rights-of-way shall be <b>no later than 10:30 PM on Sunday, June 21, 2026 (18 hours following the official end of the event).</b>	6/21/2026

Section 15 – Permits		Due Date
<b>Requirements</b>		
15.A	<b>STONEWALL PRIDE I, INC.</b> shall comply with all applicable federal, state, county, and municipal laws, ordinances, rules, regulations, permits, and approvals required for the event, including FDOT requirements where applicable.	
15.B	The City of Wilton Manors will submit the FDOT road closure permit application on behalf of the permittee. Permittee remains responsible for providing a complete and FDOT-compliant Maintenance of Traffic (MOT) plan and for complying with all FDOT permit conditions, revisions, and requirements. <b>All required documentation for the FDOT permit submittal must be provided to City by Tuesday, April 21, 2026.</b>	4/21/2026

Section 16 – Responsibilities – STONEWALL PRIDE I, INC.		Due Date:
16.A	Provide staff to control the traffic signal at Five Points during the event. The Wilton Manors Police Department will determine the required staffing level and applicable fees.	
16.B	Designate a Stonewall Pride, Inc. liaison to provide periodic updates at City Commission meetings as requested by the City.	
16.C	Coordinate event parking operations through Lanier Parking and any additional organizations or private businesses as applicable.	
16.D	Reimburse City for invoiced direct costs associated with logistical support <b>by (30 days post-event):</b>	7/20/2026
16.E	Host a minimum of two (2) public meetings to address questions, comments, and concerns from impacted businesses and residents regarding the event.	
16.F	Host a mandatory safety and informational meeting for all parade participants	
16.G	Submit the Alcoholic Beverage and Tobacco (ABT) permit application to the Community Development Services Director <b>no later than thirty (30) days prior to the event.</b>	
16.H	Finalize the event Maintenance of Traffic (MOT) plan and event route map <b>no later than thirty (30) days prior to the event.</b> Any modifications after this date require written approval from the City Special Event Committee.	
16.I	Provide the City with a pre-event budget and a post-event financial statement summarizing event revenues and expenses. The post-event financial statement must be submitted no later than <b>thirty (30) days following the event</b> and shall include sufficient supporting	7/20/2026



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	documentation upon request to verify reported revenues and expenditures associated with the event.	
16.J	Provide and manage a cashless paid entry system for event admission and access control.	

**Section 17 – Responsibilities - City of Wilton Manors**

17.A	Provide event planning guidance and coordination assistance to Stonewall Pride I, Inc. related to the Stonewall Parade and Street Festival. The City will waive building permit fees associated with the event, estimated at \$2,500.
17.B	Provide City staff support for permit coordination, Special Event Committee meetings, and review of the event site plan and related operational planning documents.
17.C	Contribute funding toward the cost of the Wilton Drive road closure associated with the event. City funding shall not exceed <b>\$10,000</b> .
17.D	Assist Stonewall Pride I, Inc. with regional and community outreach efforts to promote participation and support for the event.
17.E	Provide City staff support for event set-up, equipment assistance, and related labor services as requested by Stonewall Pride I, Inc. All direct labor costs and associated benefits shall be reimbursed to the City by Stonewall Pride I, Inc.
17.F	The City of Wilton Manors will contribute parking revenues collected from <b>Saturday, June 20, 2026 at 4:00 a.m. through Sunday, June 21, 2026 at 4:00 a.m.</b> , less all direct and indirect costs incurred by the City related to parking management, enforcement, staffing, equipment, administration, and contractor services associated with the event.
17.G	Provide the use of City facilities for planning meetings related to the event at no cost, based upon availability and with approval from the Leisure Services Department.
17.H	Provide access to City facilities for ancillary event activities, subject to availability and approval by the Leisure Services Department. Applicable facility rental fees and staffing costs will be invoiced to Stonewall Pride I, Inc. and must be paid in accordance with City policies.

**Section 18 - Event Fees / Charges & In-Kind Contributions Due Date**

<b>The following fees, charges, and in-kind contributions are associated with this event. Final amounts are subject to confirmation by the City and invoiced in accordance with City policy.</b>	
18.A	Fees & Charges Paid by Permittee
<b>FEE / SERVICE</b>	<b>COST</b>
Police / Fire / EMS Services	TBD
Direct Labor Costs (additional City staff labor necessary for event support)	TBD
Special Event Permit Application Fee	\$250
18.B	In-Kind Services Provided by City of Wilton Manors
<b>FEE / SERVICE</b>	<b>COST</b>
Road Closure & Barricades	Up to \$10,000
Waive building permit fees	\$2,500 (estimated)
Staff Time	\$36,000 (estimated)
Parking Revenue	TBD – See Item 17.F



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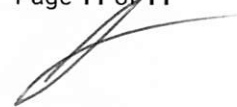
**Section 19 – Signature of Approval**

The following individuals executing below acknowledge and agree to the language contained in the Event Permit and in the preceding 18 sections of this Event Permit Addendum:

**STONEWALL PRIDE I, INC.**

**Organization Representative:**

Signature	Print Name	Date





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## COMMISSION AGENDA REPORT

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**MEETING DATE:** Tuesday, March 24, 2026

**From:** Todd DeJesus, Capital Projects Administrator

**Prepared by:** Todd DeJesus, Capital Projects Administrator

(a) **Subject:** CDBG 52nd Year Discussion and Project Selection

(b) **City Manager Recommendation:**

(c) **Report In Brief:** The City's application to Broward County for Community Development Block Grant (CDBG) funds requires that the City hold two public hearings on the subject. This is the second public hearing and opportunity for public comment about how the City will use funds for the 52nd Year.

(d) **Discussion:**

The City's anticipated allocation of Community Block Grant dollars for the 52nd year funding cycle (2026/2027) is estimated at \$76,000. The primary objective of CDBG funds is to assist low to moderate income persons or neighborhoods to improve their quality of life. This may be achieved by developing social programs or through infrastructure improvements. According to the socio-economic data collected by the county, the eligible neighborhoods in Wilton Manors for capital or infrastructure improvements are in the southwest and south central areas in the City.

CDBG funds have been utilized in the past to re-build the sewage lift station, construct sidewalks and a drainage system, and resurface streets in the Highland Estates neighborhood. Funds have also been utilized to improve Stafford Park , including the construction or installation of estate style fencing, an emergency generator, a 35-foot floating dock, an addition to the community center building, an artificial turf surface on the playground, a shade structure on the rear deck, fitness station, a shade structure over the fitness station, a basketball court renovation, and security cameras. Funds have also been utilized to acquire and develop the property adjacent to Stafford Park at 811 N.E. 28th Street. More recently, funds were allocated for improvements to the existing ball field and a new storage and maintenance facility building at Mickel Park and drainage improvements on the west side of the City. The first phase of energy efficient lighting installations at Hagen Park was recently completed.

Broward County has advised that no new social service programs, such as possible computer training, will be funded with CDBG funds. This is due to the limitation by HUD regulations that

such programs may not exceed fifteen percent of the total allocations to all cities through the county. Existing programs already meet that maximum allowed level and, in fact, due to the substantial reduction in funding to all the cities, some existing social service programs have had to be cut back to stay within the fifteen percent cap.

This public hearing provides an opportunity to receive input from residents. This is the second public meeting being held for the 52nd Year CDBG program. At the conclusion of this hearing, the Commission will select a project for Commission approval based on public input and the parameters of the grant application.

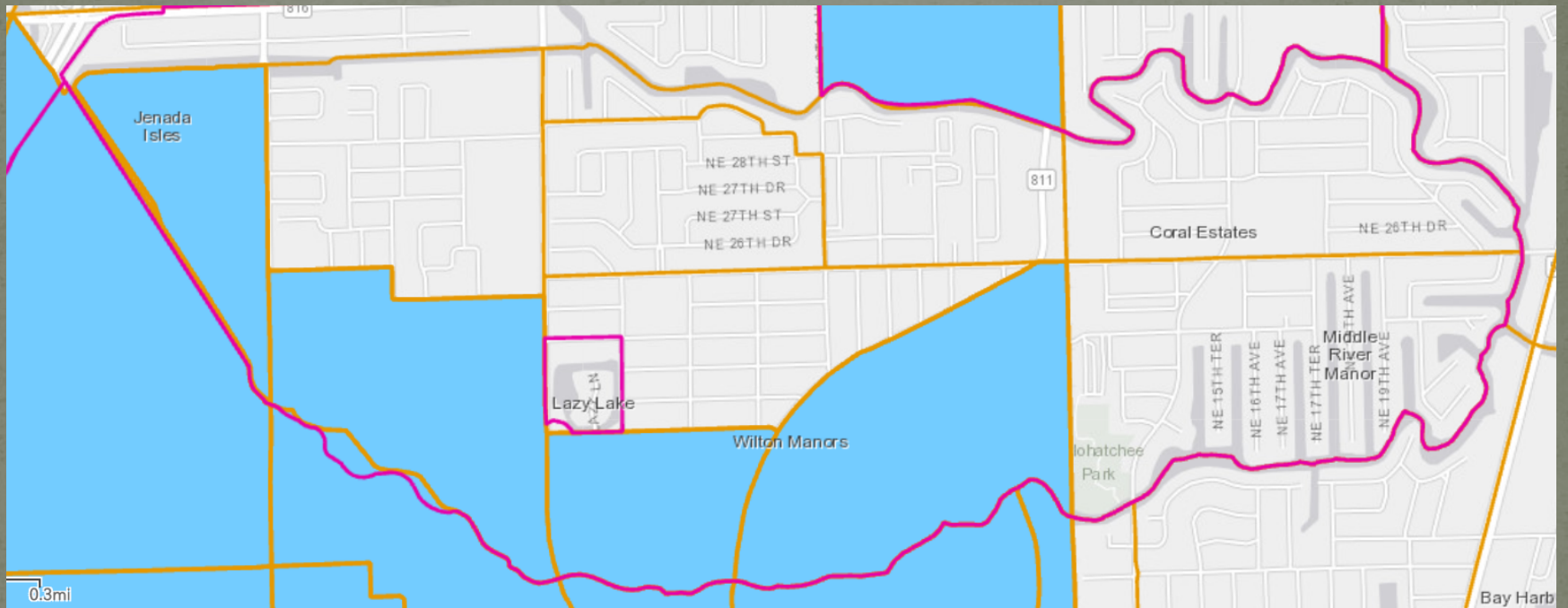
- (e) **Strategic Plan Consistency:** Sound Governance - Goal 2: Provide excellent services to the community; Objective 2: Continue to assess the services needs of the community and garner feedback about services provided; Goal 3: Promote and maintain financial stability and integrity.
- (f) **Concurrences:**
- (g) **Fiscal Impact:** Approximately \$76,000 in grant revenue is anticipated towards a City project. Any additional funding needed will be budgeted in the next fiscal year.
- (h) **Alternatives:** None Recommended
- (i) **Attachments:** 1. CDBG Project 2026 Hearing

# City of Wilton Manors 52<sup>nd</sup> Year CDBG Funding

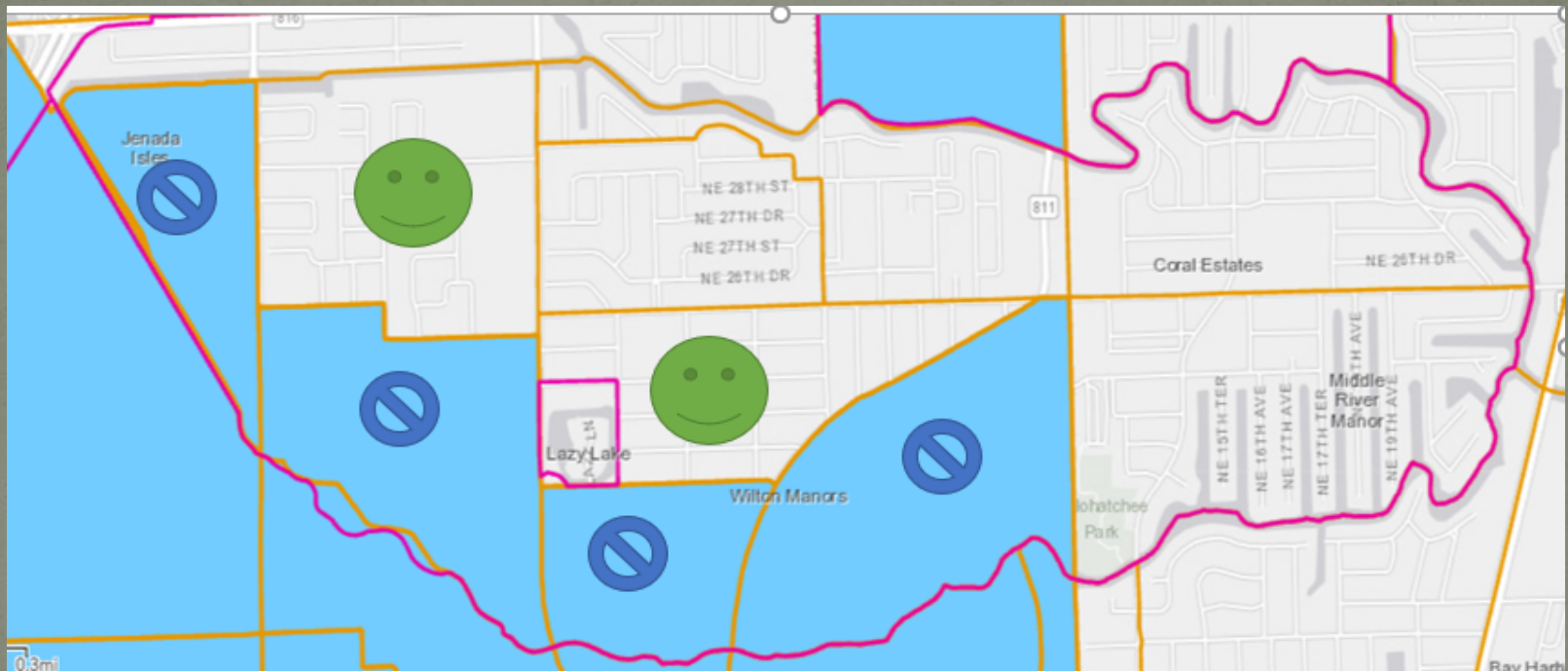
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Public Hearing for Project Suggestions

# Wilton Manors Former CDBG Eligible Areas IN BLUE



# Wilton Manors New Eligible Areas



# Street Resurfacing & Sidewalks



# Drainage



# Emergency Generator



# Floating Dock



# Playground Resurfacing



# Land Acquisition & Development



# Outdoor Fitness Stations



# Basketball Court Expansion



# Shade Structure



# Mickel Park Field Restoration



# West Side Drainage Project



# Project Suggestions

New wall installation and other improvements at  
Donn Eisele Park

Replacement/Upgrade Splash Pad Features at Mickel Park

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Lighting on Wilton Drive

Donn Eisele Dog Park

Decorative Directional Sign Post at 6<sup>th</sup> and Wilton Drive

Lighting at Rachel Richardson Park



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## COMMISSION AGENDA REPORT

---

**MEETING DATE:** Tuesday, March 24, 2026

**From:** Roberta Moore, Community Development Services Director

**Prepared by:** Evangeline Kalus, City Planner

(a) **Subject: Ordinance No. 2026-006:** *(Community Development Services) (Second Reading)*  
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, AMENDING THE UNIFIED LAND DEVELOPMENT REGULATIONS (“ULDR”) BY AMENDING SECTION 065-020 “GENERAL APPLICATION PROCESSING REQUIREMENTS”; AND BY AMENDING SECTION 080-020 “APPLICABILITY”; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

(b) **City Manager Recommendation:** Recommendation to adopt Ordinance No. 2026-006 on Second Reading.

(c) **Report In Brief:** Amendments are proposed to Section 065-020, “General application processing requirements” and Section 080-020, “Applicability” of the City’s Unified Land Development Regulations.

(d) **Discussion:**

Amendments are proposed to Section 065-020, “General application processing requirements” of the City’s Unified Land Development Regulations (ULDRs) to address changes to Florida Law. In accordance with Chapter 2025-177 of the Laws of Florida, which became effective October 1, 2025, local governments are required to specify minimum information necessary for certain development permit applications, and revise timeframes for processing applications for development permits and orders. Article 065 of the ULDRs contains general regulations pertaining to the submittal of applications to the City of Wilton Manors which include, but are not limited to, building permit applications, reasonable accommodations, vacations of right-of-way, site plans, conditional uses, plats, replats, or plat amendments. The submittal requirements in Article 065 of the City’s ULDRs are supplemented by the specific requirements contained within the applicable Article addressing each type of application.

No changes were made to the ordinance from First Reading of the City Commission.

(e) **Strategic Plan Consistency:** Strategic Plan 2021-2026: Goal B – Promote Economic

Development and Goal C – Enhance Quality of Life and Livability.

**(f) Concurrences:**

PLANNING AND ZONING BOARD: FEBRUARY 9, 2026 - A motion was made by Board Member Friedman and seconded by Board Member McCoy to approve the proposed ordinances, subject to clarification regarding the verbiage related to a “significant increase”. Motion passed 7-0.

CITY COMMISSION: March 10, 2026, First Reading - Vice Mayor Caputo made the motion to approve Ordinance 2026-006. Commissioner D’Arminio seconded the motion which was approved by unanimous roll call vote.

**(g) Fiscal Impact:**

**(h) Alternatives:**

- (i) Attachments:**
1. ORD 2026-006 Application Requirements, Amending Sections 065-020 & 080-020
  2. Article 065 & Article 80 Memo 3.12.26 CC 2nd Reading
  3. 020926 WM PZ 1st draft minutes
  4. Section 065-020 & Section 080-020 Amendments Presentation for 3.24.26 CC 2nd Reading
  5. Fiscal Impact Analysis Section 065-020 & 080-020 3.24.26 2nd Reading



1 **Sec. 065-020. General application processing requirements.**

- 2 (A) *Preapplication conference.* All applicants for petitions hereunder are required to have a preapplication  
3 conference *at least* one week prior to submittal of an application to the Community Development  
4 Services Department. The applicant shall provide materials sufficient for the Community Development  
5 Services Department staff to evaluate the proposal or request. The purpose of the preapplication  
6 meeting is to identify problems, opportunities, errors, additional approvals required, and clarifications  
7 needed, and to discuss the submittal requirements and review process to ensure a complete, correct  
8 submittal and smooth application process. The preapplication is not intended to entail a complete staff  
9 review of the application and accompanying materials. Failure of staff to identify any required permits or  
10 issues at a preapplication conference shall not constitute waiver of Code requirements or permits.
- 11 (B) *Submittal receipt.* The Community Development Services Director or designee shall confirm receipt of an  
12 application within five (5) business days and shall notify an applicant within 30 days of any deficiencies in  
13 the application. The applicant shall have 30 days to submit the required information or paperwork. If the  
14 required documentation has not been submitted, the application will be deemed void.
- 15 ~~(B)~~(C) *Determination of Completeness.* Applications the Community Development Services Director determines  
16 are incomplete shall not undergo further processing until all submittal requirements are satisfied. If an  
17 application is withdrawn by the applicant and re-submitted, a new application fee and processing  
18 number shall be assigned.
- 19 (D) For applications that do not require final action through a quasi-judicial hearing or a public hearing, the  
20 City must approve, approve with conditions, or deny the application for a development permit or  
21 development order within 120 days after the City has deemed the application complete; for applications  
22 that require a quasi-judicial or public hearing, the City must approve, approve with conditions or deny  
23 the application within 180 days after the City has deemed the application complete. The timeframes in  
24 this subsection may be extended if the City and the applicant agree in writing to an extension; the  
25 timeframes restart if the applicant initiates a change in the application which results in a change of 15  
26 percent or more in the proposed density, intensity, or square footage of a parcel.
- 27 (E) The City will only issue refunds of the application fee if the City fails to meet the deadlines provided in this  
28 section, using the refund schedule provided in section 166.033, F.S., as amended from time to time.

29 **Section 3:** Section 080-020 “Applicability,” of the City’s Unified Land Development

30 Regulations (ULDRs) of the City of Wilton Manors is amended as follows:

- 31 (B) No development order or permit shall be granted unless the applicant first obtains a Determination of  
32 Level of Service Compliance pursuant to subparagraph (A), where required, unless the ~~one of the~~  
33 following exemptions applies:  
34 ...
- 35 (5) The proposed development will reconstruct or replace a previously existing structure and the  
36 replacement structure is of the same land use as the original structure. In the case of replacement  
37 or reconstruction, the impact fee and permit requirements will be:
- 38 (a) for a proposed development that does not increase the impact on public facilities beyond the  
39 original structure no impact fees will be assessed and no Determination of Level of Service will  
40 be required but the proposed development shall be required to obtain a Certificate of  
41 Compliance and other permits required by these regulations or other applicable regulations;  
42 or
- 43 (b) for a proposed development in which the replacement structure increases the demand on  
44 public facilities due to a significant increase in size, intensity, or capacity of use, an impact fee  
45 will be assessed in an amount proportional to the difference in the demand between the  
46 replacement structure and the original structure. Any such fee must be reasonably connected

Page 2 of 4

CODING: Words in ~~strike-through~~ type are deletions from existing law;  
Words in underlined type are additions.

1 to, or have a rational nexus with, the need for additional capital facilities and the increased  
2 impact generated by the reconstruction or replacement of a previously existing structure. The  
3 development must obtain a Determination of Level of Service Compliance, as described in (A)  
4 before a development order or permit can be granted.

5 **Section 4: Codification.** It is the intention of the City Commission of the City of  
6 Wilton Manors, and it is hereby ordained that the provisions of this Ordinance shall become and  
7 be made a part of the Code and Ordinances of the City of Wilton Manors, Florida, and that Sections  
8 of this Ordinance may be renumbered, re-lettered and the word “Ordinance” may be changed to  
9 “Section,” “Article,” or such other word or phrase in order to accomplish such intention.

10 **Section 5: Severability.** If any clause, section, or other part of this Ordinance shall be  
11 held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional  
12 or invalid part shall be considered as eliminated and in no way affecting the validity of the other  
13 provisions of this Ordinance.

14 **Section 6: Conflicts.** That all Ordinances or parts of Ordinances, Resolutions, or parts  
15 of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

16 **Section 7. Effective Date.** That this Ordinance shall take effect immediately upon  
17 adoption.

18  
19 **THE REMAINDER OF THIS PAGE HAS**  
20 **BEEN INTENTIONALLY LEFT BLANK.**  
21

1 PASSED ON FIRST READING BY THE CITY COMMISSION OF THE CITY OF WILTON  
2 MANORS, FLORIDA, THIS \_\_\_\_\_ DAY OF MARCH, 2026.

3  
4 PASSED AND ADOPTED ON SECOND AND FINAL READING BY THE CITY  
5 COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA THIS \_\_\_\_ DAY OF  
6 \_\_\_\_\_, 2026.

7  
8 CITY OF WILTON MANORS, FLORIDA  
9

10  
11 By: \_\_\_\_\_  
12 SCOTT NEWTON, MAYOR

13  
14 ATTEST: RECORD OF COMMISSION VOTE: 1<sup>ST</sup>  
15 Reading

16  
17 \_\_\_\_\_ MAYOR NEWTON \_\_\_\_\_  
18 ELIZABETH VICE MAYOR CAPUTO \_\_\_\_\_  
19 GARCIA-BECKFORD, MMC COMMISSIONER BRACCHI \_\_\_\_\_  
20 CITY CLERK COMMISSIONER D'ARMINIO \_\_\_\_\_  
21 COMMISSIONER ROLLI \_\_\_\_\_

22 I HEREBY CERTIFY that I have  
23 approved the form of this Ordinance.

24  
25 /s/ Kerry L. Ezrol  
26 KERRY L. EZROL, ESQ.  
27 CITY ATTORNEY

28 RECORD OF COMMISSION VOTE: 2<sup>ND</sup>  
29 Reading

30  
31 MAYOR NEWTON \_\_\_\_\_  
32 VICE MAYOR CAPUTO \_\_\_\_\_  
33 COMMISSIONER BRACCHI \_\_\_\_\_  
34 COMMISSIONER D'ARMINIO \_\_\_\_\_  
35 COMMISSIONER ROLLI \_\_\_\_\_



# WILTON MANORS, *Island City*

2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

## COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

*Life's Just Better Here*

TO: Planning and Zoning Board [February 9, 2026 / City Commission March 10, 2026](#)  
[/ City Commission March 24, 2026](#)

THRU: Roberta Moore, Community Development Services Director

THRU: Christian Cervantes, Assistant Director of Community Development Services

FROM: Evangeline G. Kalus, City Planner

DATE: February 3, 2026 / [February 19, 2026](#)/[March 11, 2026](#)

RE: Amendments to Section 065-020, "General application processing requirements" and Section 080-020, "Applicability" of the City's Unified Land Development Regulations.

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Amendments are proposed to Section 065-020, "General application processing requirements" to address changes to Florida Law. In accordance with Chapter 2025-177 of the Laws of Florida which became effective October 1, 2025, local governments are required to specify minimum information necessary for certain development permit applications, and revise timeframes for processing applications for development permits and orders. Article 065 of the City's Unified Land Development Regulations (ULDRs) contains general regulations pertaining to the submittal of applications to the City of Wilton Manors which include, but are not limited to, building permit applications, reasonable accommodations, vacations of right-of-way, site plans, conditional uses, plats, replats, or plat amendments. The submittal requirements in Article 065 of the City's ULDRs are supplemented by the specific requirements contained within the applicable Article addressing each type of application. Approval of the proposed ordinance is subject to final review and approval of the City Attorney.

The following outlines the proposed amendments to Section 065-020:

Section 065 – 020 – General application processing requirements.

- Section 065-020(A) – Add "Community Development Services" before "Department".
- Section 065-020(B) – Add a new Section with language requiring the Director or designee to confirm that an application was received within five (5) business days, Director or designee to notify the applicant within thirty (30) days of any deficiencies, and the applicant shall have thirty (30) days to submit required information or paperwork.
- Section 065-020(C) – Add "Community Development Services" before "Department".
- Renumber remaining sections.
- Section 065-020(D) – Add a new Section with language stating where applications that do not require final action through a quasi-judicial hearing or a public hearing, the City must approve, approve with conditions, or deny the application for a development permit or development

order within one hundred and twenty (120) days after the City has deemed the application complete; where applications require quasi-judicial or public hearing, the City must approve, approve with conditions or deny the application within one hundred and eighty (180) days after the City has deemed the application is complete; timeframes in this subsection may be extended if the City and the applicant agree in writing to an extension; and the timeframes restart if the applicant initiates a change in the application which results in a change of fifteen (15) percent or more in the proposed density, intensity, or square footage of a parcel.

- Section 065-020(E) – Add a new Section that requires the City to issue a refund of the application fee if the City fails to meet the deadlines provided in this Section, using the refund schedule provided in Section 166.033, Florida Statutes.

Amendments are proposed to Section 080-020 of the City's ULDRs also to be consistent with Florida Law which became effective June 26, 2025. Chapter 2025-190 of the Laws of Florida prohibit the assessment of impact fees where a new building replaces a previously existing building with no change in land use or increase of demand of public facilities. Article 080 of the City's ULDRs contains regulations intended to ensure that development is consistent with the Level of Service standards for public facilities which are contained in the City of Wilton Manors Comprehensive Plan and prevent the issuance of development orders which would result in a reduction in these standards.

The following outlines the proposed amendments to Section 080-020:

#### Section 080-020 – Applicability

- Section 080-020(B)(5) – Add a new Section with language allowing exemptions from obtaining a Determination of Level of Service Compliance prior to the granting of a development order or permit when the proposed development will reconstruct or replace a previously existing structure and the replacement structure is of the same land use as the original structure.
- Section 080 – 020(B)(5)(a) – Add a new Subsection with exemption language that states that a proposed development that does not increase the impact on public facilities beyond the original structure no impact fees will be assessed and no Determination of Level of Service will be required, but the proposed development will be required to obtain a Certificate of Compliance and other applicable permits.
- Section 080 – 020(5)(b) – Add a new Subsection with language that states that a proposed development in which the replacement structure increases the demand on public facilities due to a significant increase in size, intensity, or capacity of use, an impact fee will be assessed in an amount proportional to the difference in the demand between the replacement structure and the original structure; the impact fee must be reasonably connected to, or have rational nexus with, the need for additional capital facilities and the increased impact generated by the reconstruction or replacement of a previously existing structure; and the development must obtain a Determination of Level of Service Compliance prior to the issuance of a development order or permit.

#### **PLANNING AND ZONING BOARD – FEBRUARY 9, 2026**

**Motion made by Board Member Friedman and seconded by Board Member McCoy, to approve the proposed language changes, with clarification on the verbiage related to “significant increase.” motion passed 7-0.**

#### **CITY COMMISSION – March 10, 2026**

**Vice Mayor Caputo made the motion to approve Ordinance 2026-006. Commissioner D’Arminio seconded the motion which was approved by unanimous roll call vote.**



Life's Just Better Here

**DRAFT**  
**MEETING MINUTES**  
**PLANNING & ZONING BOARD**  
**COMMISSION CHAMBERS**  
**2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305**  
**MONDAY, FEBRUARY 9, 2026 – 7:00 P.M.**

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**MEMBERS** **ATTENDANCE**

Bill Desautels, Chair	P
Louis Izquierdo, Vice Chair	P
John Fomook	P
Karen Friedman	P
Scott McCoy	P
Justin Proffitt	P
Scott Reale	P
Chris Boylan, Alternate	P

**Staff**

- Wilton Manors City Commissioner Don D’Arminio
- Wilton Manors City Commissioner Paul Rolli
- Roberta Moore, Community Development Services Director
- Christian Cervantes, Assistant Director, Community Development Services
- Evy Kalus, City Planner
- Mike Cirullo, Assistant City Attorney
- Karen Cruitt, Recording Secretary, Prototype, Inc.

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. ROLL CALL**

Roll was called and it was noted a quorum was present.

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**4. APPROVAL OF MINUTES**

**a. January 12, 2026 Planning and Zoning Board Meeting Minutes**

**Motion** made by Board Member Reale, seconded by Vice Chair Izquierdo, to approve the minutes from the January meeting. In a voice vote, the **motion** passed unanimously (7-0).

1           **5. PUBLIC COMMENTS**

2  
3 At this time Chair Desautels opened public comment, which he closed upon receiving no  
4 input.

5  
6 Chair Desautels recognized that City Commissioners Don D’Arminio and Paul Rolli were  
7 present at tonight’s meeting.

8  
9           **6. PUBLIC HEARING**

10  
11           **a. Amendments to Section 065-020, “General Application Processing**  
12           **Requirements” and Section 080-020, “Applicability” of the City’s**  
13           **Unified Land Development Regulations.**

14  
15 City Planner Evy Kalus explained that the proposed amendments to the City’s Unified  
16 Land Development Regulations (ULDR) are required in order to be consistent with new  
17 Florida Law as stated in Chapter 2021-177, which took effect on October 1, 2025. Local  
18 governments are required to specify the minimum information necessary for certain  
19 development permit applications and revise time frames for the processing of applications  
20 for these permits.

21  
22 The proposed changes include but are not limited to:

- 23           • Time frame for acknowledging receipt of an application  
24           • Notification of application deficiencies  
25           • Applicant’s response and time frame regarding final action on applications

26  
27 Chapter 25-21 of the Laws of Florida prohibits the assessment of impact fees when a  
28 building replaces a previously existing building with no change in land use or increase in  
29 demand for public facilities. The proposed changes include but are not limited to:

- 30           • Exemptions from obtaining or determining a level of service prior to the granting of  
31           a development order or permit which includes the assessment of impact fees for  
32           replacement structures or reconstruction

33  
34 Board Member Friedman requested clarification of the impact fees currently charged by  
35 the City. Planner Kalus replied that these fees include general government, park,  
36 Police/Fire, water/sewer connections, and library.

37  
38 Board Member Friedman asked if specific portions of the amendment’s proposed  
39 language come directly from Florida Statutes. Planner Kalus advised that the language  
40 is most likely not verbatim. Board Member Friedman addressed language in Section  
41 B.5.b, which refers to demand on public facilities “due to a significant increase,” pointing  
42 out that this phrase is not defined in the backup materials for the proposed amendment.

43  
44 Planner Kalus confirmed that Staff would look into this further. Board Member Friedman  
45 recommended that if this language is not taken verbatim from Florida Statutes, it should

1 be defined or clarified to indicate a specific threshold for when fees will or will not be  
2 charged.

3  
4 Board Member Friedman also addressed improvements in lieu of fees, asking how  
5 transportation-related improvements in particular would be impacted by the proposed  
6 amendment. Planner Kalus replied that Wilton Manors does not have transportation-  
7 related impact fees, instead deferring these to Broward County transit or transportation  
8 concurrency fees. It was further clarified that the City considers concurrency and capacity  
9 issues to determine whether or not capacity must be expanded to allow for services. Most  
10 capacity-related comments address sewer and water infrastructure, which are satisfied  
11 through connection fees.

12  
13 Board Member Fomook asked if any of the impact fees or creation of service levels are  
14 considered sufficiently significant to constitute a burden or a gap in need of mitigation.  
15 Planner Kalus replied that the amendment's proposed language clarifies that developers  
16 are given credit for existing structures and would be charged for increments such as  
17 intensity, size, or capacity. Assuming that the City is charging for an increase, there should  
18 be no level of service issues, as they are capturing that level of service by assessing a  
19 fee related to the increase in capacity.

20  
21 Vice Chair Izquierdo asked if the difference between existing City policy and the proposed  
22 amendment has been compared in terms of lost revenue for the City. Planner Kalus  
23 replied that in most cases, the City already gave credit for existing structures, which would  
24 not constitute a loss.

25  
26 Board Member McCoy requested clarification of what City entity would be responsible for  
27 denying an application if there was no agreement on an extension, expressing concern  
28 that the policy could mean applications are automatically approved. He recommended  
29 adjusting the amendment's language to address this possibility before the amendment is  
30 transmitted to the City Commission for further discussion. Planner Kalus replied that Staff  
31 would look into this further.

32  
33 Assistant City Attorney Mike Cirullo stated that he understood the proposed language to  
34 mean whatever entity acts as ultimate authority for a given application must make a  
35 decision to deny it within the specified time frame. He recommended implementing the  
36 amendments and monitoring them as they are followed to determine whether or not  
37 additional action is needed. If this is the case, Staff will bring the item back before the  
38 Board once again.

39  
40 It was clarified that the language to which Board Member Friedman had referred earlier  
41 was not taken verbatim from Florida Statutes, although the deadlines cited in the  
42 proposed amendment were verbatim from the legislation.

1 There was additional discussion of how the term “significant increase” was perceived by  
2 the Board members. Planner Kalus advised that Staff would consult with the City  
3 Attorney’s Office to determine the extent to which they can define the term.  
4

5 At this time Chair Desautels opened the public hearing, which he closed upon receiving  
6 no input.  
7

8 **Motion** made by Board Member Friedman, seconded by Board Member McCoy, to  
9 approve the proposed language changes, with clarification on the verbiage related to  
10 “significant increase.” In a roll call vote, the **motion** passed 7-0.  
11

12 **b. Amendments to Section 010-030, “Terms Defined,” Section 020-070,**  
13 **“Residential District Schedule of Permitted, Conditional and**  
14 **Prohibited Use,” Section 020-120, “Mixed Use and Public/Quasi-Public**  
15 **District Permitted, Conditional and Prohibited Uses,” and Section 175-**  
16 **030, “Response to Reasonable Accommodation Request” of the City’s**  
17 **Unified Land Development Regulations.**  
18

19 Planner Kalus explained that the proposed Ordinance addresses Sections 010-030, 020-  
20 070, 020-120, and 175-030 of the ULDR. The proposed amendments include but are not  
21 limited to:

- 22 • Addition of definitions for community residential home, disability, and recovery  
23 residence
- 24 • Changes to permitted, conditional, and prohibited use tables in Sections 020-070  
25 and 020-120 of the ULDR
- 26 • Changes to specific provision tables below the permitted and prohibited use tables
- 27 • Changes to processing requirements in Section 170-030  
28

29 The proposed amendments are required by Senate Bill (SB) 950.  
30

31 Board Member Proffitt characterized this area of State Statutes as ever-evolving and  
32 becoming more complicated in recent years. He commended the City for updating the  
33 ULDR in order to ensure compliance.  
34

35 Board Member Friedman addressed a portion of the amendments which states that the  
36 City shall make every reasonable effort to accommodate a recovery residence, but may  
37 revoke a reasonable accommodation under specific circumstances. She asked if it is  
38 possible to change this from “may” to “shall,” assuming that this change is not  
39 contradictory to state law. Planner Kalus replied that Staff would refer to the law’s  
40 language to determine if the change is possible.  
41

42 Chair Desautels asked if there are currently any registered certified recovery residences  
43 in Wilton Manors. Planner Kalus replied that there is one such residence, which has the  
44 required local business tax receipt (BTR).  
45

1 Board Member Proffitt requested additional information on the implication of the  
2 requested change from “may” to “shall,” particularly with respect to flexibility. He noted  
3 that if the language is changed to “shall,” the City will need to revoke a reasonable  
4 accommodation. Attorney Cirullo pointed out that “shall” makes the proposal mandatory,  
5 which means there would be no discretion involved: should the business be unable to  
6 secure its certification within the one hundred eighty (180) -day time frame, they would  
7 lose the reasonable accommodation. He added that “may” provides for some discretion,  
8 including the possibility of an extension.

9  
10 Board Member Proffitt asked if “may” provides too much discretion under the law, also  
11 noting that if the language is changed to any other word, it would remove the possibility  
12 of any further discretion. The Board members also raised questions regarding the length  
13 of time that discretion would apply, as well as the vulnerability of the City’s position if  
14 discretion is applied in one case but not another.

15  
16 Board Member McCoy requested clarification of the entity from which a recovery  
17 residence would seek certification. Planner Kalus replied that there are volunteer  
18 agencies recognized on the state’s website which provide licensing for the residences.  
19 The state itself would not issue a license.

20  
21 Board Member Proffitt requested input from Community Development Services Director  
22 Roberta Moore on which of the two (2) language options would better serve her  
23 responsibilities in this area. Director Moore replied that consideration of community  
24 residences includes both a reasonable accommodation process and a requirement of that  
25 residence to obtain a BTR from the City. When considering the revocation of a reasonable  
26 accommodation for residences that did not obtain their license within the required time  
27 frame, the City must also consider the revocation of the BTR as a separate process.

28  
29 Director Moore continued that while the Community Development Services Director may  
30 revoke a BTR, this is subject to City Commission appeal. The proposed language,  
31 however, does not identify an appeal process. She recommended that this language be  
32 more consistent. She also pointed out that the term “shall” is very definitive with little  
33 flexibility. She concluded that if the recommendation of the change from “may” to “shall”  
34 is part of the Board’s motion, additional conversation with the City Attorney’s Office and  
35 City Administration will be necessary for greater clarity.

36  
37 At this time Chair Desautels opened the public hearing, which he closed upon receiving  
38 no input.

39  
40 **Motion** made by Vice Chair Izquierdo, seconded by Board Member Proffitt, to approve.  
41 In a roll call vote, the **motion** passed 6-1 (Board Member Friedman dissenting).

42  
43 **c. Amendments to Section 150-250, “Synthetic turf” of the City’s Unified**  
44 **Land Development Regulations.**  
45

1 Planner Kalus stated that the proposed amendments to Section 150-250 are related to  
2 the use of synthetic turf. These changes stem from state regulations which preempt the  
3 regulation of synthetic turf on single-family properties less than one (1) acre in size. The  
4 final Ordinance will be subject to review by the City Attorney's Office.

5  
6 The proposed amendments state that while single-family homes would be required to  
7 secure a building permit, it would be subject to the specific adopted state regulations  
8 regarding synthetic turf. All other uses, including multi-family, mixed, and commercial use,  
9 are specified in the proposed Ordinance with regard to the following:

- 10 • Coverage
- 11 • Setbacks
- 12 • Canal easements
- 13 • Prohibitions from locating artificial turf in swales or City rights-of-way
- 14 • Requirement of material to be made of 100% recycled material

15  
16 Special regulations would apply to dog runs and putting greens. Landscaping plans  
17 including these requirements must be signed and sealed. Single-family properties less  
18 than one (1) acre in size would require a building permit, but would be subject to rules  
19 adopted by the state.

20  
21 Board Member Reale requested clarification of the source of the requirement to use 100%  
22 recycled materials. Planner Kalus replied that this language is in the state's adopted rules;  
23 the City also requires this condition for all non-single-family uses.

24  
25 Board Member Proffitt asked if the rules addressing installation methods, design, material  
26 uses, and more are generally consistent with the rules proposed by the state. Planner  
27 Kalus explained that while there are some similarities, the state regulations are vague.  
28 The rules allow municipalities to prohibit use of synthetic turf on City government-owned  
29 properties. Most of the City regulations are based on suggestions from a consultant,  
30 research conducted by Staff, suggestions from contractors within the community, and  
31 more.

32  
33 Board Member Proffitt asked if artificial turf is considered to be space, hardscape, or  
34 impervious according to City Code. Planner Kalus stated that the material is required to  
35 be permeable. It drains according to manufacturer specifications.

36  
37 Board Member McCoy requested clarification of the term "sealed" in relation to landscape  
38 plans. Planner Kalus replied that Code requires landscaping plans to be prepared by a  
39 licensed landscape architect. The City requires that the submission of these plans be  
40 signed and sealed by that architect.

41  
42 Board Member McCoy also asked for more information on the requirement that edging  
43 be placed one (1) foot from hedges and three (3) feet from trees and palms. Planner Kalus  
44 explained that this was suggested by the City's consultant, as closer proximity to trees  
45 can be detrimental to them.

1  
2 Board Member Fomook commented that requiring 100% recycled material is a strict  
3 requirement. Planner Kalus confirmed that manufacturing specifications for some artificial  
4 turf meet this standard; during the permitting process, owners are required to provide  
5 these manufacturing specifications.

6  
7 Board Member Friedman referred to the City requirement that the backing of artificial turf  
8 be permeable, asking why the City limits the percentage of plantable area if there is a  
9 permeability requirement. Planner Kalus explained that artificial turf is intended to be  
10 installed for use in conjunction with natural landscaping materials.

11  
12 Board Member Friedman asked if a multi-family residential property would be able to  
13 swap out sod landscaping with synthetic turf. Planner Kalus confirmed that if the property  
14 meets coverage, setback, and landscaping requirements, they would be able to do so.  
15 There is also a limit to the percentage of the property that can be covered by artificial turf.

16  
17 Board Member Friedman requested clarification of restrictions on how landscaping can  
18 be installed as part of an overall design that includes a concrete or brick paver driveway  
19 or front walkway. Planner Kalus explained that this refers to concrete driveways that have  
20 strips of turf.

21  
22 Board Member Friedman also asked why government-owned properties were exempt  
23 from the proposed Ordinance, pointing out that synthetic turf is used in some of the City's  
24 parks; if it is used there, she was not certain why uses at other City properties would be  
25 limited, particularly under drought conditions. She was in favor of permitting more  
26 business owners to use synthetic turf to improve the appearances of their properties.

27  
28 Board Member Friedman continued that she did not agree with requiring single-family  
29 property owners to pull building permits to install artificial turf when they are not required  
30 to pull a permit to install sod, which is more expensive and must be watered. Planner  
31 Kalus advised that these comments would be taken into consideration by Staff before the  
32 proposed amendments are advanced.

33  
34 Chair Desautels asked if single-family requirements for artificial turf would be revisited  
35 once the state has implemented its regulations. Planner Kalus explained that single-family  
36 regulations are already part of the proposed Ordinance. The intent is that the regulations  
37 adopted by the state will be built into the Ordinance, also applying to any future changes.

38  
39 Board Member Fomook asked if there is any way to monitor the quality of installed  
40 synthetic turf if no building permit is required for its installation. Planner Kalus replied that  
41 the City would not be able to oversee the installation.

42  
43 Chair Desautels noted a reference to recycled or non-recycled materials. Planner Kalus  
44 stated that this was a suggestion from the City's consultant which allows more broad

1 interpretation of organic infill materials, such as cork, coconut husk, and more in addition  
2 to sand and gravel.

3  
4 Chair Desautels also requested more information on the distance that must be maintained  
5 between artificial turf and trees, including whether or not this reference is intended to  
6 apply at the time the tree matures. Planner Kalus advised that the language currently  
7 refers to one (1) foot from trees or palms, with the assumption that this refers to full-grown  
8 trees. It can be clarified to refer to mature trees.

9  
10 Board Member McCoy identified a minor scrivener's error on p.206, line 27 of the draft  
11 Ordinance: a space is needed following the parenthetical number.

12  
13 Board Member Proffitt stated that he shared Board Member Friedman's concern  
14 regarding the requirement of building permits for what he felt was a relatively simple issue.  
15 He asserted that by implementing a statewide preemption, the Florida Legislature has  
16 created regulations that mandate municipalities to approve certain materials as well as a  
17 list of rules. He felt a building permit should be necessary in order for the City to ensure  
18 that appropriate products are being installed; in addition, if no building permit is required,  
19 there is no way for Code Compliance to determine whether or not a property is using the  
20 correct products, such as recycled materials.

21  
22 Board Member Proffitt continued that another concern is the creation of heat islands,  
23 which can result if an entire yard is covered with synthetic turf. Even if the material is  
24 permeable, it generates significant heat.

25  
26 Board Member Proffitt asked how the new regulations will be enforced going forward.  
27 Planner Kalus replied that if the property owner has already obtained a building permit for  
28 synthetic turf and the product was inspected, they would be subject to the new regulations  
29 if they change the turf in the future. If the material was installed without a building permit,  
30 the owner will need to seek an after-the-fact permit.

31  
32 At this time Chair Desautels opened the public hearing.

33  
34 Adrienne Foland, 440 NE 23 Street, stated that she shared Board Member Proffitt's  
35 concerns, recalling that she had secured permits before installing pervious and pet-  
36 friendly turf on her property. The permitting process had been rigorous and resulted in the  
37 installation of a satisfactory product. She recommended requiring permits for installation  
38 of artificial turf.

39  
40 With no other individuals wishing to speak at this time, Chair Desautels closed the public  
41 hearing.

42  
43 **Motion** made by Board Member Proffitt, seconded by Board Member Reale, to approve  
44 the artificial turf Ordinance as written. In a roll call vote, the **motion** passed 6-1 (Board  
45 Member Friedman dissenting).

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**7. STAFF COMMENTS**

Director Moore thanked the Board members for their discussion and feedback, and encouraged similar interaction as the City's Code rewrite progresses.

**8. ADJOURNMENT**

The meeting was adjourned at 8:02 p.m.

**NEXT MEETING DATE: March 9, 2026**

DRAFT



*Life's Just Better Here*

Amendments to Section 065-020, “General application processing requirements” and Section 080-020, “Applicability” of the City’s Unified Land Development Regulations:  
2<sup>nd</sup> Reading

March 24, 2026  
City Commission

## Section 065-020 – General Application Processing Requirements

- The changes proposed to Section 065-020 of the City's ULDRs are to provide consistency with Florida Law.
- In accordance with Chapter 2025-177 of the Laws of Florida, which became effective October 1, 2025, local governments are required to specify minimum information necessary for certain development permit applications, and revise timeframes for processing applications for development permits and orders.
- Article 065 of the City's Unified Land Development Regulations (ULDRs) contains general regulations pertaining to the submittal of applications to the City of Wilton Manors which include, but are not limited to, building permit applications, reasonable accommodations, vacations of right-of-way, site plans, conditional uses, plats, replats, or plat amendments.
- The submittal requirements in Article 065 of the City's ULDRs are supplemented by the specific requirements contained within the applicable Article addressing each type of application.
- The proposed changes include, but are not limited to, time frame acknowledging receiving application, notification of deficiencies, and the applicant's response; and time frame regarding final action of applications.

# Section 080-020 – Applicability

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- Chapter 2025-190 of the Laws of Florida, effective June 26, 2025, prohibits the assessment of impact fees where a new building replaces a previously existing building with no change in land use or increase in demand for public facilities.
- Article 080 of the City's ULDRs contains regulations intended to ensure that development is consistent with the Level of Service standards for public facilities which are contained in the City of Wilton Manors Comprehensive Plan and prevent the issuance of development orders which would result in a reduction in these standards.
- The changes proposed to Section 080-020 of the City's ULDRs are to provide consistency with Florida Law.
- The proposed changes include, but are not limited to, allowing for exemptions from obtaining a Determination of Level of Service prior to the granting of a development order or permit which include the assessment of impact fees for replacement structures or reconstruction.

## City Commission

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- The first reading of this ordinance was March 10, 2026.
- Vice Mayor Caputo made the motion to approve Ordinance 2026-006. Commissioner D'Arminio seconded the motion which was approved by unanimous roll call vote.

THANK YOU  
FOR YOUR SERVICE  
TO THE  
ISLAND CITY



City of Wilton Manors  
Business Impact Estimate

*Note: The business impact estimate must be posted on the City's website no later than the date the notice of proposed enactment is published per Section 166.041(4) Florida Statutes. This business impact estimate may be revised following its initial posting.*

*Ordinance title/reference:*

**Does any of the following exceptions to the Business Impact Estimate requirement apply? If so, check the applicable box and leave the remainder of the form blank.**

- The ordinance is required for compliance with federal or state law or regulation;
- The ordinance relates to the issuance or refinancing of debt;
- The ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The ordinance is required to implement a contract or an agreement, including, but not limited to, any federal, state, local, or private grant, or other financial assistance accepted by the County;
- The ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements, and development permits;
  - b. Sections 190.005 and 190.046, regarding community development districts;
  - c. Section 553.73, relating to the Florida Building Code; or
  - d. Section 633.202, relating to the Florida Fire Prevention Code.

Business Impact:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):
  
2. Estimate of direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Wilton Manors (each is required):
  - 2.1 An estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted
  
  - 2.2 Identification of any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible
  
  - 2.3 An estimate of the City's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs:
  
3. A good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:
  
4. Additional information (if any):



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## COMMISSION AGENDA REPORT

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**MEETING DATE:** Tuesday, March 24, 2026

**From:** Roberta Moore, Community Development Services Director

**Prepared by:** Evangeline Kalus, City Planner

- (a) **Subject: Ordinance No. 2026-005: (Community Development Services) (First Reading)**  
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA, AMENDING THE UNIFIED LAND DEVELOPMENT REGULATIONS ("ULDR"); AMENDING SECTION 010-030 "TERMS DEFINED"; AMENDING SECTION 020-70 "RESIDENTIAL DISTRICT SCHEDULE OF PERMITTED, CONDITIONAL AND PROHIBITED USE"; AMENDING SECTION 020-120 "MIXED-USE AND PUBLIC/QUASI-PUBLIC DISTRICT PERMITTED, CONDITIONAL AND PROHIBITED USES"; AND AMENDING SECTION 175-030 "RESPONSE TO REASONABLE ACCOMMODATION REQUEST", PROVIDING FOR COMMUNITY RESIDENTIAL HOMES AND RECOVERY RESIDENCES; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.
- (b) **City Manager Recommendation:** Recommendation to approve Ordinance 2026-005 on First Reading.
- (c) **Report In Brief:** Amendments to Section 010-030, "Terms Defined", Section 020-070, "Residential District Schedule of Permitted, Conditional and Prohibited Use", Section 020-120, "Mixed-Use and Public/Quasi-Public District Permitted, Conditional and Prohibited Uses", and Section 175-030, "Response to Reasonable Accommodation Request" of the City's Unified Land Development Regulations ("ULDRs").
- (d) **Discussion:**

Senate Bill 954, codified as Chapter 2025-182 or Florida Statutes 397.487, requires the adoption of an ordinance establishing application procedures for the owner of a "recovery residence" to request reasonable accommodation from any local land use regulation. The proposed amendments to Section 010-030, Section 020-070, Section 020-120, and Section 175-030 of the City's ULDRs include the addition of definitions; changes to the permitted, conditional, and prohibited use tables; and modifications to the reasonable accommodation ordinance.

The proposed ordinance was approved subject to final review and approval by the City Attorney by the Planning and Zoning Board. The following is a summary of changes that were

made to the proposed ordinance since the February 9, 2026, Planning and Zoning Board Meeting:

- Language was added to specific provisions "8" in Section 020-070(B) and Section 020-120(B) that states "City staff will endeavor to determine whether an applicant for reasonable accommodations meets the distance requirement, but may require applicant to provide proof of distance from one or more existing recovery residences in the form of documentation prepared by a professional land surveyor".
- Language was added to Section 175-030(F) that allows for the City to impose a cost recovery fee for actual costs incurred by the City to process a reasonable accommodation application based on the fee established and amended by the Resolution of the City Commission.
- A new section was added creating a process to revoke a reasonable accommodation approval which also includes the ability for the owner/administrator of the Recovery Residence to appeal when the Recovery Residence is unable to obtain an initial certification or charter within 180 days or if the certification or charter is lost or not re-certified/re-chartered within 180 days; if the Recovery Residence that received the reasonable accommodation violates the conditions required as part of its reasonable accommodation approval; and if the Recovery Residence is found to be in violation of the terms of a nuisance abatement agreement or is subject to a final order by a Special Magistrate finding for a chronic nuisance.

This ordinance was previously heard by the City Commission for First Reading on March 10, 2026. Due to a discrepancy with the most current version of the proposed ordinance, the proposed ordinance is required to be re-heard by the City Commission for First Reading.

**(e) Strategic Plan Consistency:** Strategic Plan 2021-2026: Goal B – Promote Economic Development and Goal C – Enhance Quality of Life and Livability.

**(f) Concurrences:**

PLANNING AND ZONING BOARD – FEBRUARY 9, 2026: Motion made by Vice Chair Izquierdo, seconded by Board Member Proffitt, to approve. In a roll call vote, the motion passed 6-1 (Board Member Friedman dissenting).

CITY COMMISSION - MARCH 10, 2026: Commissioner D’Arminio made the motion to approve Ordinance 2026-006. Vice Mayor Caputo seconded the motion which was approved by unanimous roll call vote.

**(g) Fiscal Impact:**

**(h) Alternatives:**

- (i) Attachments:**
1. 2026-005 ORD Recovery Residences and Reasonable Accommodation Application
  2. Article 10, 20, and 175 Reasonable Accommodation Memo 3.12.24 1st Reading
  3. 020926 WM PZ 1st draft minutes
  4. Reasonable Accommodation Presentation 3.24.26 CC 1st

5. Fiscal Impact Analysis Section 010-030, 020-070, 020-120, & 175-030  
ULDRs 3.24.26 1st reading



1 (February 2018), and the City of Fort Lauderdale (February 2018), all titled Principles to Guide  
2 Zoning for Community Residences for People with Disabilities and also prepared by Mr. Lauber;  
3 and

4 **WHEREAS**, these studies identify significant public purposes of furthering beneficial  
5 health goals for certain types of disabled residents by facilitating community integration and  
6 normalization. These studies highlight the importance of promoting the health and well-being of  
7 individuals with disabilities by supporting community integration and normalization. A key  
8 conclusion is that when Recovery Residences are clustered too closely—specifically, within 660  
9 feet of one another—there is a significant risk that these goals will be undermined; and

10 **WHEREAS**, the City Staff further recommends, based on the conclusions of the above  
11 studies, that the City create new requirements for Recovery Residences in order to support  
12 healthier recovery environments and promote community integration and to ensure these  
13 residences do not cluster together, to the detriment of their respective residents; and

14 **WHEREAS**, a minimum separation requirement of 660 feet between Recovery  
15 Residences will promote the health and well-being of the individuals with disabilities who reside  
16 within such residences; and

17 **WHEREAS**, the City Commission of the City of Wilton Manors, Florida, concurs with  
18 these recommendations and deems it to be in the best interests of the citizens and residents of the  
19 City to amend the Code.

20 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE**  
21 **CITY OF WILTON MANORS, FLORIDA:**

22 **Section 1:** The foregoing “WHEREAS” clauses are hereby ratified as being true and  
23 correct and are hereby made a specific part of this Ordinance upon adoption hereof.

1           **Section 2:**     Section 010-30 “Terms defined,” of Appendix A, the Unified Land

2     Development Regulations (ULDRs), of the City of Wilton Manors is amended as follows:

3     **Sec. 010-30. Terms defined.**

4     ...

5     Community residential home: A dwelling unit licensed to serve residents who are clients of the  
6     Department of Elderly Affairs, the Agency for Persons with Disabilities, the Department of  
7     Juvenile Justice, or the Department of Children and Families or licensed by the Agency for Health  
8     Care Administration, and which provides a living environment for up to 14 unrelated residents  
9     who operate as the functional equivalent of a family, including such supervision and care by  
10    supportive staff as may be necessary to meet the physical, emotional, and social needs of the  
11    residents, or as amended in Section 419.001(1)(a), Florida Statutes.

12    ...

14    Disability: A physical or mental impairment that substantially limits one or more of an  
15    individual’s major life activities, impairs an individual’s ability to live independently, having a  
16    record of such impairment, or being regarded as having such an impairment. People experiencing  
17    or possessing a “disability” for purposes of this Section do not include individuals who are  
18    currently using alcohol or illegal drugs, or who are currently using legal drugs to which they are  
19    addicted, or who constitute a direct threat to the health and safety of others. Except as provided  
20    in the preceding sentence, an individual experiencing a “disability” is “disabled,” and this will  
21    include a person that qualifies as disabled or handicapped under the federal Fair Housing Act or  
22    the Americans with Disabilities Act or both.

23    ...

25    Recovery Residence: A residential living arrangement of multiple individuals living together in a  
26    single dwelling unit, where: (a) such individuals are not related to each other by bonds of  
27    consanguinity, marriage, or other qualifying circumstances identified in the definition of “Family”  
28    in Sec. 010-030; (b) one (1) or more of such individuals is experiencing a disability related to  
29    recovering from addiction; (c) all such individuals are living as a single, functional family; and (d)  
30    the disabled resident(s) are in need of the mutual support furnished by other residents of the  
31    dwelling unit, as well as any incidental support services, if any, provided there. Recovery  
32    Residences are functional family living arrangements which are certified by the credentialing  
33    entity designated under section 397.487, Florida Statutes, as amended, or which are chartered by  
34    Oxford House, Inc. A Recovery Residence does not include any other group living arrangement  
35    for unrelated individuals who are not experiencing a disability, nor does the definition include  
36    residential facilities exclusively for either prison pre-parolees or sex offenders, even if they are  
37    also in recovery. Recovery Residences do not include community residential homes that are  
38    defined in Section 419.001(1)(a), Florida Statutes, as amended.

39    ...

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**Section 3:** Section 020-070 “Residential district schedule of permitted, conditional and prohibited use,” of Appendix A, of the ULDR of the City of Wilton Manors is amended as follows:

**Sec. 020-070. Residential district schedule of permitted, conditional and prohibited use.**

P=Permitted use, N=Not permitted use, C=Conditional use

(A) Table of permitted, conditional and prohibited uses.

USE	RS-5	RD-10	RM-10	RM-12	RM-16
Accessory use(s) and structure(s) (see Article 25, Accessory Uses)	P	P	P	P	P
Single-family detached dwelling	P	P(1)	P(1)	P(1)	P(1)
Duplex dwellings	N	P	P(2)	P(2)	P(2)
Townhouse dwellings	N	N	P	P	P
Multi-family dwellings	N	N	P	P	P
Family day care home (6)	P	P	P	P	P
Public park or playground	P	P	P	P	P

USE	RS-5	RD-10	RM-10	RM-12	RM-16
Non-residential public or government bldg. or use (5)	C	C	C	C	C
Place of worship (5)	N	P	P	P	P
School (5)	N	N	P(3)	P(3)	P(3)
Public utility or service facility	N	N	C	C	C
Parking structure	N	N	N	N	P
Assisted living facility	N	N	N	N	C
Day care center	N	N	N	N	C
Limited commercial accessory uses	N	N	N	N	N
Bed and breakfast dwelling (4)	C	C	C	C	C
Medical marijuana treatment center	N	N	N	N	N
Pharmacy	N	N	N	N	N

USE	RS-5	RD-10	RM-10	RM-12	RM-16
Clinic, medical clinic	N	N	N	N	N
<u>Recovery Residence – four or fewer individuals (7)</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Recovery Residence – five or more individuals (8)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Community Residential Home – six or fewer individuals (9)</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Community Residential Home – between seven (7) and fourteen (14) individuals</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>

1

2 (B) Specific use provisions (see associated footnotes in table, above):

3 ....

4 (7) Recovery Residences for up to four (4) individuals are permitted as of right in all  
5 residential districts. While not required to apply for a reasonable accommodation, these residences  
6 are invited to register with the City so that their addresses may be included in the City map of  
7 Recovery Residences for which distancing is required.

8 (8) Recovery Residences for five (5) or more individuals are permitted in residential  
9 districts only upon approval of an application for reasonable accommodation, pursuant to Sec.  
10 175-030. No Recovery Residence shall be located less than 660 feet from any other Recovery  
11 Residence. The Recovery Residence shall obtain certification pursuant to Section 397.487, Florida  
12 Statutes, or obtain a charter from Oxford House, Inc., within 90 days of approval. The distance  
13 between Recovery Residences shall be measured from any property line on the lot of the proposed

1 Recovery Residence to the nearest property line of a lot where an existing Recovery Residence is  
 2 already established, measured by airline measurement. City staff will endeavor to determine  
 3 whether an applicant for reasonable accommodations meets the distance requirement, but may  
 4 require applicant to provide proof of distance from one or more existing recovery residences in the  
 5 form of documentation prepared by a professional land surveyor.

6 (9) Community Residential Homes of six (6) or fewer residents are only permitted in these  
 7 zones, pursuant to Section 419.001, Florida Statutes, as may be amended, provided that such  
 8 homes are not located within a radius of 1,000 feet of another existing such home with six (6) or  
 9 fewer residents or within a radius of 1,200 feet of any other existing community residential home.  
 10 The sponsoring agency of a proposed community residential home shall provide the City's  
 11 Community Development Services Director or designee with the most recently published data  
 12 compiled from the licensing entities that identifies all community residential homes within the  
 13 jurisdictional limits of the City of Wilton Manors in order to show that the proposed home meets  
 14 the distancing requirements of this section and of state law. At the time of home occupancy, the  
 15 sponsoring agency must notify the City's Community Development Services Director or designee  
 16 that the home is licensed by the licensing entity.

17  
 18 **Section 4:** Section 020-120, "Mixed-use and public/quasi-public district permitted,  
 19 conditional and prohibited uses" of Appendix A, of the ULDR of the City of Wilton Manors is  
 20 amended as follows:

21 **Sec. 020-120.** - Mixed-use and public/quasi-public district permitted, conditional and  
 22 prohibited uses.

23 P=Permitted use, N=Not permitted use, C=Conditional use

24 (A)Table of permitted, conditional and prohibited uses.

SE	R-O	CF	OS	ROSC
Single family detached dwelling	P(1)	N	N	P
Duplex dwellings	P(2)	N	N	P
Music, photo, art studio	N	N	N	C
Book Store/Card & Gift Shop	N	N	N	C
Coffee/Tea Shop	N	N	N	C
Accessory Retail/Accessory Food Service	N	N	N	C

Handicraft shop	N	N	N	C
Public park, playground, pool, courts	C	N	P	C
Accessory use(s) and structure(s) (See Article 25, Accessory uses)	P	P	P	P
Parking lot/structure	N	N	N	C
Non-residential public or government use other than park or recreation facility (6)	C	P	N	C
Place of worship (6)	C	P	N	C
Educational institution (6)	N	P	N	N
Office, professional, (excludes clinic/medical clinic)	C	N	N	C
Office, financial institution, i.e. bank, check cashing store	N	N	N	N
Office, other	N	N	N	N
Beauty, barber shop	N	N	N	C(3)
Bed and breakfast dwelling	C(4)	N	N	C(4)
Public utility or service facility	N	P	N	N
Assisted living facility	N	P	N	N
Day care center	N	P	N	N
Personal services	N	N	N	C(5)
Cemetery	N	P	N	N

Hospital (6)	N	P	N	N
Library (6)	N	P	N	N
Medical marijuana treatment center	N	N	N	N
Museum (6)	N	P	N	N
Nursing home	N	P	N	N
Pharmacy	N	N	N	N
Police or fire station	N	P	N	N
Public works facility	N	P	N	N
Veterinarian	N	N	N	N
Clinic, medical clinic	N	N	N	C(5)
<u>Recovery Residence – four (4) or fewer individuals (7)</u>	<u>P</u>	<u>N</u>	<u>N</u>	<u>P</u>
<u>Recovery Residence – five (5) or more individuals (8)</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Community Residential Home – six (6) or fewer individuals (9)</u>	<u>P</u>	<u>N</u>	<u>N</u>	<u>P</u>
<u>Community Residential Home – between seven (7) and fourteen (14) individuals</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>

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(B) Specific use provisions (see footnote references in table, above).

...

1           (7) Recovery Residences for up to four (4) individuals are permitted as of right in  
2 residential zones. While not required to apply for a reasonable accommodation, these residences  
3 are invited to register with the City so that their addresses may be included in the City map of  
4 Recovery Residences for which distancing is required.

5           (8) Recovery Residences for five (5) or more individuals are permitted in residential zones  
6 only upon approval of an application for reasonable accommodation, pursuant to Sec. 175-030,  
7 which shall include a requirement that the residence be located at least 660 feet from any other  
8 Recovery Residence, and also that the residence obtain certification pursuant to section 397.487,  
9 Florida Statutes, or obtain a charter from Oxford House, Inc., within 90 days of approval. The  
10 distance between Recovery Residences shall be measured from any property line on the lot of the  
11 proposed Recovery Residence to the nearest property line of a lot where an existing Recovery  
12 Residence is already established, measured by airline measurement. City staff will endeavor to  
13 determine whether an applicant for reasonable accommodation meets the distance requirement,  
14 but may require the applicant to provide proof of distance from one or more existing recovery  
15 residences in the form of a signed and sealed documentation prepared by a professional land  
16 surveyor.

17           (9) Community Residential Homes of six (6) or fewer residents are only permitted in these  
18 zones, pursuant to section 419.001, Florida Statutes, as may be amended, provided that such homes  
19 are not located within a radius of 1,000 feet of another existing such home with six (6) or fewer  
20 residents or within a radius of 1,200 feet of any other existing community residential home. The  
21 sponsoring agency of a proposed community residential home shall provide the City’s Community  
22 Development Services Director or designee with the most recently published data compiled from  
23 the licensing entities that identifies all community residential homes within the jurisdictional limits  
24 of the City of Wilton Manors. In order to show that the proposed home meets the distancing  
25 requirements of this section and of state law. At the time of home occupancy, the sponsoring  
26 agency must notify the City’s Community Development Services Director or designee that the  
27 home is licensed by the licensing entity.

28  
29           **Section 5:** Section 175-030 “Response to reasonable accommodation request,” of  
30 Appendix A, of the ULDR of the City of Wilton Manors is amended as follows:

31 **Sec. 175-030. Response to reasonable accommodation request.**

32           (A) In determining whether the reasonable accommodation request will be granted or denied,  
33           the requesting party shall be required to establish that they are protected under the FHA  
34           and/or ADA by demonstrating that they are handicapped or disabled, as defined in federal  
35           law, as may be amended from time to time.

36           (B) The City of Wilton Manors will date stamp the request with the date of its filing. If the  
37 request is missing any required information, the City shall notify the requestor in writing  
38 within thirty (30) days of the date the request was filed. The City shall give the requestor  
39 thirty (30) days to respond to the City’s request for more information. If the applicant fails  
40 to provide the requested additional information within thirty (30) days, the application for  
41 reasonable accommodation shall be deemed abandoned, and the City shall notify the  
42 applicant by email that the application has been deemed abandoned. The notice shall

1 include the specific information the City requested that was not provided as the reason for  
2 denial-as-abandoned.

3 ~~(B)~~ (C) The City of Wilton Manors will grant or deny the request within ~~thirty sixty (3060)~~  
4 calendar days after receiving all information and documentation from the requesting  
5 individual. The City will not make a determination until all necessary information has been  
6 received.

7 ~~Should the City require additional time to make a determination, the City will provide the~~  
8 ~~requester the reasons for the delay within the timeframe the City otherwise would have had to~~  
9 ~~make a determination.~~

10 ~~(C)~~ (D) If the reasonable accommodation request seeks a variance pursuant to Article 120,  
11 such variance request shall be processed by City staff and the City Commission will render  
12 the decision as to whether or not the variance will be granted. City staff will process and  
13 render a decision on all other reasonable accommodation requests which are not related to  
14 a variance. If the Determination is to deny the application, the City Manager, or designee,  
15 shall provide the written Determination, which shall include specific, objective, evidence-  
16 based reasons for the denial and shall also identify any deficiencies or actions necessary  
17 for the application to be considered. If the final written Determination is not issued within  
18 60 days after receipt of the completed application, and the parties have not agreed to an  
19 extension of the time, the application is deemed approved, pursuant to Florida Statute. §  
20 397.487(15)(b)5.

21 (E) A Recovery Residence for five (5) or more individuals applying for a reasonable  
22 accommodation shall:

23 1. Obtain certification under Section 397.487, Florida Statutes, or obtain a charter  
24 through Oxford House, Inc., within 90 days of issuance of the approval for a reasonable  
25 accommodation; and

26 2. Agree to notify the City within ten (10) days if it fails to comply with the  
27 certification requirement within the first 90 days; or if after obtaining certification or  
28 charter, the Recovery Residence loses the certification or charter at any time; and

29 3. Any other conditions deemed reasonable by City staff.

30 (F) The City may impose a cost recovery fee, not to exceed actual costs incurred by the City,  
31 to process a reasonable accommodation application. The fee shall be established and  
32 amended by Resolution of the City Commission.

33 (G) The City may revoke a reasonable accommodation approval if:

34 1. The Recovery Residence is unable to obtain initial certification or charter within  
35 180 days, or if it loses its certification or charter and is unable to obtain recertification  
36 or re-charter within 180 days;

37 2. The Recovery Residence violates the conditions required as part of its reasonable  
38 accommodation approval; or

39 3. The Recovery Residence has been found to be in violation of the terms of a nuisance  
40 abatement agreement or is subject to a final order by a special magistrate finding that  
41 it is a chronic nuisance pursuant to Chapter 13, Article VIII of the City Code, as  
42 amended.

1 (H) Revocation Process for Recovery Residence Reasonable Accommodation. The City's  
2 Community Development Services Director or designee shall notify the  
3 owners/administrator of the Recovery Residence of the City's intention to revoke the  
4 reasonable accommodation approval in writing, specifying the violations that justify the  
5 revocation, and providing the Recovery Residence with fourteen (14) calendar days to cure  
6 the violations and present evidence of such cure to the City.

7 1. If the Recovery Residence fails to cure all of the specified violations within 14  
8 calendar days, the reasonable accommodation shall be revoked administratively on the  
9 15th business day.

10 2. Once the revocation is final, the residence will no longer be permitted to house more  
11 than four (4) unrelated adult individuals.

12 (I) Appeal Process After Revocation. The owner/administrator of a Recovery Residence may  
13 file a notice of appeal with the City's Community Development Services Department  
14 within ten (10) calendar days of receiving notice of the revocation. Upon receipt of such  
15 notice of appeal, the City will cease enforcement of the revocation until the appeal can be  
16 heard and decided.

17 1. Within ten calendar (10) days of receipt of notice of appeal, the City shall appoint a  
18 special magistrate to hear the appeal. The City Manager and City Attorney shall be  
19 authorized to engage the special magistrate, who shall be a member of the Florida Bar  
20 for a minimum of five years and have demonstrated expertise in land use or disability  
21 rights law.

22 2. Within ten calendar (10) days of appointment, the special magistrate shall issue a  
23 scheduling order to set deadlines for the submission of formal appeal briefs and replies  
24 and to set an evidentiary hearing.

25 3. The Recovery Residence owner/administrator may by written motion request an  
26 extension of the deadlines set in the scheduling order.

27 4. The evidentiary hearing shall be held within thirty (30) calendar days of the notice  
28 of appeal. The special magistrate shall issue a written order, including specific findings  
29 of fact and conclusions of law.

30 5. The owner/administrator of the Recovery Residence, or the City Manager, with the  
31 approval of the City Commission, may appeal a final order of the Special Magistrate to  
32 the Circuit Court of Broward County. Such an appeal shall not be a hearing de novo,  
33 but shall be limited to appellate review of the record created before the Special  
34 Magistrate. An appeal shall be filed within thirty (30) days of the issuance of the order  
35 to be appealed.

36 **Section 6: Codification.**

37 It is the intention of the City Commission of the City  
38 of Wilton Manors, and it is hereby ordained that the provisions of this Ordinance shall become and  
39 be made a part of the Code and Ordinances of the City of Wilton Manors, Florida, and that Sections  
40 of this Ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to  
"Section," "Article," or such other word or phrase in order to accomplish such intention.

1           **Section 7: Severability.**           If any clause, section, or other part of this Ordinance  
2 shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such  
3 unconstitutional or invalid part shall be considered as eliminated and in no way affecting the  
4 validity of the other provisions of this Ordinance.

5           **Section 8: Conflicts.**           That all Ordinances or parts of Ordinances, Resolutions, or  
6 parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

7           **Section 9: Effective Date.**           That this Ordinance shall take effect immediately  
8 upon adoption.

9 **PASSED ON FIRST READING BY THE CITY COMMISSION OF THE CITY OF**  
10 **WILTON MANORS, FLORIDA, THIS \_\_\_\_ DAY OF MARCH, 2026.**

11  
12 **PASSED AND ADOPTED ON SECOND AND FINAL READING BY THE CITY**  
13 **COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA THIS \_\_\_\_ DAY OF**  
14 **\_\_\_\_\_, 2026.**

15  
16 CITY OF WILTON MANORS, FLORIDA

17  
18  
19 By: \_\_\_\_\_  
20 SCOTT NEWTON, MAYOR

21  
22 ATTEST: RECORD OF COMMISSION VOTE: 1<sup>ST</sup>  
23 Reading

24  
25 \_\_\_\_\_ MAYOR NEWTON \_\_\_\_\_  
26 ELIZABETH VICE MAYOR CAPUTO \_\_\_\_\_  
27 GARCIA-BECKFORD, MMC COMMISSIONER BRACCHI \_\_\_\_\_  
28 CITY CLERK COMMISSIONER D'ARMINIO \_\_\_\_\_  
29 COMMISSIONER ROLLI \_\_\_\_\_

30 I HEREBY CERTIFY that I have  
31 approved the form of this Ordinance.

32  
33 /s/ Kerry L. Ezrol  
34 KERRY L. EZROL, ESQ.  
35 CITY ATTORNEY

1  
2  
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RECORD OF COMMISSION VOTE: 2<sup>ND</sup>  
Reading

MAYOR NEWTON \_\_\_\_\_  
VICE MAYOR CAPUTO \_\_\_\_\_  
COMMISSIONER BRACCHI \_\_\_\_\_  
COMMISSIONER D'ARMINIO \_\_\_\_\_  
COMMISSIONER ROLLI \_\_\_\_\_

CODING: Words in ~~strike through~~ type are deletions from existing law;  
Words in underlined type are additions.



# WILTON MANORS, *Island City*

2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

## COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

*Life's Just Better Here*

TO: Planning and Zoning Board [February 9, 2026 / City Commission March 10, 2026 / City Commission March 24, 2026](#)

THRU: Roberta Moore, Community Development Services Director

THRU: Christian Cervantes, Assistant Community Development Services Director

FROM: Evangeline G. Kalus, City Planner

DATE: February 4, 2026 / [February 19, 2026](#) / [March 12, 2026](#)

RE: Amendments to Section 010-030, "Terms Defined", Section 020-070, "Residential District Schedule of Permitted, Conditional and Prohibited Use", Section 020-120, "Mixed-Use and Public/Quasi-Public District Permitted, Conditional and Prohibited Uses", and Section 175-030, "Response to Reasonable Accommodation Request" of the City's Unified Land Development Regulations.

---

Amendments are proposed to Section 010-030, "Terms Defined" Section 020-070, "Residential District Schedule of Permitted, Conditional and Prohibited Use", Section 020-120, "Mixed-Use and Public/Quasi-Public District Permitted, Conditional and Prohibited Uses", and Section 175-030, "Response to Reasonable Accommodation Request" of the City's Unified Land Development Regulations pertaining to "certified recovery residences". Senate Bill 954, codified as Chapter 2025-182 or Florida Statute 397.487 requires the adoption of an ordinance establishing application procedures for the owner of a "certified recovery residence" to request a reasonable accommodation from any local land use regulations. Approval of the proposed ordinance is subject to final review and approval of the City Attorney.

The following outlines the proposed amendments to Section 010-030:

Section 010-030 – Terms defined.

- The addition of definitions for "Community residential home", "Disability", and "Recovery Residence".

The following outlines the proposed amendments to Section 020-070:

Section 020-070 – Residential district schedule of permitted, conditional and prohibited use.

- Section 020-070(A):
  - The addition of "Recovery Residence – four (4) or fewer individuals (7)" with a specific use provision to the permitted, conditional and prohibited use table as a permitted use within the RS-5, RD-10, RM-10, RM-12, and RM-16 zoning districts.

- The addition of “Recovery Residence – five (5) or more individuals (8)” with a specific use provision to the permitted, conditional and prohibited use table as a prohibited use within the RS-5, RD-10, RM-10, RM-12, and RM-16 zoning districts.
- The addition of “Community Residential Home – six (6) or fewer individuals (9)” with specific use provision to the permitted, conditional and prohibited use table as a permitted use within the RS-5, RD-10, RM-10, RM-12, and RM-16 zoning districts.
- The addition of “Community Residential Home – between seven (7) and fourteen (14) individuals to the permitted, conditional and prohibited use table as a prohibited use within the RS-5, RD-10, RM-10, RM-12, and RM-16 zoning districts.
- Section 020—070(B) – Specific use provisions.
  - The addition of specific use provision “7” that states “Recovery Residences for up to four (4) individuals are permitted as of right in all residential districts. While not required to apply for a reasonable accommodation, these residences are invited to register with the City so that their addresses may be included in the City map of Recovery Residences for which distancing is required”.
  - The addition of specific use provision “8” that states “Recovery Residences for five (5) or more individuals are permitted in residential districts only upon approval of an application for reasonable accommodation, pursuant to Sec. 175-030. No Recovery Residence shall be located less than 660 feet from any other Recovery Residence. The Recovery Residence shall obtain certification pursuant to section 397.487, Florida Statutes, or obtain a charter from Oxford House, Inc., within 90 days of approval. The distance between Recovery Residences shall be measured from any property line on the lot of the proposed Recovery Residence to the nearest property line of a lot where an existing Recovery Residence is already established, measured by airline measurement”.
  - Residential Homes of six or fewer residents are only permitted in these zones, pursuant to section 419.001, Florida Statutes, as may be amended, provided that such homes are not located within a radius of 1,000 feet of another existing such home with six or fewer residents or within a radius of 1,200 feet of any other existing community residential home. The sponsoring agency of a proposed community residential home shall provide the City’s Community Development Services Director or designee with the most recently published data compiled from the licensing entities that identifies all community residential homes within the jurisdictional limits of the City of Wilton Manors demonstrating distance separation in order to show that the proposed home meets the distancing requirements of this section and of state law. At the time of home occupancy, the sponsoring agency must notify the City’s Community Development Services Director or designee that the home is licensed by the licensing entity”.

The following outlines the proposed amendments to Section 020-120:

Section 020-120 – Mixed-use and public/quasi district permitted, conditional and prohibited uses.

- Section 020-0120(A):
  - The addition of “Recovery Residence – four (4) or fewer individuals (7)” with a specific use provision to the permitted, conditional and prohibited use table as a permitted use within the R-O and the ROSC and a prohibited use within the CF and OS zoning districts.
  - The addition of “Recovery Residence – five (5) or more individuals (8)” with a specific use provision to the permitted, conditional and prohibited use table as a prohibited use within the R-O, CF, OS, and ROSC zoning districts.
  - The addition of “Community Residential Home – six (6) or fewer individuals (9)” with specific use provision to the permitted, conditional and prohibited use table as a

permitted use within the R-O and the ROSC and a prohibited use within the CF and OS zoning districts.

- The addition of “Community Residential Home – between seven (7) and fourteen (14) individuals to the permitted, conditional and prohibited use table as a prohibited use within the R-O, CF, OS, and ROSC zoning districts.
- Section 020—120(B) – Specific use provisions.
  - The addition of specific use provision “7” that states “Recovery Residences for up to four (4) individuals are permitted as of right in all residential districts. While not required to apply for a reasonable accommodation, these residences are invited to register with the City so that their addresses may be included in the City map of Recovery Residences for which distancing is required”.
  - The addition of specific use provision “8” that states “Recovery Residences for five (5) or more individuals are permitted in residential zones only upon approval of an application for reasonable accommodation, pursuant to Sec. 175-030, which shall include a requirement that the residence be located at least 660 feet from any other Recovery Residence, and also that the residence obtain certification pursuant to section 397.487, Florida Statutes, or obtain a charter from Oxford House, Inc., within 90 days of approval. The distance between Recovery Residences shall be measured from any property line on the lot of the proposed Recovery Residence to the nearest property line of a lot where an existing Recovery Residence is already established, measured by airline measurement”.
  - The addition of specific use provision “9” that states “Community Residential Homes of six (6) or fewer residents are only permitted in these zones, pursuant to section 419.001, Florida Statutes, as may be amended, provided that such homes are not located within a radius of 1,000 feet of another existing such home with six (6) or fewer residents or within a radius of 1,200 feet of any other existing community residential home. The sponsoring agency of a proposed community residential home shall provide the City’s Community Development Services Director or designee with the most recently published data compiled from the licensing entities that identifies all community residential homes within the jurisdictional limits of the City of Wilton Manors demonstrating distance separation in order to show that the proposed home meets the distancing requirements of this section and of state law. At the time of home occupancy, the sponsoring agency must notify the City’s Community Development Services Director or designee that the home is licensed by the licensing entity”

The following outlines the proposed amendments to Section 175-030:

Section 175-030 – Response to reasonable accommodation request.

- Section 175-030(B) – Add new language requiring application to be date stamped at time of filing, the City shall notify applicant in writing of any missing documents within thirty (30) days of the submission of the request, the applicant has thirty (30) days to respond to the City’s request for additional documentation, if the applicant fails to respond in the allocated time frame the application will be deemed abandoned, and notice of abandonment must be made in writing from the City to the applicant with specific reason for denial being the requested information was not provided to the City.
- Renumber remaining sections.
- Section 175-030(C) – Delete language related to additional time for a determination.
- Section 175-030(D) – Add new language that requires the City to provide a written Determination when denying an application which shall include specific, objective, evidence based reasons for the denial; shall identify any deficiencies or actions necessary for the

application to be considered; and if the final Determination is not issued with sixty (60) days after receipt of the completed application, and the parties have not agreed to an extension of time, the application is deemed approved.

- Section 175-030(E) – Add new section that requires a Recovery Residence for five (5) or more individuals applying for a reasonable accommodation to obtain certification under section 397.487, Florida Statutes or obtain an Oxford charter House, Inc., within 90 days of issuance of the approval for a reasonable accommodation. In addition, agree through Oxford to notify the City within ten (10) days if it fails to comply with the certification requirement within the first 90 days; or if after obtaining certification or charter, the Recovery Residence loses the certification or charter at any time; and any other conditions deemed reasonable by City staff.
- Section 175-030(F) – Add new section that indicates that the City may revoke a reasonable accommodation approval if the Recovery Residence is unable to obtain a certification or charter within 180 days or the City may revoke a reasonable accommodate if the Recovery Residence loses it certification or charter and is unable to recertify or re-charter within 180 days.

### **PLANNING AND ZONING BOARD – FEBRUARY 9, 2026**

Motion made by Vice Chair Izquierdo, seconded by Board Member Proffitt, to approve. In a roll call vote, the motion passed 6-1 (Board Member Friedman dissenting).

CITY COMMISSION - MARCH 10, 2026: Commissioner D'Arminio made the motion to approve Ordinance 2026-006. Vice Mayor Caputo seconded the motion which was approved by unanimous roll call vote.

Due to a discrepancy with the most current version of the proposed ordinance, the proposed ordinance is required to be re-heard by the City Commission for First Reading.



Life's Just Better Here

**DRAFT**  
**MEETING MINUTES**  
**PLANNING & ZONING BOARD**  
**COMMISSION CHAMBERS**  
**2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305**  
**MONDAY, FEBRUARY 9, 2026 – 7:00 P.M.**

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**MEMBERS** **ATTENDANCE**

Bill Desautels, Chair	P
Louis Izquierdo, Vice Chair	P
John Fomook	P
Karen Friedman	P
Scott McCoy	P
Justin Proffitt	P
Scott Reale	P
Chris Boylan, Alternate	P

**Staff**

- Wilton Manors City Commissioner Don D’Arminio
- Wilton Manors City Commissioner Paul Rolli
- Roberta Moore, Community Development Services Director
- Christian Cervantes, Assistant Director, Community Development Services
- Evy Kalus, City Planner
- Mike Cirullo, Assistant City Attorney
- Karen Cruitt, Recording Secretary, Prototype, Inc.

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. ROLL CALL**

Roll was called and it was noted a quorum was present.

**3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**4. APPROVAL OF MINUTES**

**a. January 12, 2026 Planning and Zoning Board Meeting Minutes**

**Motion** made by Board Member Reale, seconded by Vice Chair Izquierdo, to approve the minutes from the January meeting. In a voice vote, the **motion** passed unanimously (7-0).

1           **5. PUBLIC COMMENTS**

2  
3 At this time Chair Desautels opened public comment, which he closed upon receiving no  
4 input.

5  
6 Chair Desautels recognized that City Commissioners Don D’Arminio and Paul Rolli were  
7 present at tonight’s meeting.

8  
9           **6. PUBLIC HEARING**

10  
11           **a. Amendments to Section 065-020, “General Application Processing**  
12           **Requirements” and Section 080-020, “Applicability” of the City’s**  
13           **Unified Land Development Regulations.**

14  
15 City Planner Evy Kalus explained that the proposed amendments to the City’s Unified  
16 Land Development Regulations (ULDR) are required in order to be consistent with new  
17 Florida Law as stated in Chapter 2021-177, which took effect on October 1, 2025. Local  
18 governments are required to specify the minimum information necessary for certain  
19 development permit applications and revise time frames for the processing of applications  
20 for these permits.

21  
22 The proposed changes include but are not limited to:

- 23           • Time frame for acknowledging receipt of an application  
24           • Notification of application deficiencies  
25           • Applicant’s response and time frame regarding final action on applications

26  
27 Chapter 25-21 of the Laws of Florida prohibits the assessment of impact fees when a  
28 building replaces a previously existing building with no change in land use or increase in  
29 demand for public facilities. The proposed changes include but are not limited to:

- 30           • Exemptions from obtaining or determining a level of service prior to the granting of  
31           a development order or permit which includes the assessment of impact fees for  
32           replacement structures or reconstruction

33  
34 Board Member Friedman requested clarification of the impact fees currently charged by  
35 the City. Planner Kalus replied that these fees include general government, park,  
36 Police/Fire, water/sewer connections, and library.

37  
38 Board Member Friedman asked if specific portions of the amendment’s proposed  
39 language come directly from Florida Statutes. Planner Kalus advised that the language  
40 is most likely not verbatim. Board Member Friedman addressed language in Section  
41 B.5.b, which refers to demand on public facilities “due to a significant increase,” pointing  
42 out that this phrase is not defined in the backup materials for the proposed amendment.

43  
44 Planner Kalus confirmed that Staff would look into this further. Board Member Friedman  
45 recommended that if this language is not taken verbatim from Florida Statutes, it should

1 be defined or clarified to indicate a specific threshold for when fees will or will not be  
2 charged.

3  
4 Board Member Friedman also addressed improvements in lieu of fees, asking how  
5 transportation-related improvements in particular would be impacted by the proposed  
6 amendment. Planner Kalus replied that Wilton Manors does not have transportation-  
7 related impact fees, instead deferring these to Broward County transit or transportation  
8 concurrency fees. It was further clarified that the City considers concurrency and capacity  
9 issues to determine whether or not capacity must be expanded to allow for services. Most  
10 capacity-related comments address sewer and water infrastructure, which are satisfied  
11 through connection fees.

12  
13 Board Member Fomook asked if any of the impact fees or creation of service levels are  
14 considered sufficiently significant to constitute a burden or a gap in need of mitigation.  
15 Planner Kalus replied that the amendment's proposed language clarifies that developers  
16 are given credit for existing structures and would be charged for increments such as  
17 intensity, size, or capacity. Assuming that the City is charging for an increase, there should  
18 be no level of service issues, as they are capturing that level of service by assessing a  
19 fee related to the increase in capacity.

20  
21 Vice Chair Izquierdo asked if the difference between existing City policy and the proposed  
22 amendment has been compared in terms of lost revenue for the City. Planner Kalus  
23 replied that in most cases, the City already gave credit for existing structures, which would  
24 not constitute a loss.

25  
26 Board Member McCoy requested clarification of what City entity would be responsible for  
27 denying an application if there was no agreement on an extension, expressing concern  
28 that the policy could mean applications are automatically approved. He recommended  
29 adjusting the amendment's language to address this possibility before the amendment is  
30 transmitted to the City Commission for further discussion. Planner Kalus replied that Staff  
31 would look into this further.

32  
33 Assistant City Attorney Mike Cirullo stated that he understood the proposed language to  
34 mean whatever entity acts as ultimate authority for a given application must make a  
35 decision to deny it within the specified time frame. He recommended implementing the  
36 amendments and monitoring them as they are followed to determine whether or not  
37 additional action is needed. If this is the case, Staff will bring the item back before the  
38 Board once again.

39  
40 It was clarified that the language to which Board Member Friedman had referred earlier  
41 was not taken verbatim from Florida Statutes, although the deadlines cited in the  
42 proposed amendment were verbatim from the legislation.

1 There was additional discussion of how the term “significant increase” was perceived by  
2 the Board members. Planner Kalus advised that Staff would consult with the City  
3 Attorney’s Office to determine the extent to which they can define the term.  
4

5 At this time Chair Desautels opened the public hearing, which he closed upon receiving  
6 no input.  
7

8 **Motion** made by Board Member Friedman, seconded by Board Member McCoy, to  
9 approve the proposed language changes, with clarification on the verbiage related to  
10 “significant increase.” In a roll call vote, the **motion** passed 7-0.  
11

12 **b. Amendments to Section 010-030, “Terms Defined,” Section 020-070,**  
13 **“Residential District Schedule of Permitted, Conditional and**  
14 **Prohibited Use,” Section 020-120, “Mixed Use and Public/Quasi-Public**  
15 **District Permitted, Conditional and Prohibited Uses,” and Section 175-**  
16 **030, “Response to Reasonable Accommodation Request” of the City’s**  
17 **Unified Land Development Regulations.**  
18

19 Planner Kalus explained that the proposed Ordinance addresses Sections 010-030, 020-  
20 070, 020-120, and 175-030 of the ULDR. The proposed amendments include but are not  
21 limited to:

- 22 • Addition of definitions for community residential home, disability, and recovery  
23 residence
- 24 • Changes to permitted, conditional, and prohibited use tables in Sections 020-070  
25 and 020-120 of the ULDR
- 26 • Changes to specific provision tables below the permitted and prohibited use tables
- 27 • Changes to processing requirements in Section 170-030  
28

29 The proposed amendments are required by Senate Bill (SB) 950.  
30

31 Board Member Proffitt characterized this area of State Statutes as ever-evolving and  
32 becoming more complicated in recent years. He commended the City for updating the  
33 ULDR in order to ensure compliance.  
34

35 Board Member Friedman addressed a portion of the amendments which states that the  
36 City shall make every reasonable effort to accommodate a recovery residence, but may  
37 revoke a reasonable accommodation under specific circumstances. She asked if it is  
38 possible to change this from “may” to “shall,” assuming that this change is not  
39 contradictory to state law. Planner Kalus replied that Staff would refer to the law’s  
40 language to determine if the change is possible.  
41

42 Chair Desautels asked if there are currently any registered certified recovery residences  
43 in Wilton Manors. Planner Kalus replied that there is one such residence, which has the  
44 required local business tax receipt (BTR).  
45

1 Board Member Proffitt requested additional information on the implication of the  
2 requested change from “may” to “shall,” particularly with respect to flexibility. He noted  
3 that if the language is changed to “shall,” the City will need to revoke a reasonable  
4 accommodation. Attorney Cirullo pointed out that “shall” makes the proposal mandatory,  
5 which means there would be no discretion involved: should the business be unable to  
6 secure its certification within the one hundred eighty (180) -day time frame, they would  
7 lose the reasonable accommodation. He added that “may” provides for some discretion,  
8 including the possibility of an extension.

9  
10 Board Member Proffitt asked if “may” provides too much discretion under the law, also  
11 noting that if the language is changed to any other word, it would remove the possibility  
12 of any further discretion. The Board members also raised questions regarding the length  
13 of time that discretion would apply, as well as the vulnerability of the City’s position if  
14 discretion is applied in one case but not another.

15  
16 Board Member McCoy requested clarification of the entity from which a recovery  
17 residence would seek certification. Planner Kalus replied that there are volunteer  
18 agencies recognized on the state’s website which provide licensing for the residences.  
19 The state itself would not issue a license.

20  
21 Board Member Proffitt requested input from Community Development Services Director  
22 Roberta Moore on which of the two (2) language options would better serve her  
23 responsibilities in this area. Director Moore replied that consideration of community  
24 residences includes both a reasonable accommodation process and a requirement of that  
25 residence to obtain a BTR from the City. When considering the revocation of a reasonable  
26 accommodation for residences that did not obtain their license within the required time  
27 frame, the City must also consider the revocation of the BTR as a separate process.

28  
29 Director Moore continued that while the Community Development Services Director may  
30 revoke a BTR, this is subject to City Commission appeal. The proposed language,  
31 however, does not identify an appeal process. She recommended that this language be  
32 more consistent. She also pointed out that the term “shall” is very definitive with little  
33 flexibility. She concluded that if the recommendation of the change from “may” to “shall”  
34 is part of the Board’s motion, additional conversation with the City Attorney’s Office and  
35 City Administration will be necessary for greater clarity.

36  
37 At this time Chair Desautels opened the public hearing, which he closed upon receiving  
38 no input.

39  
40 **Motion** made by Vice Chair Izquierdo, seconded by Board Member Proffitt, to approve.  
41 In a roll call vote, the **motion** passed 6-1 (Board Member Friedman dissenting).

42  
43 **c. Amendments to Section 150-250, “Synthetic turf” of the City’s Unified**  
44 **Land Development Regulations.**  
45

1 Planner Kalus stated that the proposed amendments to Section 150-250 are related to  
2 the use of synthetic turf. These changes stem from state regulations which preempt the  
3 regulation of synthetic turf on single-family properties less than one (1) acre in size. The  
4 final Ordinance will be subject to review by the City Attorney's Office.

5  
6 The proposed amendments state that while single-family homes would be required to  
7 secure a building permit, it would be subject to the specific adopted state regulations  
8 regarding synthetic turf. All other uses, including multi-family, mixed, and commercial use,  
9 are specified in the proposed Ordinance with regard to the following:

- 10 • Coverage
- 11 • Setbacks
- 12 • Canal easements
- 13 • Prohibitions from locating artificial turf in swales or City rights-of-way
- 14 • Requirement of material to be made of 100% recycled material

15  
16 Special regulations would apply to dog runs and putting greens. Landscaping plans  
17 including these requirements must be signed and sealed. Single-family properties less  
18 than one (1) acre in size would require a building permit, but would be subject to rules  
19 adopted by the state.

20  
21 Board Member Reale requested clarification of the source of the requirement to use 100%  
22 recycled materials. Planner Kalus replied that this language is in the state's adopted rules;  
23 the City also requires this condition for all non-single-family uses.

24  
25 Board Member Proffitt asked if the rules addressing installation methods, design, material  
26 uses, and more are generally consistent with the rules proposed by the state. Planner  
27 Kalus explained that while there are some similarities, the state regulations are vague.  
28 The rules allow municipalities to prohibit use of synthetic turf on City government-owned  
29 properties. Most of the City regulations are based on suggestions from a consultant,  
30 research conducted by Staff, suggestions from contractors within the community, and  
31 more.

32  
33 Board Member Proffitt asked if artificial turf is considered to be space, hardscape, or  
34 impervious according to City Code. Planner Kalus stated that the material is required to  
35 be permeable. It drains according to manufacturer specifications.

36  
37 Board Member McCoy requested clarification of the term "sealed" in relation to landscape  
38 plans. Planner Kalus replied that Code requires landscaping plans to be prepared by a  
39 licensed landscape architect. The City requires that the submission of these plans be  
40 signed and sealed by that architect.

41  
42 Board Member McCoy also asked for more information on the requirement that edging  
43 be placed one (1) foot from hedges and three (3) feet from trees and palms. Planner Kalus  
44 explained that this was suggested by the City's consultant, as closer proximity to trees  
45 can be detrimental to them.

1  
2 Board Member Fomook commented that requiring 100% recycled material is a strict  
3 requirement. Planner Kalus confirmed that manufacturing specifications for some artificial  
4 turf meet this standard; during the permitting process, owners are required to provide  
5 these manufacturing specifications.

6  
7 Board Member Friedman referred to the City requirement that the backing of artificial turf  
8 be permeable, asking why the City limits the percentage of plantable area if there is a  
9 permeability requirement. Planner Kalus explained that artificial turf is intended to be  
10 installed for use in conjunction with natural landscaping materials.

11  
12 Board Member Friedman asked if a multi-family residential property would be able to  
13 swap out sod landscaping with synthetic turf. Planner Kalus confirmed that if the property  
14 meets coverage, setback, and landscaping requirements, they would be able to do so.  
15 There is also a limit to the percentage of the property that can be covered by artificial turf.

16  
17 Board Member Friedman requested clarification of restrictions on how landscaping can  
18 be installed as part of an overall design that includes a concrete or brick paver driveway  
19 or front walkway. Planner Kalus explained that this refers to concrete driveways that have  
20 strips of turf.

21  
22 Board Member Friedman also asked why government-owned properties were exempt  
23 from the proposed Ordinance, pointing out that synthetic turf is used in some of the City's  
24 parks; if it is used there, she was not certain why uses at other City properties would be  
25 limited, particularly under drought conditions. She was in favor of permitting more  
26 business owners to use synthetic turf to improve the appearances of their properties.

27  
28 Board Member Friedman continued that she did not agree with requiring single-family  
29 property owners to pull building permits to install artificial turf when they are not required  
30 to pull a permit to install sod, which is more expensive and must be watered. Planner  
31 Kalus advised that these comments would be taken into consideration by Staff before the  
32 proposed amendments are advanced.

33  
34 Chair Desautels asked if single-family requirements for artificial turf would be revisited  
35 once the state has implemented its regulations. Planner Kalus explained that single-family  
36 regulations are already part of the proposed Ordinance. The intent is that the regulations  
37 adopted by the state will be built into the Ordinance, also applying to any future changes.

38  
39 Board Member Fomook asked if there is any way to monitor the quality of installed  
40 synthetic turf if no building permit is required for its installation. Planner Kalus replied that  
41 the City would not be able to oversee the installation.

42  
43 Chair Desautels noted a reference to recycled or non-recycled materials. Planner Kalus  
44 stated that this was a suggestion from the City's consultant which allows more broad

1 interpretation of organic infill materials, such as cork, coconut husk, and more in addition  
2 to sand and gravel.

3  
4 Chair Desautels also requested more information on the distance that must be maintained  
5 between artificial turf and trees, including whether or not this reference is intended to  
6 apply at the time the tree matures. Planner Kalus advised that the language currently  
7 refers to one (1) foot from trees or palms, with the assumption that this refers to full-grown  
8 trees. It can be clarified to refer to mature trees.

9  
10 Board Member McCoy identified a minor scrivener's error on p.206, line 27 of the draft  
11 Ordinance: a space is needed following the parenthetical number.

12  
13 Board Member Proffitt stated that he shared Board Member Friedman's concern  
14 regarding the requirement of building permits for what he felt was a relatively simple issue.  
15 He asserted that by implementing a statewide preemption, the Florida Legislature has  
16 created regulations that mandate municipalities to approve certain materials as well as a  
17 list of rules. He felt a building permit should be necessary in order for the City to ensure  
18 that appropriate products are being installed; in addition, if no building permit is required,  
19 there is no way for Code Compliance to determine whether or not a property is using the  
20 correct products, such as recycled materials.

21  
22 Board Member Proffitt continued that another concern is the creation of heat islands,  
23 which can result if an entire yard is covered with synthetic turf. Even if the material is  
24 permeable, it generates significant heat.

25  
26 Board Member Proffitt asked how the new regulations will be enforced going forward.  
27 Planner Kalus replied that if the property owner has already obtained a building permit for  
28 synthetic turf and the product was inspected, they would be subject to the new regulations  
29 if they change the turf in the future. If the material was installed without a building permit,  
30 the owner will need to seek an after-the-fact permit.

31  
32 At this time Chair Desautels opened the public hearing.

33  
34 Adrienne Foland, 440 NE 23 Street, stated that she shared Board Member Proffitt's  
35 concerns, recalling that she had secured permits before installing pervious and pet-  
36 friendly turf on her property. The permitting process had been rigorous and resulted in the  
37 installation of a satisfactory product. She recommended requiring permits for installation  
38 of artificial turf.

39  
40 With no other individuals wishing to speak at this time, Chair Desautels closed the public  
41 hearing.

42  
43 **Motion** made by Board Member Proffitt, seconded by Board Member Reale, to approve  
44 the artificial turf Ordinance as written. In a roll call vote, the **motion** passed 6-1 (Board  
45 Member Friedman dissenting).

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**7. STAFF COMMENTS**

Director Moore thanked the Board members for their discussion and feedback, and encouraged similar interaction as the City's Code rewrite progresses.

**8. ADJOURNMENT**

The meeting was adjourned at 8:02 p.m.

**NEXT MEETING DATE: March 9, 2026**

DRAFT



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Amendments to Section 010-030, “Terms Defined”, Section 020-070, “Residential District Schedule of Permitted”, Conditional and Prohibited Use”, Section 020-120, “Mixed-Use and Public/Quasi-Public District Permitted, Conditional and Prohibited Uses”, and Section 175-030, “Response to Reasonable Accommodation Request” of the City’s Unified Land Development Regulations.

March 24, 2026  
City Commission

# Proposed Reasonable Accommodation Amendments

- All proposed changes to the City’s Unified Land Development Regulations (ULDRs) proposed with this agenda item are related to reasonable accommodations.
- Senate Bill 954, codified as Chapter 2025-182 or Florida Statute 397.487 requires the adoption of an ordinance establishing application procedures for the owner of a “certified recovery residence” to request a reasonable accommodation from any local land use regulations.
- The amendments proposed include but not limited to the addition of definitions for community residential home, disability, and recovery residence; changes to permitted, conditional and prohibited use tables in Section 020-070 and Section 020-120 of the City’s ULDRs with specific provisions; and processing requirements and revocation procedures for reasonable accommodations in Section 175-030 of the City’s ULDRs required by Senate Bill 954.



- The proposed ordinance was heard by the Planning and Zoning Board on February 9, 2026.
- A motion was made by Vice Chair Izquierdo, seconded by Board Member Proffitt, to approve.
- In a roll call vote, the motion passed 6-1 (Board Member Friedman dissenting).



- The request was heard by the City Commission for First Reading on March 10, 2026.
- Commissioner D'Arminio made the motion to approve Ordinance 2026-006. Vice Mayor Caputo seconded the motion which was approved by unanimous roll call vote.
- Due to a discrepancy with the most current version of the proposed ordinance, the proposed ordinance is required to be re-heard by the City Commission for First Reading.



THANK YOU  
FOR YOUR SERVICE  
TO THE  
ISLAND CITY



City of Wilton Manors  
Business Impact Estimate

*Note: The business impact estimate must be posted on the City's website no later than the date the notice of proposed enactment is published per Section 166.041(4) Florida Statutes. This business impact estimate may be revised following its initial posting.*

*Ordinance title/reference:*

**Does any of the following exceptions to the Business Impact Estimate requirement apply? If so, check the applicable box and leave the remainder of the form blank.**

- The ordinance is required for compliance with federal or state law or regulation;
- The ordinance relates to the issuance or refinancing of debt;
- The ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The ordinance is required to implement a contract or an agreement, including, but not limited to, any federal, state, local, or private grant, or other financial assistance accepted by the County;
- The ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements, and development permits;
  - b. Sections 190.005 and 190.046, regarding community development districts;
  - c. Section 553.73, relating to the Florida Building Code; or
  - d. Section 633.202, relating to the Florida Fire Prevention Code.

Business Impact:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):
  
2. Estimate of direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Wilton Manors (each is required):
  - 2.1 An estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted
  
  - 2.2 Identification of any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible
  
  - 2.3 An estimate of the City's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs:
  
3. A good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:
  
4. Additional information (if any):



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## **COMMISSION AGENDA REPORT**

---

**MEETING DATE:** Tuesday, March 24, 2026

**From:** Alan Dodd, Emergency management/Utilities Director

**Prepared by:**

(a) **Subject:** Municipal Complex Evaluation for Public Parking

(b) **City Manager Recommendation:**

(c) **Report In Brief:**

(d) **Discussion:** Based on Commission direction, staff has developed a conceptual proposal to convert a portion of the Municipal Services Complex at 2100 Dixie Highway into a public parking facility with approximately 32 spaces. This concept aims to address limited public parking along the Dixie Highway corridor, improve pedestrian safety, and support nearby commercial activity. The attached memorandum provides additional details on the proposed improvements.

(e) **Strategic Plan Consistency:**

(f) **Concurrences:**

(g) **Fiscal Impact:**

(h) **Alternatives:**

(i) **Attachments:** 1. 2100 Dixie Hwy Public Parking Commission Memorandum  
2. Municipal Complex Parking 03-24-26 Presentation



**EMERGENCY MANAGEMENT/UTILITIES**

(954) 390-2190  
FAX: (954) 567-4212

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March 12, 2026

To: Honorable Mayor, Vice Mayor, and Commissioners  
Thru: Leigh Ann Henderson, City Manager  
From: Alan Dodd, Emergency Management / Utilities Director  
Subject: **Public Parking at Municipal Services Complex at Dixie Highway**

**Purpose**

The purpose of this memorandum is to present a conceptual proposal to convert a portion of the Municipal Services Complex property at 2100 Dixie Highway into a public parking facility with approximately 32 spaces. The concept is intended to address limited public parking along the Dixie Highway corridor and improve pedestrian safety while supporting nearby commercial activity.

**Background**

The Dixie Highway corridor, particularly south of its intersection with Wilton Drive, currently has limited public parking availability. This constraint impacts residents and visitors seeking to access nearby commercial establishments and may limit future redevelopment opportunities within the corridor. To address this need, staff has evaluated opportunities to repurpose a portion of the Municipal Services Complex property for public parking while maintaining operational security and functionality for City facilities located on the site.

**Project Scope**

The proposed project would convert an existing paved area within the Municipal Services Complex property into public parking facility providing approximately 32 parking spaces, including two ADA-compliant accessible parking spaces.

The scope of improvements is anticipated to include:

- Pavement repairs and sealcoating of the existing parking surface
- Restriping of parking spaces and installation of wheel stops
- ADA-compliant pavement markings and signage
- Installation of perimeter fencing to separate public parking from City operational areas
- Installation of site lighting to improve visibility and safety
- Installation of security cameras for monitoring and deterrence
- Installation of a pay-by-plate parking station for parking management and enforcement

Additional improvements are proposed to maintain safe and secure access to City operational areas while supporting public use of the parking facility. These improvements include:

- Construction of a new driveway entrance within the Dixie Highway right-of-way to provide separate access to non-public City operational areas
- Installation of a marked pedestrian crossing equipped with Rectangular Rapid Flashing Beacons (RRFBs) to enhance pedestrian safety.

The proposed public parking area is located within the Municipal Services Complex property and will be designed to maintain appropriate separation between public parking areas and secure City operational facilities. Security fencing, controlled access points, lighting, and camera monitoring are proposed to ensure the continued safety and functionality of City operations located on the site

Parking operations would be managed through a Pay-to-Park system, which allows for enforcement, turnover of parking spaces, and revenue generation to offset operational and maintenance costs.

### **Project Benefits**

The proposed public parking facility is expected to provide several benefits, including:

- Increasing the supply of publicly available parking in a high-demand corridor
- Supporting local businesses by improving access for customers and visitors
- Reducing informal or unsafe roadside parking along Dixie Highway
- Improving pedestrian safety through enhanced crossings and traffic awareness features
- Enhancing site security through improved lighting, defined access points, and monitoring systems
- Repurposing an existing paved area, thereby minimizing construction impacts and reducing long-term maintenance costs

### **Fiscal Impact**

The preliminary planning-level cost estimate for the project is approximately \$500,000, which includes construction, design, permitting, and contingency allowances. Funding for the project is proposed to be considered as part of the FY 2027 Capital Improvement Program (CIP) and will be subject to City Commission approval during the annual budget adoption process.

Supporting documents include:

Exhibit 1 – Conceptual Site Plan

Exhibit 2 – Preliminary Cost Estimate

The conceptual site plan and associated cost estimate included with this memorandum are preliminary planning-level materials prepared solely for budgeting and policy discussion purposes. The concept has not been reviewed or approved by the City's Planning and Zoning staff, or other applicable regulatory agencies, and no detailed engineering design, survey, or permitting has been completed at this time. The layout is intended to illustrate a potential configuration of improvements and may be modified during subsequent design development, agency coordination, and permitting. Final project scope, design elements, permitting requirements, and costs may vary based on regulatory review, site conditions, and engineering analysis.

### **Recommendation**

This project supports the City's objectives to enhance economic vitality, improve mobility, and strengthen infrastructure supporting the Wilton Drive and Dixie Highway commercial corridors. City staff recommends that the City Commission:

1. Review and provide policy direction regarding the conceptual development of a public parking facility at the Municipal Services Complex located at 2100 Dixie Highway.
2. Authorize staff to proceed with preliminary planning and design development, including coordination with applicable staff and agencies for review of right-of-way and site improvements.
3. Consider programming funding for the project within the FY 2027 Capital Improvement Program (CIP) as part of the annual budget adoption process.

Sincerely,

*Alan M Dodd*

Alan Dodd, Director

Emergency Management/Utilities Department

Exhibit 1

Proposed Facility



Exhibit 2  
Cost Estimate

Item	Description	Estimated Cost
Site Preparation	Minor grading, pavement preparation, and site adjustments	\$25,000
Pavement Rehabilitation	Asphalt repairs, sealcoat, and restriping of parking area	\$35,000
Parking Improvements	Wheel stops, signage, pavement markings, ADA markings	\$18,000
ADA Compliance	ADA accessible spaces, signage, access aisles, and compliance upgrades	\$12,000
Perimeter Fencing	Security fencing separating public parking from municipal operations	\$55,000
Lighting Improvements	Installation of LED pole lighting and electrical connections	\$60,000
Security Cameras	Cameras, mounting, wiring, and integration with City security system	\$25,000
Parking Pay Station	Pay-by-plate parking system, installation, and software setup	\$45,000
New Driveway Access	Construction of driveway within Dixie Highway right-of-way	\$65,000
Pedestrian Crossing Improvements	Crosswalk striping, signage, and RRFB pedestrian crossing system	\$70,000
<b>Subtotal-Construction</b>		<b>\$410,000</b>
<b>Soft Costs</b>		
Engineering, Design & Permitting		\$50,000
<b>Project Contingency</b>		
Construction Contingency (15%)		\$40,000
<b>Total Estimated Project Cost</b>		<b>\$500,000</b>



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# Municipal Complex Public Parking

## 2100 N Dixie Hwy

- The Dixie Highway corridor in the TOC-South District has limited public parking availability which impacts access to nearby commercial establishments
  
- Repurposing a portion of the Municipal Complex provides:
  - Increased public access
  - Support for local businesses
  - Improved pedestrian safety



# Municipal Complex Public Parking Proposal



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# Municipal Complex Public Parking



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## **Discussion**

---

## Sec. 5. Vacancies; forfeiture of office; filling of vacancies.

- (a) *Vacancies.* The office of mayor or city commission shall become vacant upon their death, resignation, removal from office in any manner authorized by law.
- (b) *Filling of vacancies.* A vacancy in the office of the mayor or on the city commission shall be filled as follows:
- (1) *Vacancy in office of mayor.*
    - (1) When a vacancy occurs in the office of mayor, the vice-mayor selected at the organizational meeting pursuant to section 2-27 of the City Code, as may be amended or selected otherwise, shall automatically succeed to the office of mayor and shall serve for the remainder of the mayor's unexpired term until a new mayor is seated. Thereafter, the vice-mayor shall return to the vice-mayor's former seat as a commissioner and complete the remainder of the commission term, if any part thereof remains unexpired.
    - (2) The succession of the office of mayor by the vice-mayor shall create a vacancy in the commission. The vacancy on the commission shall be filled in the manner set forth in this Charter.
    - (3) If the vice-mayor is unable or unwilling to succeed to the office of mayor, the commission shall then select a mayor from the remaining commissioners. If the commission is unable to select a mayor by the end of the fourth regular meeting after the vacancy, then the mayor shall be elected at a special election to be held for the election of the mayor as soon as reasonably practicable after conferring with the Broward County Supervisor of Elections and on a date when another municipal, primary, or general election is scheduled.
    - (4) If a vacancy occurs in the office of vice-mayor, the commission shall then select a new vice-mayor from among its members.
  - (2) *Vacancy in office of commissioner.* In the event of a vacancy other than in the office of the mayor:
    - (1) If there is more than one hundred eighty (180) calendar days remaining in the unexpired term, the city commission shall call a special election to fill the vacancy of the unexpired term of office of the commissioner as soon as reasonably practicable after conferring with the Broward County Supervisor of Elections and on a date when another municipal, primary, or general election is scheduled. The remaining commissioners, including the mayor, shall appoint, by a majority vote, a qualified person to fill the vacancy pending the outcome of the special election. If a majority of the remaining commissioners, including the mayor, are unable to agree on the appointment by the end of the fourth regular meeting after the vacancy, then the commissioner shall be elected at a special election to fill the vacancy. The special election shall be held as soon as reasonably practicable after conferring with the Broward County Supervisor of Elections and on a date when another municipal, primary, or general election is scheduled.
    - (2) If there is less the one hundred eighty (180) calendar days remaining in the unexpired term, the remaining commissioners, including the mayor, shall appoint, by a majority vote, a qualified person to fill the vacancy for the remainder of the unexpired term.
- Notwithstanding any quorum requirements established herein, if at any time the membership of the mayor/city commission is reduced to less than a quorum, the remaining members may, by majority vote, appoint additional members under either (1) or (2) above.
- (c) *Extraordinary vacancies.* In the event that all members of the city commission are removed by death, disability, or forfeiture of office, the governor shall appoint an interim city commission that shall call a special election as provided in paragraph (c) above and such election shall be done in such manner as to fill the unexpired terms until the next regular municipal election.

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(Res. No. 1035, 11-6-84; Ord. No. 848, § 2, 10-14-03; Ord. No. 2021-004, § 3, 3-9-21; Ord. No. 2021-016, § 2, 11-23-21)

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Created: 2025-11-04 15:21:35 [EST]

(Supp. No. 67)



1            **Section 1:**     The foregoing “WHEREAS” clauses are hereby ratified as being true and  
2 correct and are hereby made a specific part of this Ordinance upon adoption hereof.

3            **Section 2:**     Article IIIA of the Charter of the City of Wilton Manors, “Legislative,” shall  
4 be amended by the specific amendment of Section 5 “Vacancies; forfeiture of office; filling of  
5 vacancies” as follows:

6            **Sec. 5. Vacancies; forfeiture of office; filling of vacancies.**

7            (a) *Vacancies.* The office of mayor or city commission shall become vacant upon their death, resignation,  
8 removal from office in any manner authorized by law.

9            (b) *Filling of vacancies.* A vacancy in the office of the mayor or on the city commission shall be filled as follows:

10           (1) *Vacancy in office of mayor.*

11                (1) When a vacancy occurs in the office of mayor, the vice-mayor selected at the organizational  
12 meeting pursuant to section 2-27 of the City Code, as may be amended or selected otherwise,  
13 shall automatically succeed to the office of mayor and shall serve for the remainder of the  
14 mayor's unexpired term until a new mayor is seated. Thereafter, the vice-mayor shall return to  
15 the vice-mayor's former seat as a commissioner and complete the remainder of the commission  
16 term, if any part thereof remains unexpired.

17                (2) The succession of the office of mayor by the vice-mayor shall create a vacancy in the commission.  
18 The vacancy on the commission shall be filled in the manner set forth in this Charter.

19                (3) If the vice-mayor is unable or unwilling to succeed to the office of mayor, the commission shall  
20 then select a mayor from the remaining commissioners. If the commission is unable to select a  
21 mayor by the end of the fourth regular meeting after the vacancy, then the mayor shall be  
22 elected at a special election to be held for the election of the mayor as soon as reasonably  
23 practicable after conferring with the Broward County Supervisor of Elections and on a date when  
24 another municipal, primary, or general election is scheduled.

25                (4) If a vacancy occurs in the office of vice-mayor, the commission shall then select a new vice-mayor  
26 from among its members.

27           (2) *Vacancy in office of commissioner.* In the event of a vacancy other than in the office of the **mayor:**

28                (1) If there is more than one hundred eighty (180) calendar days remaining in the unexpired term,  
29 the city commission shall call a special election to fill the vacancy of the unexpired term of office  
30 of the commissioner as soon as reasonably practicable after conferring with the Broward County  
31 Supervisor of Elections and on a date when another municipal, primary, or general election is  
32 scheduled. The remaining commissioners, including the mayor, shall appoint, by a majority vote,  
33 a qualified person to fill the vacancy pending the outcome of the special election. If a majority of  
34 the remaining commissioners, including the mayor, are unable to agree on the appointment by  
35 the end of the fourth regular meeting after the vacancy, then the commissioner shall be elected  
36 at a special election to fill the vacancy. The special election shall be held as soon as reasonably  
37 practicable after conferring with the Broward County Supervisor of Elections and on a date when  
38 another municipal, primary, or general election is scheduled.

1 (2) If there is less the one hundred eighty (180) calendar days remaining in the unexpired term, the  
2 remaining commissioners, including the mayor, shall appoint, by a majority vote, a qualified  
3 person to fill the vacancy for the remainder of the unexpired term.

4 **Notwithstanding any quorum requirements established herein, if at any time the membership of the**  
5 **mayor/city commission is reduced to less than a quorum, the remaining members may, by majority vote,**  
6 **appoint additional members under either (1) or (2) above.**

7 (c) *Extraordinary vacancies.* In the event that all members of the city commission are removed by death, disability,  
8 or forfeiture of office, the shall appoint an interim city commission that shall call a special election as provided  
9 in paragraph (b) above and such election shall be done in such manner as to fill the unexpired terms until the  
10 next regular municipal election.

11  
12 **Section 3:** The Ballot Title shall be as follows:

13 **EXTRAORDINARY VACANCIES**

14  
15  
16 **Section 4:** At the General Election of November 3, 2026, the following question shall  
17 be placed on the ballot for consideration by the qualified electors of the City of Wilton Manors,  
18 Florida, and shall read as follows:

19 Shall Article IIIA of the City Charter be amended to provide \_\_\_\_\_?

20  
21 YES ( ) NO ( )

22  
23 **Section 5:** **Advertisement.** The City Clerk of the City of Wilton Manors is hereby  
24 authorized and directed to advertise the referendum election contemplated herein all in accordance  
25 with the Code of Ordinances of the City of Wilton Manors, Florida, as well as the State of Florida  
26 Election Code.

27 **Section 6:** **Referendum Election.** Pursuant to Section 166.031(1), Florida Statutes,  
28 the City Commission of the City of Wilton Manors hereby calls a special election to be conducted  
29 with the State of Florida General Election on November 3, 2026, for the purpose of placing the  
30 referendum to a vote of the electors of the City of Wilton Manors. The Broward County Supervisor  
31 of Elections is hereby appointed as the election officer of the election to be held on November 3,  
32 2026 in accordance with Florida Law to shall conduct the referendum. The City of Wilton Manors

1 shall reimburse the Broward County Supervisor of Elections for the cost of the referendum  
2 consistent with Florida Law.

3 **Section 7: Place of Election.** The election shall be conducted within the  
4 geographical limits of the City, at polling locations determined in conjunction with the Broward  
5 County Supervisor of Elections.

6 **Section 8: Codification.** It is the intention of the City Commission of the City  
7 of Wilton Manors, that upon approval by the electorate of the City at the November 3, 2026,  
8 election , the provisions of Section 5 of this Ordinance shall become and be made a part of the  
9 Charter of the City of Wilton Manors, Florida, and that the Section of this Ordinance may be  
10 renumbered, relettered and the word "Ordinance" may be changed to "Section," "Article," or such  
11 other word or phrase in order to accomplish such intention. In the event the Charter change  
12 proposed by this Ordinance is approved, the City Clerk or designee shall cause the amendment to  
13 be incorporated into the Charter and the revised Charter shall be filed with the Department of State.

14 **Section 9: Severability.** If any clause, section, or other part of this Ordinance  
15 shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such  
16 unconstitutional or invalid part shall be considered as eliminated and in no way affecting the  
17 validity of the other provisions of this Ordinance.

18 **Section 10: Conflicts.** That all Ordinances or parts of Ordinances, Resolutions, or  
19 parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

20 **Section 11. Effective Date.** That this Ordinance shall take effect immediately  
21 upon adoption. The amended Charter as set forth in Section 5 above shall be effective upon  
22 approval by a majority of the electorate of the City at the November 3, 2026, election. In the event

1 the Charter change proposed by this Ordinance is not approved, the existing Charter shall remain  
2 in full force and effect.

3 **PASSED ON FIRST READING BY THE CITY COMMISSION OF THE CITY OF WILTON**  
4 **MANORS, FLORIDA, THIS \_\_\_\_ DAY OF MARCH, 2026.**

5  
6 **PASSED AND ADOPTED ON SECOND AND FINAL READING BY THE CITY**  
7 **COMMISSION OF THE CITY OF WILTON MANORS, FLORIDA THIS \_\_\_\_ DAY OF**  
8 **\_\_\_\_\_, 2026.**

9  
10 CITY OF WILTON MANORS, FLORIDA

11  
12  
13 By: \_\_\_\_\_  
14 SCOTT NEWTON, MAYOR

15  
16 ATTEST: RECORD OF COMMISSION VOTE: 1<sup>ST</sup>  
17 Reading

18  
19 \_\_\_\_\_ MAYOR NEWTON \_\_\_\_\_  
20 ELIZABETH BECKFORD, MMC VICE MAYOR CAPUTO \_\_\_\_\_  
21 CITY CLERK COMMISSIONER BRACCHI \_\_\_\_\_  
22 COMMISSIONER D'ARMINIO \_\_\_\_\_  
23 COMMISSIONER ROLLI \_\_\_\_\_

24 I HEREBY CERTIFY that I have  
25 approved the form of this Ordinance.

26  
27 \_\_\_\_\_  
28 KERRY L. EZROL, ESQ.  
29 CITY ATTORNEY

30 RECORD OF COMMISSION VOTE: 2<sup>ND</sup>  
31 Reading

32  
33 MAYOR NEWTON \_\_\_\_\_  
34 VICE MAYOR CAPUTO \_\_\_\_\_  
35 COMMISSIONER BRACCHI \_\_\_\_\_  
36 COMMISSIONER D'ARMINIO \_\_\_\_\_  
37 COMMISSIONER ROLLI \_\_\_\_\_  
38

**OFFICE OF THE CITY ATTORNEY  
CITY OF WILTON MANORS, FLORIDA**

**MEMORANDUM**

TO: Mayor Scott Newton  
Members of the City Commission

CC: Leigh Ann Henderson, City Manager

FROM: Kerry L. Ezrol, City Attorney *KLE*

RE: City Attorney Report

DATE: March 24, 2026

---

**I. Litigation – Insurance**

**A) Wilton Manors adv. Carl Linn Kitchner**

Notice of Claim was received May 9, 2023. Mr. Kitchner claims he was wrongfully arrested and charged with a DUI by the Wilton Manors Police Department on March 1, 2023.

**B) Wilton Manors adv. Tyesha Hutchinson, Cyarra Walker, and Ciara Charnele Lewis**

Notice of Claim was received August 21, 2023. The claim for damages arises as a result of a motor vehicle accident which occurred on April 8, 2023. Summons and Complaint was served on the City on July 22, 2024.

**C) Wilton Manors adv. Louis Brinkerhoff**

Notice of Claim was received October 15, 2024. Mr. Brinkerhoff's claim for damages arises as a result of an injury sustained from a paver on the sidewalk adjacent to 525 NE 21<sup>st</sup> Court on September 13, 2024. The claim was denied by FLC. Awaiting to see if a law suit is filed.

**D) Wilton Manors adv. Jacqueline Bancroft**

Notice of Claim was received on January 7, 2025. Ms. Bancroft's claim for damages arises as a result of an incident that occurred on the sidewalk near NW 9<sup>th</sup> Avenue and NW 9<sup>th</sup> Terrace on December 15, 2024.

**E) Wilton Manors adv. Vern Hall as Personal Representative of the Estate of Frederick Hall**

Notice of Claim was received May 1, 2023. The claim was denied by FLC. Summons and Complaint was served on the City on February 27, 2025. Mr. Hall's Estate claims that as a result of a police chase involving Broward Sheriff's Office, City of Fort Lauderdale Police

Department, and Wilton Manors Police Department on March 7, 2023, Mr. Hall was severally injured due to a vehicle pinning him to a wall. On July 22, 2025, the Court entered a Uniform Trial Order setting trial for a three-week period commencing May 11, 2026.

**F) Wilton Manors adv. Walter Steunenber**

Notice of Claim was received on April 10, 2025. Mr. Steunenber's claim arises from an incident that allegedly occurred on March 15, 2025. No further details were provided.

**G) Wilton Manors adv. Jerson Immer Velazquez**

On December 14, 2025, the City received a Third Amended Complaint for a Civil Case naming the City as a defendant. The Plaintiff is alleging Civil Rico, Monell Claims and Breach & Torts. On February 12, 2026, the City received a Fourth Amended Complaint and was served. FLC is handling this matter.

**H) Wilton Manors adv. Larry Stanhope Stroud III and Jessica Sariya Stroud**

Notice of Claim was received on January 14, 2026. The claim alleges unreasonable search and seizure, municipal liability, battery, negligence, loss of consortium, and other claims by the Wilton Manors Police Department on July 2, 2025. FLC is handling this matter.

**II. Litigation - City Attorney**

**A) Wilton Manors v. Blue Sky Investment Group, LLC (2702 NE 6 LN #1-2)**

On June 25, 2025, the City filed its Complaint to Foreclose Code Enforcement Liens. On July 15, 2025, Plaintiff, Blue Sky Investment, filed a Notice of Appearance. On July 19, 2025, the Court entered a Uniform Case Management Order, scheduling a CMC for October 22, 2025. On July 21, 2025, the City filed an Amended Complaint. An Amended Notice of Lis Pendens was filed on July 24, 2025. The City filed a Notice of Service of Initial Disclosures on July 28, 2025. On July 31, 2025, Blue Sky Investment filed its Answer and Affirmative Defense. On August 18, 2025, the City filed Notice of Service of Complaint on the Last of all Named Defendants. On August 19, 2025, the City filed its Reply to Blue Sky's Affirmative Defense. On August 28, 2025, the City filed its Request for Production and Admissions. On August 29, 2025, the City filed a Motion for Leave to File Second Amended Complaint. On September 3, 2025, the City filed a Motion for Clerk's Default for Defendant, Rosana Theophin. On September 7, 2025, the Court entered an Order Granting the City's Unopposed Motion for Leave to File Second Amended Complaint. We are in the process of located unknown heirs of a named party who is deceased. On October 20, 2025, the City filed a Motion for Leave to File Third Amended Complaint as a result of locating heirs of the decedent defendant. On October 24, 2025, the Court entered a Uniform Trial Order, setting the trial period from July 6, 2026 to July 24, 2026. On October 27, 2025, the Court entered an Order Granting the City's Motion for Leave to file Third Amended Complaint and the Complaint was deemed as filed. On November 25, 2025, a Notice of Appearance was filed on behalf of Rosana Theophin. On December 2, 2025, Defendant, Rosana Theophin filed her Answer and Affirmative Defenses. On December 5, 2025, the City filed a Motion to Strike Ms. Theophin's Answer

and Affirmative Defenses to the Third Amended Complaint and the hearing is scheduled for January 21, 2026. On January 13, 2026, Ms. Theophin filed an Opposition to the City's Motion to Strike. At the January 21<sup>st</sup> hearing, the Court granted the City's Motion to Strike. On January 25, 2026, the Court entered an Order Granting the City's Motion to Strike Ms. Theophin's Answer and Affirmative Defenses to Third Amended Complaint. On February 17, 2026, the City filed a Notice of Action – Constructive Service to the Unknown Heirs, etc. On February 23, 2026, the City filed the following: 1) Motions for Clerk's Default against, State of Florida, Department of Revenue, Vanda Theophin Michel, Samantha Theophin, Rooveline Theophin, Muriel Theophin Atilus, Ermane Theophin, Unknown Tenant 2 in Unit 1, Tenant 3 in Unit 2, and Tenant 4 in Unit 2 for failure to file or serve any paper; and 2) Notice of Dropping Party Defendant as to Fontane Theophin and Unknown Tenant 1 in Unit 1. On February 25, 2026, Defendant, Rosana Theophin, filed an Amended Motion to Vacate and Set Aside Clerk's Default and the hearing is scheduled for March 30, 2026. On March 2, 2026, the Clerk entered its Default against the Parties referenced above.

On March 6, 2026, the City filed Notice of Filing an Affidavit of Due and Diligent Search for Gerard Theophin. On March 17, 2026, the City filed a Notice of Action – Constructive Service.

**B) Wilton Manors adv. Metropolitan Tower Life Insurance Company**

On June 25, 2025, the City was served with the Summons and Complaint in this foreclosure matter. The City's Answer and Affirmative Defenses were filed on July 3, 2025. Plaintiff filed a Motion for Assignment of Leases and Rents and scheduled the hearing for July 16, 2025. On August 5, 2025, Plaintiff filed its Reply and Avoidance to the City's Answer and Affirmative Defense. On August 22, 2025, the Plaintiff filed their Initial Discovery Disclosures. On September 12, 2025, the Court entered an Order Granting Motion for Assignment of Leases and Rents. On September 29, 2025, the Plaintiff filed a Motion for Clerk's Default against the remaining defendants. On October 16, 2025, the Court entered an Amended Order Granting Plaintiff's Motion for Assignment of Leases and Rents. On October 22, 2025, the Plaintiff filed its Motion for Summary Final Judgment of Mortgage Foreclosure and Other Relief. On October 24, 2025, Defendant, Henry Guido filed their Notice of Appearance and Motion for Extension of Time. On December 1, 2025, the Plaintiff filed a Notice of Hearing for its Motion for Summary Final Judgment and scheduled it for January 5, 2026. On January 5, 2026, Defendant, Henry Guido, filed a Motion to set aside Order of Default and filed his Answer and Affirmative Defenses.

**C) Wilton Manors adv. Loan Funder LLC, Series 41675**

On October 7, 2025, the City was served with the Summons and Complaint in this foreclosure matter. The City's Answer and Affirmative Defenses, and Initial Disclosures were filed on October 9, 2025. On October 16, 2025, Plaintiff filed Return of Non-Service for several Defendants. On January 30, 2026, Plaintiff filed a Notice of Action.

**D) Wilton Manors v. Alan Davenport (2000 NE 21 Court)**

On November 14, 2025, the City filed its Complaint to Foreclose Code Enforcement Lien. On January 14, 2026, the City filed a Notice of Filing Acceptance of Service and Waiver of Service of Process by Defendant. On January 27, 2026, the City filed Motions for Clerk's Default for Unknown Tenant 1 and 2. On February 3, 2026, a Notice of Appearance was filed on behalf of Defendant, Alan Davenport. On February 17, 2026, Defendant filed a Motion to Abate for 3 months. On February 19, 2026, the Court entered an Order granting the Motion to Abate.

**E) Wilton Manors adv. DOT Fund LLC**

On December 3, 2025, the City was served with the Summons and Complaint in this foreclosure matter. The City's Answer and Affirmative Defenses were filed on December 10, 2025. On January 13, 2026, Plaintiff filed a Return of Non-Service for Defendant. On January 29, 2026, Plaintiff filed Ex-Parte Motion to Extend Time to serve Defendant. On February 2, 2026, the Court entered an Order Granting the Motion. On February 19, 2026, Plaintiff filed an Affidavit of Compliance with Substituted Service of Process.

**F) Wilton Manors v. Marcia Howell (648-652 W. Oakland Park Blvd.)**

On December 16, 2025, the City filed its Complaint to Foreclose Code Enforcement Lien. Case was on hold as we had received a settlement offer to be considered at a shade session on February 24, 2026. We are proceeding with the suit. On March 16, 2026, Defendant, Marcia Howell and Unknown Spouse of Marcia Howell, filed a Notice of Appearance and Notice of Unavailability.

**III. Litigation-Other**

**A) Wilton Manors adv. Florida Department of Environmental Protection**

On March 26, 2025, the City was served with the Summons and Complaint in this matter. On April 24, 2025, the Law Firm of Gardner, Bist, Bowden, Dee, LaVia, Wright, Perry & Harper, P.A. filed a Notice of Appearance on behalf of the City. On April 28, 2025, the parties filed a Joint Motion for Temporary Abatement. On June 18<sup>th</sup>, 2025, the Court entered an Order granting the Abatement. On July 31, 2025, the Court entered a Uniform Trial Order and set the case for trial commencing January 12, 2026 to January 30, 2026. There is a Calendar Call scheduled for January 6, 2026. Settlement discussions underway. On December 16, 2025, the parties filed a Joint Motion for Continuance. On January 6, 2026, the Court entered an Order Resetting Trial and reset the case for trial commencing April 6, 2026 to May 1, 2026.

**IV. Non-Litigation – City Attorney**

Should you have any questions concerning the above, please do not hesitate to contact me.



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## **COMMISSION AGENDA REPORT**

---

**MEETING DATE:** Tuesday, March 24, 2026

**From:** Alan Dodd, Emergency Management/Utilities Director

**Prepared by:** Alan Dodd

(a) **Subject:** Request to Fill Full-Time Recycling, Solid Waste and HHW Coordinator Vacancy

(b) **City Manager Recommendation:**

(c) **Report In Brief:**

(d) **Discussion:**

The Emergency Management/Utilities Department is seeking authorization to fill the vacant Recycling, Solid Waste & HHW Coordinator position following the resignation of a long-tenured employee. This role is integral to the administration and oversight of the City's solid waste, recycling, and household hazardous waste programs. Responsibilities include managing the City's collection contract, ensuring regulatory compliance, monitoring service performance, resolving service issues, coordinating hazardous waste events, and serving as the primary liaison between residents, the collection contractor, and the Utility Billing Division.

This position is critical to maintaining essential public health services, regulatory compliance, and the quality of life for residents. Without dedicated oversight, the City could experience service disruptions, increased complaints, and potential contractual or environmental challenges. The Coordinator also supports emergency response operations and can assist with broader utility functions when needed. The position is fully funded through the Recycling and Solid Waste Enterprise Fund and does not impact the General Fund. The Department intends to fill the role through internal promotion to preserve institutional knowledge and ensure continuity of service, and requests authorization to backfill any resulting vacancy to maintain operational staffing levels.

(e) **Strategic Plan Consistency:** Goal C. Enhance Quality of Life 3. Promote the Public Health and Welfare of City Residents; Goal F. Improve Environmental Sustainability 4. Identify Resources to Support Climate Resiliency by Residents and Businesses

(f) **Concurrences:** Utility Billing

**(g) Fiscal Impact:** This position is fully funded by the Recycling Fund as approved for FY2025-26.

**(h) Alternatives:**

- (i) Attachments:**
1. Recycling, Solid Waste & HHW Coordinator Vacancy Request Commission Memorandum
  2. Recycling, Solid Waste & HHW Coord. Description



**EMERGENCY MANAGEMENT/UTILITIES**

(954) 390-2190  
FAX: (954) 567-4212

*Life's Just Better Here*

February 26, 2026

To: Honorable Mayor, Vice Mayor, and Commissioners  
Thru: Leigh Ann Henderson, City Manager  
From: Alan Dodd, Emergency Management / Utilities Director  
Subject: **Request to Fill Position – Recycling, Solid Waste & HHW Coordinator**

The Emergency Management/ Utilities Department requests authorization to fill the Recycling, Solid Waste & HHW Coordinator position. Jason Shefferman, the current Recycling, Solid Waste & HHW Coordinator, resigned effective April 2, 2026. Mr. Shefferman served the City of Wilton Manors for close to 20 years and held this position since October 2016. This position administers and monitors the City's solid waste and recycling collection contract and ensures regulatory compliance for waste management programs serving all residential and commercial properties within the City. The position is fully funded through the Recycling and Solid Waste Enterprise Fund and does not impact the General Fund.

**Duties and Essential Job Functions**

A complete position description is attached. The Coordinator is a full-time position responsible for administration, monitoring, and compliance of the City's solid waste, recycling, and household hazardous waste programs. The Coordinator functions as the City's contract administrator and field liaison for solid waste and recycling services. Responsibilities include monitoring contractor performance, resolving service failures, managing cart inventory, maintaining the recycling drop-off center, auditing compliance, and coordinating household hazardous waste collection events. The position serves as the primary point of contact between residents, the collection contractor, and the Utility Billing Division.

**Position Summary**

Position Title: Recycling, Solid Waste & HHW Coordinator  
Level/Grade: T2 / 3  
Salary: \$47,002 - \$72,223

**Justification**

The Recycling, Solid Waste & HHW Coordinator is a critical operational and regulatory position that directly supports public health and daily quality-of-life services for City residents.

This position serves as the City's primary administrator and field liaison for the solid waste and recycling collection contract. The Coordinator monitors collections, investigates missed pickups, damaged or missing carts, and contractor performance issues, and works directly with residents and the Utility Billing Office to ensure accurate service delivery and account changes. Without this role, the City would lack dedicated oversight of its waste hauler, resulting in service failures,

increased complaints, and potential contractual disputes. This is the only position funded by the Recycling and Solid Waste Enterprise Fund.

Additionally, the position ensures compliance with local ordinances and regulatory requirements governing solid waste, recycling, and household hazardous waste programs. Responsibilities include auditing commercial and multi-family properties for compliance, maintaining recycling collection records, managing the public recycling drop-off center, coordinating hazardous waste collection activities, and implementing public education and outreach programs to reduce contamination and increase recycling participation. Failure to maintain these programs exposes the City to potential environmental concerns and increased disposal costs.

The Coordinator supports emergency and operational response functions within the Emergency Management/Utilities Department, including field operations and equipment support when needed during emergency debris removal operations. The individual filling this position is cross-trained to be able to augment and support water, wastewater, drainage, and Right-of-Way operations as needed. Vacating the position creates an operational gap that cannot be absorbed by existing staff without negatively impacting customer service, compliance monitoring, and contractor oversight.

Because the position is funded through the Enterprise Fund and directly tied to service delivery, filling the vacancy will maintain continuity of essential services, protect regulatory compliance, and preserve service levels expected by residents.

The Department anticipates filling this position through the promotion of a qualified internal City employee. Promoting from within preserves institutional knowledge, minimizes training time, and allows for continuity of service delivery and contract oversight. In order to maintain operational staffing levels, the Department also requests authorization to backfill any position that becomes vacant as a result of an internal promotion.

Sincerely,



Alan Dodd, Director  
Emergency Management/Utilities Department



## POSITION DESCRIPTION

**Position Title:** Recycling, Solid Waste, and HHW Coordinator  
**Level / Grade:** T2 / 3  
**FLSA Status:** Non-Exempt

### GENERAL DESCRIPTION OF DUTIES

Under general supervision, this position is responsible for coordinating and monitoring commercial and municipal recycling programs, and solid waste and household hazardous waste (HHW) collection activities, and conducting public outreach programs related to both. This position also assists with all Emergency Management/Utilities Department functions.

### ESSENTIAL JOB FUNCTIONS

*Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.*

- Oversees recycling pick-up and drop-off programs.
- Travels each solid waste and recycle route while maintaining constant radio and cell phone contact with the hauler and City Hall to ensure minimal service infrequencies.
- Maintains an inventory of recycling and garbage carts in service and in stock.
- Maintains records of all recycling materials collected.
- Implements and promotes the recycling efforts of the City of Wilton Manors.
- Designs, implements, and delivers public education and outreach programs related to recycling, solid waste, and hazardous waste management.
- Develops and oversees community and/or corporate recycling plans and goals to minimize waste.
- Identifies and investigates new opportunities for materials to be collected and recycled.
- Promotes programs for commercial and multi-family residents to recycle and reduce cost and protect the environment.
- Maintains a public recycling drop-off center for the convenience of all Broward County residents.
- Audits waste levels for commercial and multi-family accounts for compliance with all City codes and ordinances.

- Implements grant-funded projects, monitoring and reporting progress as necessary.
- Plans, monitors, coordinates, and enforces the provisions of the Solid Waste and Recycling Agreement.
- Maintains up-to-date understanding of technical and legal ordinances regarding solid waste management codes and regulatory practices, to be able to discuss them with the department director, governmental agencies, businesses, citizen groups, community officials and the public.
- Investigates and resolves complaints from solid waste collectors, governmental agencies, businesses and the public regarding storage, collection, transfer, transport, disposal and recovery of recyclables. Establishes and maintains effective working relationships within the department, and with representatives of other departments, agencies, haulers and the public, representing diverse cultures and backgrounds.
- Operates forklifts, skid loaders, or trucks to move or store recyclable materials.
- Assists various Emergency Management/Utilities divisions; e.g., driving dump trucks, backhoe, forklift, and/or street sweeper.
- Performs related duties as directed.

#### EDUCATION AND EXPERIENCE

##### **Minimum Qualifications**

*Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:*

High School Diploma or GED; three (3) to five years of progressively responsible experience in solid waste and recycling collection programs within a similar government agency. Must possess and maintain a valid Class "B" Florida Commercial Driver's License. Ability to lift up to 50 lbs on a routine (daily) basis.

##### **Preferred Qualifications**

Experience with customer support related programs with demonstrated ability able to effectively and appropriately communicate orally and in writing with a variety of audiences. Demonstrated proficiency in using spreadsheet programs and ability to compute and analyze numerical data.

*Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



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## COMMISSION AGENDA REPORT

---

**MEETING DATE:** Tuesday, March 24, 2026

**From:**

**Prepared by:** Nicholas Estes, Dio Sanchez, Michelle Parks

(a) **Subject:** Request to Fill Part-Time Summer Recreation Leader Vacancies

(b) **City Manager Recommendation:**

(c) **Report In Brief:**

(d) **Discussion:**

Leisure Services requests approval to hire three Seasonal Recreation Leader I positions to support the City's Summer Camp program, as included in the FY26 budget. The program runs for nine weeks during the summer and serves up to 50 children daily, providing structured recreational activities, enrichment programming, and field trips in a safe and supervised environment. Seasonal staff are scheduled for approximately 14 weeks to allow for pre-camp training, program preparation, active camp operations, and post-camp wrap-up. These positions are essential for supervising campers, assisting with daily activities, and maintaining appropriate staffing levels to ensure safety and smooth program operations. Financially, the program has historically generated positive net revenue while covering operating costs and staffing expenses.

If these positions are not filled, the City would not be able to safely operate the Summer Camp program at its current capacity. The program would likely need to be significantly scaled back to serve fewer participants with reduced hours, resulting in lower revenue and limited service to families. Additionally, existing transportation arrangements are based on full enrollment, meaning a reduced program would be inefficient and could lead to financial losses. Without adequate staffing, the City may not be able to operate a Summer Camp program. Approval of these positions will allow recruitment and onboarding to begin in time for the upcoming summer season.

(e) **Strategic Plan Consistency:** Goal C. Enhance Quality of Life and Livability 5. Support Recreation and Open Space Programs and Initiatives

(f) **Concurrences:**

**(g) Fiscal Impact:**

**(h) Alternatives:**

**(i) Attachments:** 1. LS Memo for Summer Rec Leaders  
2. Summer Camp - Recreation Leader I



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**TO:** Dio Sanchez, Human Resources Director  
**FROM:** Michelle Parks, Leisure Services Director  
**DATE:** March 11, 2026  
**RE:** Request to Fill Seasonal Recreation Leader I Positions – Summer Camp

This memorandum requests approval to fill **three (3) Seasonal Recreation Leader I positions** that are included in the FY26 budget to support the City’s annual Summer Camp program.

The City’s Summer Camp program operates for **nine weeks during the summer**, Monday through Friday from **8:00 AM to 6:00 PM**, and serves **up to 50 children daily**. The program provides a structured environment for youth that includes recreational activities, organized games, arts and enrichment programming, and weekly field trips. Summer Camp is one of the City’s primary youth programs and provides a safe, structured environment for families during the summer months.

To properly prepare staff and facilities for camp operations, seasonal employees are scheduled to work **14 weeks**, which includes time allocated for staff training, program preparation, and post-program closeout activities. Specifically, the schedule includes **two weeks of training and program preparation prior to the start of camp, nine weeks of camp operations, and one week following the conclusion of camp** for program wrap-up, inventory, and facility reset. Each Seasonal Recreation Leader is scheduled to work **35 hours per week**, totaling **490 hours per position**.

<b>Position</b>	<b>Number of Positions</b>	<b>Hours per Week</b>	<b>Weeks</b>	<b>Annual Hours</b>
Seasonal Recreation Leader I	3	35	14	490
<b>Total</b>	<b>3</b>			<b>1,470 hours</b>

These seasonal positions provide the **direct daily supervision of campers**, assist with program activities, and support field trip operations. Maintaining appropriate staff presence is necessary to manage activity groups, transitions, and the overall safety of the program throughout the full camp day.

In 2025, the Summer Camp program generated **\$75,754 in revenue**. The operating budget for the program is **\$50,000**, which supports supplies, activities, transportation, and other program expenses. The total cost for the three seasonal positions in 2025 was **\$14,275**, and the program generated **net positive revenue** while serving the community.

## **Operational Impact if Positions Are Not Filled**

If the three Seasonal Recreation Leader positions are not approved and filled, the City would not have sufficient staffing to safely operate the Summer Camp program at its current capacity of **50 campers per day**.

The only alternative would be to operate a **significantly reduced program**, likely limited to **approximately 20-25 campers with shorter daily hours**, which would substantially reduce program revenue and limit service to families.

Additionally, the camp transportation contract is structured for **50 participants**. A reduced program would not fully utilize the bus, and using the City vans would limit participation to **approximately 20 campers**, further reducing capacity and resulting in the program operating at a **financial loss**.

If adequate staffing cannot be secured, the City would likely need to **cancel the Summer Camp program for the season**.

Approval to fill these positions will allow staff to begin recruitment and onboarding in advance of the summer program schedule.

Please let me know if additional information is needed.

Sincerely,

A handwritten signature in blue ink, appearing to read "MParks".

Michelle Parks  
Leisure Services Director



## POSITION DESCRIPTION

**Position Title:** Summer Camp – Recreation Leader 1  
**Level / Grade:** A1 / 1  
**FLSA Status:** Non-Exempt

### GENERAL DESCRIPTION OF DUTIES

Come make a difference in the life of a child! Get your summer job search started and apply now! The City of Wilton Manors is currently seeking applicants to work temporary summer camp positions. General timeframe for work is the second week of May through the first week of August. This position is a temporary seasonal Recreation Leader I position authorized to work 28 hours per week. This temporary position will last no longer than six (6) months. The purpose of the position is to organize, supervise, and lead student recreation activities and/or athletics programs. Employees in this classification perform at entry staff level and are responsible for providing a safe recreational environment for the assigned community programs, youth activities, and/or special events provided by the City. Employees work with independence and initiative within established policies and procedures. Performs other duties as dictated by the nature of the program.

### ESSENTIAL JOB FUNCTIONS

*Because it is difficult if not impossible to present a finite list of every possible function to be performed by employees, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employees to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.*

- Supervises assigned facilities and ensures the safety and cleanliness of recreational equipment and teaching materials are maintained.
- Confirms child attendance in after-school programs; releases children to parents from programs; e.g., after-school, summer, spring, and winter programs.
- Plans, organizes, and supervises various student activities, programs, and special events.
- Distributes snacks to children in various programs.
- Supervises children on playground, recreational facilities, and in classroom/study activities.
- Assists children with schoolwork and various activities.
- Organizes and supervises various arts and crafts projects.
- Performs light custodial duties; e.g., maintains recreation equipment, maintains cleanliness of facilities, performs set up and break down duties for activities and special events.

- Reports any repair or maintenance issues to the appropriate management; e.g. leaks, damaged equipment or facilities, dangerous hazards.
- Performs related duties as assigned.

#### EDUCATION AND EXPERIENCE

##### **Minimum Qualifications**

*Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:*

High school diploma or GED; supplemented by six (6) to twelve (12) months previous childcare experience within a similar recreational or educational environment; or an equivalent combination of education, training, and experience.

*Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



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## COMMISSION AGENDA REPORT

---

**MEETING DATE:** Tuesday, March 24, 2026

**From:** Gary Blocker, Chief of Police

**Prepared by:** Gary Blocker, Chief of Police

- (a) **Subject:** Commission consideration to initiate foreclosure action on a code lien attached to the real property located at 709 NW 29 Street, Wilton Manors, FL 33311 currently owned by Harvest International Investments, LLC, and cited under the previous owner Ma, Wenrui and Li, Ruowen.
- (b) **City Manager Recommendation:**
- (c) **Report In Brief:** Staff seeks the Commission's desire whether to pursue foreclosure action against a code lien attached to the real property located at 709 NW 29 Street, Wilton Manors, FL 33311. Pursuant to §162.09(3), "A certified copy of an order imposing a fine, or a fine plus repair costs, may be recorded in the public records and thereafter shall constitute a lien against the land on which the violation exists and upon any other real or personal property owned by the violator. Upon petition to the circuit court, such order shall be enforceable in the same manner as a court judgment by the sheriffs of this state, including execution and levy against the personal property of the violator, but such order shall not be deemed to be a court judgment except for enforcement purposes. A fine imposed pursuant to this part shall continue to accrue until the violator comes into compliance or until judgment is rendered in a suit filed pursuant to this section, whichever occurs first. A lien arising from a fine imposed pursuant to this section runs in favor of the local governing body, and the local governing body may execute a satisfaction or release of lien entered pursuant to this section. **After 3 months from the filing of any such lien which remains unpaid, the enforcement board may authorize the local governing body attorney to foreclose on the lien or to sue to recover a money judgment for the amount of the lien plus accrued interest.**" City staff provides this information to the Commission for their consideration to take foreclosure action against this code lien.
- (d) **Discussion:** The code compliance unit opened a case on April 26, 2023 pursuant to violations observed at the above captioned property as also identified via Broward County parcel ID# 494227300300. At the June 7, 2023 Special Magistrate hearing, this property was found in violation of our Code of Ordinances as cited in our notice of violation. Due to continued non-compliance, a code lien was ultimately filed in the Broward County record against this property on June 5, 2024. As of March 2, 2026 (857 days), compliance has not been fully achieved, and the lien amount is \$214,250.00. Pursuant to police department policy

#600.2 Code Lien Foreclosure Program, staff conducted a quality assurance review of the case file, resulting in a recommendation to provide it to our legal advisor for further consideration. Following this legal review, a recommendation was made to pursue foreclosure should this be the Commission’s desire. This matter is now provided to the Commission for their consideration to pursue foreclosure action against this code lien.

**VIOLATIONS CITED**

<b>Violations</b>	<b>Description</b>	<b>Compliance Date(s)</b>	<b>Current Status as of 3.2.26</b>
Sec. 060-010(B) - Permits Required	Work w/o Permits: Windows, doors, bathroom/kitchen renovation.	None	Out of compliance

- (e) **Strategic Plan Consistency:** Goal C. Enhance Quality of Life and Livability; 1. Enhance Beautification through Progressive City Codes and Proactive Enforcement; 2. Support Proactive Public Safety; 3. Promote the Public Health and Welfare of City Residents.
- (f) **Concurrences:**
- (g) **Fiscal Impact:** Per Broward County Property Appraiser (“BCPA”) the market value is \$526,190.00, and as of March 2, 2026, the total lien amount is \$214,250.00, which continues to accrue.
- (h) **Alternatives:** The Commission may take no action resulting in the continuing accrual of this lien with the potential for it to become unenforceable 20 years after the certified copy of the order imposing a fine has been recorded (§162.10), unless within that time an action is commenced pursuant to §162.09(3) in a court of competent jurisdiction. It is also likely the unresolved code violations will remain.
- (i) **Attachments:**
  1. WM Memo re Legal Review Ma, Wenrui and Li, Ruowen and Harvest International Investments LLC Lien Foreclosure 4913-5539-7266 1
  2. Lien Foreclosure Consideration - Memo to Commission 23-001398
  3. MASTER Lien Foreclosure File - Code Case #23-001398 (709 NW 29 Street)
  4. BCPA - 709 NW 29 Street - Harvest International New Owner - (111725)
  5. Notice of Pending Permit Expiration - 709 NW 29 Street
  6. Notice of Permit Expiration - 709 NW 29 Street

**CITY OF WILTON MANORS**

**INTER-OFFICE CORRESPONDENCE**

TO: Leigh Ann Henderson, City Manager

CC: Azita Behmardi, Assistant City Manager  
Gary Blocker, Chief of Police  
Abel Alberro, Code Compliance Supervisor  
Izabella Mesa, Code Compliance Administrative Assistant  
Elizabeth Garcia-Beckford, City Clerk

FROM: Kerry L. Ezrol, City Attorney *KLE*

DATE: February 26, 2026

RE: City of Wilton Manors (“City”) / Legal Review: Ma, Wenrui and Li, Ruowen and Harvest International Investments LLC, a Limited Liability Company (“Harvest”), Lien Foreclosure, Special Magistrate, Case No. 23-001398  
Property Address: 709 NW 29 Street, Wilton Manors, FL

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We have completed our pre-litigation review of the file.

1. Notices and Orders appear to be in order-properly noticed and sent by certified mail to the property owner at the address listed in Broward County Property Appraiser (“BCPA”). None were signed for.
2. Chapter 162, Florida Statutes, requires notices to be sent to the address listed in the tax collector’s office for tax notices or to the address listed in the county property appraiser’s database. The address listed in the tax collector’s office for tax notices matches the address the NOV and other orders were sent to as per BCPA.
3. As additional notice, Notices and Orders were also posted at the property. However, Notices were not also posted at City Hall.
4. The Lien in the case was recorded on June 5, 2024. Pursuant to Chapter 162, Florida Statutes, after three (3) months from the filing of any such lien which remains unpaid, the Special Magistrate may authorize the local governing body attorney to foreclose on the lien or to sue to recover a money judgment for the amount of the lien plus accrued interest. The Order so authorizes foreclosure of the lien.
5. Lien imposed \$250 per diem fine plus administrative costs of \$200. Total due as of November 17, 2025 (to be updated) is \$188,250.00.
6. A copy of the title report is attached.
7. Per BCPA (copy attached) market value is \$526,190.00.
8. Property taxes are current through 2024.
9. Property is not claimed as exempt.

10. Prior owners, Wenrui Ma and Ruowen Li took title by Warranty Deed dated July 1, 2022. Title was transferred to Harvest International Investments LLC on May 23, 2025. [https://bcpa.net/RecInfo.asp?URL\\_Folio=494227300300](https://bcpa.net/RecInfo.asp?URL_Folio=494227300300)
11. There are multiple other code liens that are recorded by other cities (after ours). Only one predates our lien:
  - a. Deerfield Instrument No. 118832466, recorded May 3, 2023 (copy attached). We can argue that our lien has priority over the Deerfield lien because our lien attached on June 5, 2024 and the Deerfield lien against Harvest did not attach until the property was conveyed to Harvest on May 23, 2025.

We recommend proceeding with the foreclosure.

Please let us know if you would like to discuss this matter further or if you have any questions regarding this memorandum upon your review.

KLE:jc  
Enclosures

# FORECLOSURE PROPERTY INFORMATION REPORT

**Issuer: Attorneys' Title Fund Services, Inc.**  
**Recipient: Goren Cherof Doody & Ezrol, P.A.**

*Fund File Number:* 1705662

*Agent's File Reference:* 2976.9902521

*Effective Date:* December 17, 2025 at 11:00 PM

*Description of Real Property Situated in Broward County, Florida.*

Lot 30, Block 1, JENADA VILLAS, according to the map or plat thereof as recorded in Plat Book [37](#), [Page 36](#), Public Records of Broward County, Florida.

***THIS FORECLOSURE REPORT IS PREPARED AND FURNISHED FOR INFORMATION ONLY  
AND IS NOT AN OPINION OF TITLE.***

*Prepared Date:* December 24, 2025

*Attorneys' Title Fund Services, Inc.*

*Prepared by:* Monique Batchelor, Senior Examiner

*Email Address:* mbatchelor@thefund.com

# FORECLOSURE PROPERTY INFORMATION REPORT

***Record Title Vested in:***

Harvest International Investments, LLC, a Florida limited liability company by Warranty Deed recorded in Instrument Number [120237543](#), Public Records of Broward County, Florida.

***Record Title to Lien to be Foreclosed Vested in:***

City of Wilton Manors, Florida by Order Imposing Fine and Lien recorded in Instrument Number [119615271](#), Public Records of Broward County, Florida.

*(include assignment, modification, subordination, etc., if applicable)*

# FORECLOSURE PROPERTY INFORMATION REPORT

## ENCUMBRANCES

*Outstanding Mortgages (other than the mortgage being foreclosed), Mechanics' Liens, Assessment Liens, Financing Statements, Unsatisfied Money Judgments, Tax Liens (State and Federal), Other Liens for the Recovery of Money, Easements, Reservations, Restrictions, Leases, Agreements for Deed, etc.*

1. *General or special taxes and assessments required to be paid in the year 2025 and subsequent years.*
2. *Federal liens and judgment liens, if any, filed with the Florida Department of State pursuant to Sec. 713.901, et seq., F.S., and Sec. 55.201, et seq., F.S., respectively, which designate the Florida Department of State as the place for filing federal liens and judgment liens against personal property. For insuring purposes:
  - (a) *Pursuant to Sec. 713.901, et seq., F.S., personal property includes, but is not limited to, mortgages, leaseholds, mortgages on leaseholds, interests in cooperative associations, vendees' interests, and options when those interests are held by a partnership, corporation, trust or decedent's estate; and*
  - (b) *Pursuant to Sec. 55.201, et seq., F.S., personal property includes, but is not limited to, leaseholds, interests in cooperative associations, vendees' interests, and options regardless of the type of entity holding such interests, including individuals. (Note: Mortgages have been specifically excluded from the personal property interests in which a judgment lien may be acquired under the provisions of Sec. 55.201, et seq., F.S.)**
3. *Any adverse ownership claim by the State of Florida by right of sovereignty to any portion of the lands insured hereunder, including submerged, filled and artificially exposed lands, and lands accreted to such lands.*
4. *Any lien provided by County Ordinance or by Chapter 159, Florida Statutes, in favor of any city, town, village or port authority, for unpaid service charges for services by any water systems, sewer systems or gas systems serving the land described herein; and any lien for waste fees in favor of any county or municipality.*
5. *Any invalidity of or avoidance of the transfer of title to the subject premises pursuant to the provisions of the Bankruptcy Code (11 U.S.C.) or similar state insolvency or debtor and creditor law.*
6. *For informational purposes only: An owner policy issued following completion of foreclosure should not be issued for an amount more than or less than the "full insurable value" of the property. See FAC 690-186.003 (1) (a) 2.*
7. *General or special taxes and assessments required to be paid for the year(s) 2025.*
8. *No open mortgage(s) were found of record. Agent should confirm with the owner that the property is free and clear.*
9. *Code Enforcement Lien against Harvest International Investments, LLC, a Florida limited liability company in favor of City of Coral Springs, as recorded in Instrument Number [120490914](#); Instrument*

## FORECLOSURE PROPERTY INFORMATION REPORT

Number [120253453](#); Instrument Number [119832349](#); Instrument Number [119832333](#), Public Records of Broward County, Florida.

- 10.* Code Enforcement Lien against Harvest International Investments, LLC, a Florida limited liability company in favor of City of Tamarac as recorded in Instrument Number [120478051](#); Instrument Number [120120751](#); Instrument Number [120079741](#); Instrument Number [120119911](#); Instrument Number [119160910](#); Instrument Number [119160914](#); Instrument Number [119160915](#); Instrument Number [119623997](#), Public Records of Broward County, Florida. 118832466
- 11.* Code Enforcement Lien against Harvest International Investments, LLC, a Florida limited liability company in favor of City of Deerfield Beach, as recorded in Instrument Number [118832466](#), Public Records of Broward County, Florida.
- 12.* Despite any language herein to the contrary, this product may not be used for the issuance of a Title Commitment or Policy without prior approval from The Fund's Underwriting Department.
- 13.* Some counties and municipalities including, but not limited to, Lee, Charlotte and Miami-Dade Counties, and the Cities of Coral Springs, Deerfield Beach, Margate, Miami Gardens, North Lauderdale and Treasure Island, have enacted ordinances imposing upon lenders with properties in foreclosure the duty of maintaining the properties until they are resold. Other local governments will probably follow. Enforcement mechanisms vary but may include required registration of the property prior to or during foreclosure, inspections and certifications of condition by local authorities or licensed professionals, compliance with miscellaneous local codes, mandatory inspection or processing fees, certificates of use or re-occupancy, and financial penalties for non-compliance. While The Company will continue to disclose recorded notices of non-compliance and will include requirements or exceptions as appropriate on examined Fund or Old Republic National Title Insurance Company products, certificates of use or re-occupancy requirements lie outside of title policy coverage. Nevertheless, Title Agents are cautioned to determine whether any such ordinance(s) exist(s) for the County or municipality in which the subject property is situated and to follow the requirements thereof as part of their closing preparation and procedure in order to protect clients and to avoid possible non-compliance with lender closing instructions.
- 14.* All matters contained on the Plat of JENADA VILLAS, as recorded in Plat Book [37, Page 36](#), Public Records of Broward County, Florida.
- 15.* Right-of-Way Agreement contained in instrument recorded in Deed Book [173, Page 35](#), Public Records of Broward County, Florida.
- 16.* Matters contained in Deed recorded in Deed Book [206, Page 491](#), Public Records of Broward County, Florida.
- 17.* Any taxes or other sums due or that may become due resulting from the Value Adjustment Board (VAB) action(s) disclosed on the Tax Collector' s website.
- 18.* Rights of the lessees under unrecorded leases.
- 19.* Completed IRS Currency Transaction Report (CTR) or proof that the subject transaction is exempt from any FinCEN Geographic Targeting Order. The issuing agent may remove this requirement for the transaction if title is taken in the name(s) of a natural person or a trust OR if this transaction is a financed acquisition by a bank loan or other similar form of institutional financing. Within 30 days of the closing date, the issuing agent shall electronically file the CTR in the Department of Treasury

## FORECLOSURE PROPERTY INFORMATION REPORT

BSA E-Filing System portal at <https://bsaefiling.fincen.treas.gov> and submit a copy of the CTR along with confirmation of its filing to The Fund at [FinCENconfirm@TheFund.com](mailto:FinCENconfirm@TheFund.com).

*The status of corporations and limited partnerships has not been verified with any applicable governmental agencies or other authorities.*

*This report does not cover unpaid municipal taxes and other assessments unless they are recorded in the Official Records Book of the county, nor does it cover bankruptcies or other matters filed in the Federal District Courts of Florida.*

*FOR INFORMATIONAL PURPOSES: Consideration in foreclosure proceedings should be given to any parties known to the plaintiff or the plaintiff's attorney and having or claiming an interest in the property. In addition, consideration should be given to any other relevant information from the transaction.*

*See the attached Tax Sheet for current and delinquent (if any) ad valorem tax information.*

*NOTE: The Agent is responsible for obtaining underwriting approval on any commitment prepared from this product in the amount of \$1,000,000.00 or otherwise in excess of their agency/member limits.*

*This Foreclosure Property Information Report is prepared and furnished for information only and is not an opinion of title.*

*This Foreclosure Property Information Report is not title insurance. Pursuant to s. 627.7843, Florida Statutes, the maximum liability of the issuer of this property information report for errors or omissions in this property information report is limited to the amount paid for this property information report, and is further limited to the person(s) expressly identified by name in the property information report as the recipient(s) of the property information report.*



**IMPORTANT:**

If you are looking to purchase this property, the tax amount shown may have no relationship to the taxes you will pay.  
 If you are looking to purchase this property and are not using portability to transfer any capped savings, please use our **Tax Estimator** to determine a more likely estimate of your new amount.  
 If you own this home and want to purchase a new home in Florida, try our **Portability Estimator** to see how portability and the additional homestead exemption can help you.  
 If you own a home in Florida, and want to see how much portability will save you, try our **Portability Estimator**.

- [PREVIOUS](#)
[NEXT](#)
[VIEW MAP](#)
[PRINT](#)
[NEW SEARCH](#)
[PHOTOGRAPHS](#)
[BCPA HOME](#)

[Click here to display your 2025 TRIM Notice.](#)

<b>Property Address</b>	709 NW 29 STREET, WILTON MANORS FL 33311	<b>ID #</b>	4942 27 30 0300
<b>Property Owner</b>	HARVEST INTERNATIONAL INVESTMENTS LLC	<b>Millage</b>	0912
<b>Mailing Address</b>	11555 NW 124 ST MEDLEY FL 33178-3193	<b>Use</b>	01-01
<b>Abbreviated Legal Description</b>	JENADA VILLAS 37-36 B LOT 30 BLK 1		

The just values displayed below were set in compliance with **Sec. 193.011**, Fla. Stat., and include a reduction for costs of sale and other adjustments required by **Sec. 193.011(8)**.

**It'S IMPORTANT THAT YOU KNOW:**  
 The 2026 values currently shown are considered "working values" and are subject to change. These numbers will change frequently online as we make various adjustments until they are finalized.

**Property Assessment Values**  
[Click here to see 2025 Exemptions and Taxable Values as reflected on the Nov. 1, 2025 tax bill.](#)

Year	Land	Building / Improvement	Just / Market Value	Assessed / SOH Value	Tax
2026	\$43,430	\$482,760	\$526,190	\$526,190	
2025	\$43,430	\$482,760	\$526,190	\$488,030	\$10,598.56
2024	\$43,430	\$464,120	\$507,550	\$443,670	\$9,942.64

2026 Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
<b>Just Value</b>	\$526,190	\$526,190	\$526,190	\$526,190
<b>Portability</b>	0	0	0	0
<b>Assessed/SOH</b>	\$526,190	\$526,190	\$526,190	\$526,190
<b>Homestead</b>	0	0	0	0
<b>Add. Homestead</b>	0	0	0	0
<b>Wid/Vet/Dis</b>	0	0	0	0
<b>Senior</b>	0	0	0	0
<b>Exempt Type</b>	0	0	0	0
<b>Taxable</b>	\$526,190	\$526,190	\$526,190	\$526,190

Sales History -- Search Subdivision Sales			
Date	Type	Price	Book/Page or CIN
5/23/2025	WD-T	\$100	120237543

Land Calculations		
Price	Factor	Type
\$5.00	8,686	SF

6/29/2022	WD-Q	\$475,000	<b>118251553</b>
10/15/2021	WD-Q	\$424,900	<b>117691700</b>
8/1/1989	WD	\$100	<b>16708 / 742</b>
2/1/1980	WD	\$64,000	

<b>Adj. Bldg. S.F. (Card, Sketch)</b>		1548
<b>Units/Beds/Baths</b>		1/3/2
<b>Eff./Act. Year Built: 1957/1956</b>		

<b>Special Assessments</b>								
<b>Fire</b>	<b>Garb</b>	<b>Light</b>	<b>Drain</b>	<b>Impr</b>	<b>Safe</b>	<b>Storm</b>	<b>Clean</b>	<b>Misc</b>
09								
R								
1								

[If you see a factual error on this page, please click here to notify us.](#)

4



City of Deerfield Beach  
150 NE 2nd Avenue  
Deerfield Beach, Florida 33441

**OFFICE OF CODE COMPLIANCE**

CITY OF DEERFIELD BEACH,  
FLORIDA

Case #: 22120179

Petitioner,

vs.

HARVEST INVESTMENT INTERNATIONAL  
INC

Respondent(s)

FINAL ORDER OR STIPULATED FINAL ORDER

**IN RE:**

**STREET ADDRESS:** 1544 SE 3 CT, DEERFIELD BEACH, FL  
33441

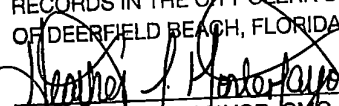
**FOLIO:** 484305080300

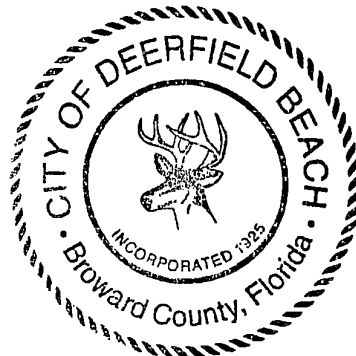
**LEGAL DESCRIPTION:** THE COVE 32-48 B LOT 13,14 E 16 2/3  
BLK 2

The City of Deerfield Beach Special Magistrate, having heard testimony under oath and argument at a Public Hearing, in reference to the above-described property , held Wednesday, February 22, 2023 at 9:30 a.m., after due notice to the Respondent(s). The Respondent(s) were present at the hearing.

FINDINGS OF FACT AND CONCLUSIONS OF LAW

Based on the evidence submitted, the Special Magistrate finds the Respondent(s), on the above-referenced property have certain violation(s) and there exists, as a matter of law, those violation(s) of Section(s) of the City of Deerfield Beach Code of Ordinances. Specific Code Section(s) and description of the violation(s) listed below:

I HEREBY CERTIFY THE ABOVE AND FOREGOING  
IS A TRUE AND CORRECT COPY FROM THE  
RECORDS IN THE CITY CLERK'S OFFICE, CITY  
OF DEERFIELD BEACH, FLORIDA  
  
HEATHER MONTEMAYOR, CMC  
CITY CLERK



3

Ordinance/Regulation	Violation Description/Correction	Order Date to Comply by	Date Complied	Daily Fine
Section 14-105(8) - Exterior building and structure standards.	<p>Every residential or nonresidential building and structure shall comply with the following requirements: Outside storage of materials and equipment shall be restricted to the rear yard area and screened by an opaque fence or hedge so that such mater...</p> <p>1. Sec.46-9(g): ** Miscellaneous graffiti on wall and other surfaces in the rear of the property. Remove, obliterate all graffiti in the rear and other areas of the property as required.</p> <p>2. Sec.14-106(b): Overgrowth of vegetation in the rear of the premises. Mow, trim, edge and maintain grassy areas in the rear of the premises as needed.</p> <p>3. Sec..14-105)8: Storage of materials in plain view in the rear. Remove all materials/ junk that are being stored in plain view on the property/ rear alleyway.</p>	3/17/2023		\$110.00
Section 14-106(b) - Minimum standards for yard and landscape areas.	<p>The owner, tenant and their agent, if any, shall be jointly and severally responsible for the proper maintenance and protection of landscaping and irrigation systems existing or hereafter installed. Maintenance shall include watering, weeding, mowing...</p> <p>1. Sec.46-9(g): ** Miscellaneous graffiti on wall and other surfaces in the rear of the property. Remove, obliterate all graffiti in the rear and other areas of the property as required.</p> <p>2. Sec.14-106(b): Overgrowth of vegetation in the rear of the premises. Mow, trim, edge and maintain grassy areas in the rear of the premises as needed.</p> <p>3. Sec..14-105)8: Storage of materials in plain view in the rear. Remove all materials/ junk that are being stored in plain view on the property/ rear alleyway.</p>	3/17/2023		\$110.00
Section 46-9(g) - Defacing or damaging property of another.	<p>Any individual or entity owning, occupying, controlling or possessing any real or personal property which has been damaged, defaced or subject to graffiti shall be responsible for ensuring the necessary repairs or graffiti has been removed, painted o...</p> <p>1. Sec.46-9(g): ** Miscellaneous graffiti on wall and other surfaces in the rear of the property. Remove, obliterate all graffiti in the rear and other areas of the property as required.</p> <p>2. Sec.14-106(b): Overgrowth of vegetation in the rear of the premises. Mow, trim, edge and maintain grassy areas in the rear of the premises as needed.</p> <p>3. Sec..14-105)8: Storage of materials in plain view in the rear. Remove all materials/ junk that are being stored in plain view on the property/ rear alleyway.</p> <p>Issuing Code Inspector info: Jean at (561)800-0154 OR email jplacide@cgasolutions.com.</p>	3/17/2023		\$110.00

Accordingly, the Respondent(s) are ordered to bring the property into compliance prior to dates shown above.

Upon complying with this Final Order, the Respondent(s) **SHALL NOTIFY Placide, J**, the Code Compliance Inspector, who shall have the property inspected and notify the Special Magistrate Clerk if compliance has occurred.

If the owner(s) fail(s) to comply, an Order Imposing Fine in the amounts shown above for every day that the violation continues to exist commencing on the dates shown above will be entered and a certified copy shall be recorded in the Public Records of Broward County, Florida and shall constitute a lien against the above-described real property or personal property owned by the violator. (Section 162.09, Florida Statutes). This Order may be enforced like a court judgment. Property owner(s) has/have 30 days from date this Final Order is executed to file an appeal in circuit court. (Section 162.11, Florida Statutes). The property owner must contact the Code Compliance Department to advise when compliance has been reached. The Special Magistrate has also assessed an additional fine of \$80.00 to cover costs incurred by the City in the prosecution of this matter. Said amount is now due, and if not paid, may also constitute a lien against the above-referenced property which may also be actionable by law.

YOU ARE HEREBY NOTIFIED that the City of Deerfield Beach Special Magistrate has set this matter for an Imposition Hearing to Certify the Lien on the 22nd day of March, 2023 at 9:30 AM in the City Commission Room, 150 NE 2nd Avenue, Deerfield Beach, Florida.

You may also have other rights which are set forth in Article VI - Code Enforcement of the City of Deerfield Beach Code of Ordinances.

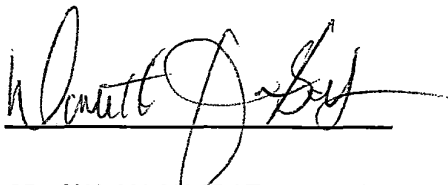
Respondents may appeal this Final Order. An appeal must be filed within (30) days of the execution of this Final Order. If a person decides to appeal any decision, such person will need a record of the proceedings and that, for this purpose, such person may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based. Section 286.0105, Florida Statutes.

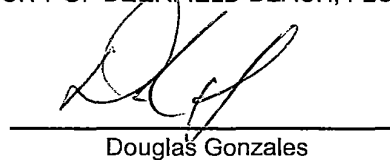
For further information, please contact the Code Compliance Inspector at 954-480-4241 or Special Magistrate Clerk at 954-480-4212 or 954-480-4296.

DONE AND ORDERED this February 27, 2023

ATTEST:

OFFICE OF CODE COMPLIANCE  
CITY OF DEERFIELD BEACH, FLORIDA

  
\_\_\_\_\_

  
\_\_\_\_\_

SPECIAL MAGISTRATE CLERK

Douglas Gonzales  
SPECIAL MAGISTRATE

Note: Payments should be mailed to the above address made payable to The City of Deerfield Beach.



# WILTON MANORS POLICE DEPARTMENT




**Gary Blocker**  
Chief of Police

Life's Just Better Here

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

**TO:** City Commission via Leigh Ann Henderson, City Manager

**FROM:** Gary Blocker, Chief of Police 

**DATE:** April 14, 2026

**REF:** Harvest International Investments, LLC (Code Case #23-001398) – *Current Owner as of May 23, 2025*  
Ma, Wenrui Li, Ruowen - *Previous Owner Violations were Cited Under*  
709 NW 29 Street  
Wilton Manors, FL 33311

The code compliance unit opened a case on April 26, 2023 pursuant to violations observed at the above captioned property as also identified via Broward County parcel ID# 494227300300. At the June 7, 2023 Special Magistrate hearing, this property was found in violation of our Code of Ordinances as cited in our notice of violation. Due to continued non-compliance, a code lien was ultimately filed in the Broward County record against this property on June 5, 2024. As of March 2, 2026 (857 days), compliance has not been fully achieved, and the lien amount is \$214,250.00. Pursuant to police department policy #600.2 Code Lien Foreclosure Program, staff conducted a quality assurance review of the case file, resulting in a recommendation to provide it to our legal advisor for further consideration. Following this legal review, a recommendation was made to pursue foreclosure should this be the Commission's desire. This matter is now provided to the Commission for their consideration to pursue foreclosure action against this code lien.

## VIOLATIONS CITED

Violations	Description	Compliance Dates	Current Status as of 3.2.26
Sec. 060-010(B)	Work w/o Permits: Windows, doors, bathroom/kitchen renovation	None	Out of compliance.



# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

Life's Just Better Here

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

**TO:** Note to File

**FROM:** Abel Alberro, Code Compliance Supervisor

**DATE:** November 17, 2025

**REFERENCE:** Quality Assurance Review – Lien Foreclosure - Case 23-1398

## QUALITY ASSURANCE REVIEW - LIEN FORECLOSURE

**Case #:** 23-0011398      **Case opened on:** April 26, 2023      **Code Officer:** Supv. Abel Alberro

**Owner Name:** Ma, Wenrui Li, Ruowen  
**Property Address:** 709 NW 29 Street, Wilton Manors, FL 33311

Violations		
Section	Title	Description
Sec. 060-010(B)	Work w/o Building Permits	Windows, Doors and Interior Remodeling.
<b>Notice of Violation</b>		
	Certified Mail Sent	April 26, 2023
	Certified Mail Delivered	In Transit
	Certified Mail Signature	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Posted on Property	April 27, 2023
<b>Special Magistrate</b>		
	<input checked="" type="checkbox"/> In Violation <input type="checkbox"/> No Violation	June 7, 2023
	Property Representative Present	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Property Representative Name(s)/Relation	-----
<b>Final Order</b>		
	Certified Mail Sent	June 15, 2023
	Certified Mail Delivered	Returned to Sender
	Certified Mail Signature	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Posted on Property	June 14, 2023
<b>Notice of Hearing Certification of fines (12.6.23)</b>		
	Certified Mail Sent	November 14, 2023
	Certified Mail Delivered	In Transit
	Certified Mail Signature	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Posted on Property	November 16, 2023
<b>Order Imposing Fine and Lien (12.6.23)</b>		
	Certified Mail Sent	December 13, 2023
	Certified Mail Delivered	In Transit
	Certified Mail Signature	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Posted on Property	December 20, 2023
<b>Fines Assessed / (\$) per day</b>		
	\$250.00 Fine Start Date	October 27, 2023
	Certification Date	December 6, 2023



# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

*Life's Just Better Here*

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

Lien Filed w/ County	June 5, 2024
Compliance Date	None as of 11.17.25
Days in Violation	753 as of 11.17.25
Administrative Fee Paid (\$200.00)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total Lien	\$188,250.00

Violations with Compliance Dates			
Section	Title	Compliance Dates	Current Status as of 11.13.25
Sec. 060-010(B)	Work w/o Building Permits	None as of 11.17.25	Not in compliance.

**FILE SUMMARY REPORT**  
November 17, 2025

**FILE INFORMATION**

**File #:** 23-001398      **Address:** 709 NW 29 Street  
**Status:** Open - Recorded Lien      **Parcel #:** 494227300300  
**Open Date:** 04/26/2023      **Description:** FAILURE TO ADHERE TO ALL APPLICABLE PERMITS FOR WORK W/O PERMITS AND INSPECTION ORDINANCE. WINDOWS AND DOORS AND INTERIOR REMODELING.  
**Close Date:**      **Owner Name:** MA, WENRUI LI, RUOWEN  
**Type:** Code Compliance      **Owner Address:** 1000 BRICKELL PLAZA #2202 MIAMI, FL 33131

**CONTACTS**

CONTACT	ASSOCIATION	CONTACTTYPE	ADDRESS	PHONE
HARVEST INTERNATIONAL INVESTMENTS, LLC GUOFENG MA	Property Owner	Property Owner	Company Address: 11555 NW 124TH STREET MIAMI, FL 33178	Work: (305) 418-4421

**INSPECTIONS**

TYPE	INSPECTION DATE	INSPECTOR	DESCRIPTION	STATUS
Inspection	04/26/2023	Abel Alberro	On 3-15-23 while inspecting the area I notice lots of work being done to the property. I checked for permits on file but there were none. I also communicated with building official to see if the work done required permits and he confirmed. I issued an NOV with summons to appear on the June 7th hearing.	
Inspection	04/27/2023	Henry Stout	NOV POSTING	
Re-Inspection	06/06/2023	Abel Alberro	WM22-001368 Building Permit artificial turf in between slabs around pool - PERMIT MAY NEED TO BE REISSUED. LOST. 5/9/23 JE Issued 12/07/2022 08/18/2023 WM22-001369 Building Permit demo for unpermitted pergola - PERMIT MAY NEED TO BE REISSUED. LOST ACCORDING TO APPLICANT. 5/9/23 JE Finaled 12/07/2022 08/18/2023	

**ACTIVITIES**

TYPE	ACTIVITY DATE	ASSIGNED TO	DESCRIPTION	STATUS
Notice of Violation with Summons	04/26/2023	Abel Alberro	Failure to adhere to city's permitting and inspection requirements. to wit: 1. Obtain permits and inspections for all work including but not limited to electrical, plumbing, structural and mechanical, all kitchen and bathroom remodeling. 2. Obtain permits and inspections for new doors and windows. 3. Send proof of closed and finaled permits to Code at: aalberro@wmpd.org. 4. Violation can not be closed until permits have been finaled and closed by a building inspector. 5. For information on permitting contact: 954-390-2180.	
Mail Sent - NOV With Summons	04/26/2023	Abel Alberro	MA, WENRUI LI, RUOWEN 1000 BRICKELL PLAZA #2202 MIAMI FL 33131 Label # 9414811898765429309554	
Online Document	05/31/2023	Kim Holinko		

Upload

Special Magistrate Hearing	06/07/2023	Abel Alberro	6/7/23 - IN VIOLATION GIVEN UNTIL 10/26/23 TO COMPLY OR \$250 PER DAY, \$200 ADMIN FEE DUE BY 7/7/23. CERTIFICATION OF FINES HEARING SCHEDULED FOR 12/6/23.	In Violation
Posting Properties	06/14/2023	Nadia Taylor-Wellington	FINAL ORDER POSTING	
Mail Sent - Final Order	06/15/2023	Kim Holinko	Label # 9414811898765415277010	
Mail Sent - Notice Of Hearing	11/14/2023	Kim Holinko	Label # 9414811898765497658196	
Posting Properties	11/16/2023	Nadia Taylor-Wellington	NOH POSTING	
Permit Check	12/01/2023	Kim Holinko	A PERMIT CHECK REVEALED NO PERMITS HAVE BEEN APPLIED FOR.	
Special Magistrate Hearing	12/06/2023	Abel Alberro	6/7/23 - IN VIOLATION GIVEN UNTIL 10/26/23 TO COMPLY OR \$250 PER DAY, \$200 ADMIN FEE DUE BY 7/7/23. CERTIFICATION OF FINES HEARING SCHEDULED FOR 12/6/23. 12/6/23: FINES WERE CERTIFIED.	Certified
Mail Sent - Certification Order	12/13/2023	Rachelle Malaczewski	Label # 9414811898765496554604	
Posting Properties	12/20/2023	Nadia Taylor-Wellington	OIFL POSTING	
Permit Check	10/01/2025	Kim Holinko	WM24-000333 Windows/Doors/Garage Permit Existing windows to be replaced with new impact windows. Finaled ON 2/19/25 WM24-000211 Building Permit Existing kitchen to be replaced, bathroom wall and floor finish to be replaced, repaint interior house* Expired ON 4/24/25	
Lien Foreclosure - Staff	11/17/2025	Abel Alberro	On Monday November 17, 2025 I conducted a quality assurance review of this case file related to potential lien foreclosure action. I took photographs of the property today showing its current condition. On this date I found the below listed non-complied violation. Additionally, I researched Citizen Serve permit history and found no permits issued as of today for interior remodeling, the windows and doors permit have been closed/finaled. This printout was attached to this case file. Due to continued non-compliance, as of November 17, 2025, this property has been out of compliance for 753 days x \$250 equals a grand total lien of \$188,250. Non-Complied Violations Sec. 060-010(B) Work w/o Building Permits...Interior Remodeling.	

**VIOLATIONS**

VIOLATION	STATUS	DATES	COMMENTS
Sec. 060-010(B) Building Permit - Required Permit Approvals - building permit	Open	Open Date: 04/26/2023 Close Date:	

**DOCUMENTS**

SOURCE	DOCUMENT NAME	DATE	CREATED BY
Case Photo	IMG_0027 (60).JPG	04/26/2023	Abel Alberro
Case Photo	IMG_0028 (60).JPG	04/26/2023	Abel Alberro
Case Photo	IMG_0025 (60).JPG	04/26/2023	Abel Alberro
Case Photo	IMG_0026 (60).JPG	04/26/2023	Abel Alberro
Case Photo	IMG_0023 (63).JPG	04/26/2023	Abel Alberro
Case Photo	IMG_0024 (58).JPG	04/26/2023	Abel Alberro
Merge document	Notice of Violation with Summons.htm	04/26/2023	Abel Alberro
Case Photo	image.jpg	04/27/2023	Henry Stout

Other	BCPA 709 NW 29 STREET.pdf	05/31/2023	Kim Holinko
Merge document	Final Order.htm	05/31/2023	Kim Holinko
Case Photo	IMG_0654.JPG	06/14/2023	Nadia Taylor-Wellington
SMH Final Order	23-1398 FO 6-7-23.pdf	06/14/2023	Kim Holinko
Other	NOH OIFL 23-1398 709 NW 29 ST 12-6-23.pdf	11/14/2023	Kim Holinko
Case Photo	IMG_1972.JPG	11/16/2023	Nadia Taylor-Wellington
Merge document	Order Imposing Fine and Lien.htm	12/01/2023	Kim Holinko
Other	OIFL 23-1398 MA 12-6-23.pdf	12/13/2023	Kim Holinko
Case Photo	IMG_2113.JPG	12/20/2023	Nadia Taylor-Wellington
Other	OIFL TRUE COPY 23-1398.pdf	05/16/2024	Kim Holinko
RECORDED LIEN	RECORDED LIEN 23-1398 MA.pdf	06/05/2024	Kim Holinko
Online Document Upload	709 nw 29 st BCPA Name change.pdf	05/30/2025	Rachelle Malaczewski



2020 WILTON DRIVE, WILTON MANORS, FL 33305

### NOTICE OF VIOLATION

DATE: April 26, 2023

MA, WENRUI LI, RUOWEN  
1000 BRICKELL PLAZA #2202  
MIAMI, FL 33131

**VIOLATION ADDRESS:** 709 NW 29 Street, WILTON MANORS, FL 33311  
**CASE #:** 23-001398

In the name of the City of Wilton Manors, Florida, the undersigned certifies that City of Wilton Manors Police Officers and/or Code Compliance Officers have made inspections, or received an Affidavit of Complaint, regarding the above premises and/or personal property on the above date and has just and reasonable grounds to believe that you are in violation of a section of the City of Wilton Manors Code of Ordinances as follows:

**DESCRIPTION OF VIOLATION(S):** Failure to adhere to city's permitting and inspection requirements. to wit:

1. Obtain permits and inspections for all work including but not limited to electrical, plumbing, structural and mechanical, all kitchen and bathroom remodeling.
2. Obtain permits and inspections for new doors and windows.
3. Send proof of closed and finalized permits to Code at: aalberro@wmpd.org.
4. Violation can not be closed until permits have been finalized and closed by a building inspector.
5. For information on permitting contact: 954-390-2180.

**DAYS TO COMPLY:** 30 days from receipt of this Notice.

**CASE #23-001398**

#### **Sec. 060-010(B) Building Permit**

(B) Building permit, site improvement permit. Generally required for development pertaining to buildings, structures and infrastructure. Building permits are required pursuant to the Florida Building Code. The building or site improvement permit and certificate of occupancy represent the last point in the development review process. All other approvals, permits and certificates required by this Article must be applied for and obtained before an application for such permits may be considered for approval by the City. Applications for building permits shall be consistent with all previous approvals, including but not limited to, the site plan, plat, and conditional use approvals. No development shall occur until and unless the Department has issued a building or site improvement permit for that development.

**MEANS OF CORRECTION:**

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This is an official notice to make you aware of violation(s) of the City Wilton Manors Code of Ordinances and/or the Florida Building Code, Broward County Edition. If you have any questions or would like additional information regarding this notice please call the officer listed below. Failure to correct the violation(s) within above time frame shall result in the case being heard before the Special Magistrate.

**WHEN THE ABOVE LISTED VIOLATION IS CORRECTED YOU MUST CONTACT THE OFFICER FOR A RE-INSPECTION TO ENSURE THAT YOUR PROPERTY IS IN COMPLIANCE. IF YOU NEED TO MEET WITH A CODE OFFICER, PLEASE MAKE AN APPOINTMENT WITH THEM. THANK YOU.**

**RELATING TO WORK WITHOUT PERMITS**

**\*\*IF YOU ARE BEING CITED FOR WORK WITHOUT PERMITS, PLEASE KNOW THAT YOU ARE NOT IN COMPLIANCE UNTIL THE PERMIT IS FINALED BY THE COMMUNITY DEVELOPMENT SERVICE DEPARTMENT\*\* APPLYING FOR OR OBTAINING A PERMIT WILL NOT MEET COMPLIANCE STANDARDS.**

**162.06 Enforcement procedure. (5) If the owner of property that is subject to an enforcement proceeding before an enforcement board, special magistrate, or court transfers ownership of such property between the time the initial pleading was served and the time of the hearing, such owner shall: (a) Disclose, in writing, the existence and the nature of the proceeding to the prospective transferee. (b) Deliver to the prospective transferee a copy of the pleadings, notices, and other materials relating to the code enforcement proceeding received by the transferor. (c) Disclose, in writing, to the prospective transferee that the new owner will be responsible for compliance with the applicable code and with orders issued in the code enforcement proceeding. (d) File a notice with the code enforcement official of the transfer of the property, with the identity and address of the new owner and copies of the disclosures made to the new owner, within 5 days after the date of the transfer.**

If you decide to appeal any decision made by the Special Magistrate, you will need a record of the proceedings. In the case of an appeal, you 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.

Abel Alberro

954-390-2157

aalberro@wmpd.org



# **POLICE**

**WILTON MANORS**  
**CODE COMPLIANCE UNIT**

*2020 WILTON DRIVE, WILTON MANORS, FL 33305*

## **FAILURE TO COMPLY – SUMMONS TO APPEAR**

**Should you fail to comply with the above violation by the compliance date, you shall appear before the Special Magistrate on June 7, 2023 at 2:00 PM in the Commission Chambers at City Hall, 2020 Wilton Drive, Wilton Manors, Florida 33305.**

Should you be found in violation of the Municipal Code, the Special Magistrate may impose a fine up to \$250.00 per day for the first violation, and up to \$500.00 per day for a repeat violation. In addition, if the violation is irreparable and irreversible the Special Magistrate may also include fines of up to \$5000.00 as well as the cost of reasonable repairs incurred by the City to bring the property into compliance, also Administrative Costs of up to \$500.00.

If the violation(s) is/are corrected by the time specified, this case may still be presented before the Special Magistrate. Please contact the Code Compliance Unit at 954-390-2151 for a re-inspection.





**PROPERTY**  
**PARCEL #: 494227300300**  
**709 NW 29 ST**  
**WILTON MANORS FL 33311**

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PERMIT #	SUB TYPE ▾	DESCRIPTION	STATU ▾	ISSUED	EXPIRATION
WM20-001480	Re-Roof	Re-roofing shingle and flat	Finaled	12/17/2020	05/04/2021
WM24-000211	Building Permit	Existing kitchen to be replaced, bathroom wall and floor finish to be replaced, repaint interior house*	Expired	06/26/2024	04/24/2025
WM24-000333	Windows/Doors/Garage Permit	Existing windows to be replaced with new impact windows.	Finaled	04/02/2024	05/19/2025
WM24-001737	Building Permit	INTERIOR RENOVATION/ VOIDED PERMIT WM24-001737. SEE WM24-000211	Void		

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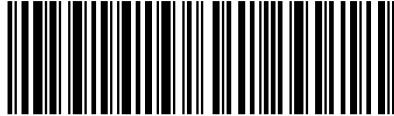


City of Wilton Manors Police Department  
2020 WILTON DR  
WILTON MANORS FL 33305-2122

**\$6.85** US POSTAGE  
FIRST-CLASS  
Apr 26 2023  
Mailed from ZIP 33305  
1 OZ FIRST-CLASS MAIL LETTER  
RATE  
11923275



USPS CERTIFIED MAIL



9414 8118 9876 5429 3095 54

MA, WENRUI LI, RUOWEN  
1000 BRICKELL PLZ UNIT 2202  
MIAMI FL 33131-3840



Reference	CCS ALBERRO NOV 23-1398 4-26-23
USPS #	9414811898765429309554
USPS Mail Class	Certified with Return Receipt (Signature)
USPS Status	Your package will arrive later than expected, but is still on its way. It is currently in transit to the next facility.
USPS History	In Transit to Next Facility, 05/04/2023 In Transit to Next Facility, 05/03/2023 In Transit to Next Facility, 05/02/2023 Departed USPS Regional Facility, May 1, 2023, 1:39 am, MIAMI FL DISTRIBUTION CENTER In Transit to Next Facility, 04/29/2023 Arrived at USPS Regional Facility, April 28, 2023, 7:38 pm, MIAMI FL DISTRIBUTION CENTER Accepted at USPS Origin Facility, April 28, 2023, 6:23 pm, FORT LAUDERDALE, FL 33305 USPS Awaiting Item, Shipping Label Created, 04/26/2023, 7:17 pm, FORT LAUDERDALE, FL 33305



# POLICE

## WILTON MANORS CODE COMPLIANCE UNIT

2020 WILTON DRIVE, WILTON MANORS, FL 33305  
SPECIAL MAGISTRATE FINAL ORDER

CITY OF WILTON MANORS  
**Petitioner**  
vs.  
MA, WENRUI LI, RUOWEN  
**Respondent**

IN RE: Case No. 23-001398

Hearing Date: June 7, 2023  
Violation(s): Sec. 060-010(B) Building Permit.

An administrative hearing was held before the undersigned Hearing Officer on the date referenced above. At the subject hearing the PETITIONER City entered into the record evidence of proper notice to the RESPONDENT thereby invoking the jurisdiction of this forum. Set out below are the findings of fact, conclusions of law and final order for the subject hearing.

The record indicates that the RESPONDENT owns the real property located at: 709 NW 29 Street, WILTON MANORS, FL 33311 and more particularly described as follows: Folio No.: 494227300300

### SEE EXHIBIT "A" LEGAL DESCRIPTION

Based upon the statements made by the RESPONDENT and/or the evidence and testimony submitted by the PETITIONER, the RESPONDENT is hereby found to be:

**In Violation**  **Dismissed**  **Continued to:** \_\_\_\_\_ at **2:00 p.m.** at the Wilton Manors City Hall, 2020 Wilton Drive, Wilton Manors, FL 33305.

### -FINES / FEES-

ADMINISTRATIVE COSTS: \$ 200.00 TOTAL AMOUNT DUE: \$ 200.00  
FINE AMOUNT: \$ \_\_\_\_\_ PAYMENT DUE DATE: 7/7/23

### -TIME / PENALTY-

And the RESPONDENT is given until OCTOBER 26, 2023 to remedy the violation. Failure to do so will result in a **per diem fine** of TWO HUNDRED FIFTY DOLLARS (\$ 250.00) for each day the RESPONDENT'S property remains in violation beyond the date set for compliance. This matter is scheduled for a certification hearing on 12/6/23 at **2:00 p.m.** at the Wilton Manors City Hall, 2020 Wilton Drive, Wilton Manors, FL 33305.

WITNESSES:  HOLINKO  MOORE  STOUT  WELLINGTON  ALBERRO AND: \_\_\_\_\_

EVIDENCE PRESENTED:  Proof of Service  BCPA  Photos Other \_\_\_\_\_

Failure to correct the violation and pay the accrued fines / fees by date required may result in the execution of a NOTICE OF LIEN which may be recorded in the public records of Broward County, Florida, thereafter constituting a lien on the real or personal property of the RESPONDENT as provided by law.

Done and Ordered this 7th day of JUNE, 2023 CITY OF WILTON MANORS, FLORIDA

Clerk to the Hearing Officer

HEARING OFFICER

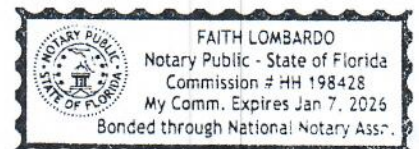
STATE OF FLORIDA }  
COUNTY OF BROWARD } SS:

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this **June 7, 2023** by Thomas J. Ansbro or Theresa Edwards, Hearing Officer and Kim Holinko, Clerk to the Hearing Officer, who are personally known to me or who have produced \_\_\_\_\_ as identification.

Notary Public

My Commission Expires \_\_\_\_\_

Serial Number, if any \_\_\_\_\_



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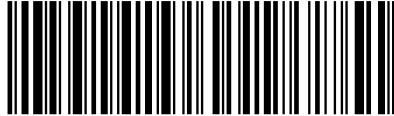


City of Wilton Manors Police Department  
2020 WILTON DR  
WILTON MANORS FL 33305-2122

**\$6.85 US POSTAGE**  
FIRST-CLASS  
Jun 15 2023  
Mailed from ZIP 33305  
1 OZ FIRST-CLASS MAIL LETTER  
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9414 8118 9876 5415 2770 10

MA, WENRUI LI, RUOWEN  
1000 BRICKELL PLZ UNIT 2202  
MIAMI FL 33131-3840



Reference	CCO HOLINKO FO 23-1398 6-7-23
USPS #	9414811898765415277010
USPS Mail Class	Certified with Return Receipt (Signature)
USPS Status	Your item could not be delivered on August 2, 2023 at 3:37 pm in MIAMI, FL 33101. It was held for the required number of days and is being returned to the sender.
USPS History	<p>Notice Left (No Authorized Recipient Available), 06/23/2023, 1:45 pm, MIAMI, FL 33131</p> <p>In Transit to Next Facility, 06/22/2023</p> <p>In Transit to Next Facility, 06/21/2023</p> <p>In Transit to Next Facility, 06/20/2023</p> <p>Departed USPS Regional Facility, June 19, 2023, 9:24 pm, MIAMI FL DISTRIBUTION CENTER</p> <p>In Transit to Next Facility, 06/19/2023</p> <p>Arrived at USPS Regional Facility, June 17, 2023, 12:24 am, MIAMI FL DISTRIBUTION CENTER</p> <p>Accepted at USPS Origin Facility, June 16, 2023, 11:09 pm, FORT LAUDERDALE, FL 33305</p> <p>Shipping Label Created, USPS Awaiting Item, 06/15/2023, 3:51 pm, FORT LAUDERDALE, FL 33305</p>

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Date Verified: 08/14/2023 00:15:21 (UTC)



# POLICE

## WILTON MANORS

### CODE COMPLIANCE

2020 WILTON DRIVE, WILTON MANORS, FL 33305  
CODE COMPLIANCE UNIT  
OFFICE OF THE SPECIAL MAGISTRATE

CITY OF WILTON MANORS  
Petitioner,

Case No: 23-1398

Vs.

MA, WENRUI LI, RUOWEN  
1000 BRICKELL PLAZA #2202  
MIAMI FL 33131

Respondent

Date: November 14, 2023

Re: Property Address – 709 NW 29 ST

#### NOTICE OF HEARING CERTIFICATION OF FINES

You are hereby summoned to appear before the City of Wilton Manors Special Magistrate on **DECEMBER 6, 2023 at 10:00 a.m.** in the City of Wilton Manors Commission Chambers located at 2020 Wilton Drive, Wilton Manors, Florida.

The purpose of the Hearing to Certify Fine is to determine whether or not the Respondent has complied with the Final Order of the Special Magistrate issued on **JUNE 7, 2023**, and to confirm and ratify the fine imposed in the Final Order. Thereafter, the Order imposing the lien may be recorded in the Public Records of Broward County, Florida.

You have the right to be present and to respond and present evidence and witnesses at the Hearing. If you wish to be represented by an attorney, your attorney **MUST** notify the Special Magistrate's Clerk, KIM HOLINKO in writing at least seven (7) business days before the Hearing. She may be contacted at 954-390-2151 or [kholinko@wmpd.org](mailto:kholinko@wmpd.org). If you decide to appeal any decision made by the Special Magistrate, you will need a record of the proceedings. In the case of an appeal, you 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.

You should be aware that the Special Magistrate will hear the case regardless of whether or not the alleged violation(s) is/are corrected prior to the Hearing.

Abel Alberro  
Code Compliance Supervisor  
Wilton Manors Police Department  
954-390-2157  
[aalberro@wmpd.org](mailto:aalberro@wmpd.org)

Electronic Delivery Confirmation™

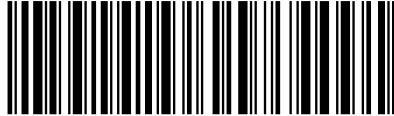


City of Wilton Manors Police Department  
2020 WILTON DR  
WILTON MANORS FL 33305-2122

**\$7.18 US POSTAGE**  
FIRST-CLASS  
Nov 14 2023  
Mailed from ZIP 33305  
1 OZ FIRST-CLASS MAIL LETTER  
RATE  
11923275



USPS CERTIFIED MAIL



9414 8118 9876 5497 6581 96

MA, WENRUI LI, RUOWEN  
1000 BRICKELL PLZ UNIT 2202  
MIAMI FL 33131-3840



Reference	CCO HOLINKO NOH 23-1398 12-6-23
USPS #	9414811898765497658196
USPS Mail Class	Certified with Return Receipt (Signature)
USPS Status	Your package will arrive later than expected, but is still on its way. It is currently in transit to the next facility.
USPS History	In Transit to Next Facility, 11/20/2023 In Transit to Next Facility, 11/19/2023 In Transit to Next Facility, 11/18/2023 Arrived at USPS Regional Facility, November 15, 2023, 6:28 pm, MIAMI FL DISTRIBUTION CENTER Accepted at USPS Origin Facility, November 15, 2023, 5:13 pm, FORT LAUDERDALE, FL 33305 Shipping Label Created, USPS Awaiting Item, 11/14/2023, 9:13 am, FORT LAUDERDALE, FL 33305



# POLICE

## WILTON MANORS CODE COMPLIANCE UNIT

2020 WILTON DRIVE, WILTON MANORS, FL 33305

Record & Return to:

Wilton Manors Police Department  
Code Compliance Unit  
ATTN: Kim Holinko  
2020 Wilton Drive  
Wilton Manors, FL 33305-2122

CITY OF WILTON MANORS  
**Petitioner**  
vs.  
MA, WENRUI LI, RUOWEN  
**Respondent**

RE: Case No. 23-001398

### ORDER IMPOSING FINE AND LIEN

**THIS CAUSE FIRST CAME**, by administrative Hearing, before the undersigned Special Magistrate of the City of Wilton Manors, Florida on **June 07, 2023**, after due notice to the Respondent, at which time the Special Magistrate heard testimony under oath, received evidence, determined findings of fact and conclusions of law and thereupon issued a Final Order. The Final Order found the Respondent to be in violation of Wilton Manors Code of Ordinances Section(s): **Sec. 060-010(B) Building Permit - Required Permit Approvals - building permit**. The subject violation occurred at the RESPONDENTS' real property located at **709 NW 29 Street**, within the City of Wilton Manors and more particularly described as follows:

**Folio # - 494227300300**

**Legal Description - JENADA VILLAS 37-36 B LOT 30 BLK 1**

Said Final Order required the Respondent to take corrective action to remedy the violation by a set compliance date. Under oath the Code Officer testified to the Special Magistrate on **December 06, 2023**, that the required corrective action **had not** taken place by the compliance date set out in the Final Order in this case and that in fact the RESPONDENT'S property is in **violation**. The Code Enforcement Officer further testified that the RESPONDENT **failed** to pay the Administrative costs imposed by the Final Order. In determining the amount of the fine, the Special Magistrate has considered all factors set forth in §162.09(b), Fla. Stat.

**ACCORDINGLY, IT IS HEREBY ORDERED THAT:**

1. A daily fine in the amount of **\$250.00** is hereby imposed, commencing on **OCTOBER 27, 2023**. The property has been in violation for 35 days x's **\$250.00** per day totals, **\$8,750.00 + \$200.00** Administrative Costs totaling **\$8,950.00** to be certified. The fine shall continue to accrue until compliance has been met.

2. The fine set out above shall, pursuant to Chapter 162 Florida Statutes, constitute a lien against the real property on which the violation exists and upon any other real or personal property of the RESPONDENT and the PETITIONER City may record a true copy of this order in the Public Records of Broward County, Florida.

3. After three (3) months from filing this lien, if it remains unpaid, the City Attorney may, subject to City Commission approval, foreclose on the lien or sue to recover a money judgment for the amount of the lien plus accrued interest.

**DONE AND ORDERED on December 06, 2023**

CITY OF WILTON MANORS, FLORIDA

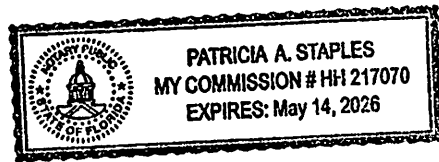
Theresa Edwards  
Special Magistrate

[Signature]  
Special Magistrate Clerk

STATE OF FLORIDA            )  
COUNTY OF BROWARD    ) SS:

The foregoing instrument was acknowledged before me by means of X physical presence or \_\_\_ online notarization, this 6<sup>th</sup> day of December, 2023 by Theresa Edwards, Special Magistrate and Kim Holinko, Clerk to the Special Magistrate respectively, who are personally known to me or have produced as identification SWORN TO AND SUBSCRIBED BEFORE ME this 6<sup>th</sup> day of December, 2023

Patricia A. Staples  
Notary Public  
May 14, 2026  
My Commission Expires:  
HH217070  
Serial Number, If any



**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a copy of the foregoing was sent by Regular U.S. Mail and Certified/Return Receipt this 6<sup>th</sup> day of DECEMBER, 2023

to the RESPONDENT.

[Signature]  
Special Magistrate Clerk, Kim Holinko

Electronic Delivery Confirmation™

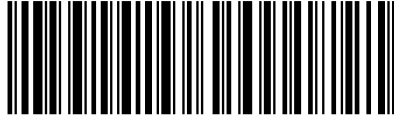


City of Wilton Manors Police Department  
2020 WILTON DR  
WILTON MANORS FL 33305-2122

**\$7.18 US POSTAGE**  
FIRST-CLASS  
Dec 13 2023  
Mailed from ZIP 33305  
1 OZ FIRST-CLASS MAIL LETTER  
RATE  
11923275



USPS CERTIFIED MAIL



9414 8118 9876 5496 5546 04

MA, WENRUI LI, RUOWEN  
1000 BRICKELL PLZ UNIT 2202  
MIAMI FL 33131-3840



Reference	CCO Holinko FO 23-1398 12-6-23
USPS #	9414811898765496554604
USPS Mail Class	Certified with Return Receipt (Signature)
USPS Status	Your package will arrive later than expected, but is still on its way. It is currently in transit to the next facility.
USPS History	<p>In Transit to Next Facility, 01/15/2024</p> <p>In Transit to Next Facility, 01/14/2024</p> <p>In Transit to Next Facility, 01/13/2024</p> <p>In Transit to Next Facility, 01/11/2024</p> <p>In Transit to Next Facility, 01/10/2024</p> <p>In Transit to Next Facility, 01/09/2024</p> <p>Unclaimed/Being Returned to Sender, January 4, 2024, 7:11 am, MIAMI, FL 33156</p> <p>Reminder to Schedule Redelivery of your item</p> <p>Available for Pickup, 12/19/2023, 10:38 am, MIAMI, FL 33256</p> <p>Notice Left (No Authorized Recipient Available), 12/18/2023, 11:41 am, MIAMI, FL 33156</p> <p>In Transit to Next Facility, 12/17/2023</p> <p>Arrived at USPS Regional Facility, December 15, 2023, 7:36 pm, MIAMI FL DISTRIBUTION CENTER</p> <p>Accepted at USPS Origin Facility, December 15, 2023, 6:21 pm, FORT LAUDERDALE, FL 33305</p> <p>Shipping Label Created, USPS Awaiting Item, 12/13/2023, 1:26 pm, FORT LAUDERDALE, FL 33305</p>

Electronic Delivery Confirmation Report © 2024 Certified Mail Envelopes, Inc. All rights reserved.

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Date Verified: 02/11/2024 00:16:15 (UTC)



# POLICE

## WILTON MANORS CODE COMPLIANCE UNIT

2020 WILTON DRIVE, WILTON MANORS, FL 33305

Record & Return to:

Wilton Manors Police Department  
Code Compliance Unit  
ATTN: Kim Holinko  
2020 Wilton Drive  
Wilton Manors, FL 33305-2122

CITY OF WILTON MANORS  
COUNTY OF BROWARD  
STATE OF FLORIDA

I HEREBY CERTIFY that the  
above and foregoing is a true and  
correct copy of Order Imposing Fine  
Lien Case 23-001398

WITNESS my hand and official  
seal in the City of Wilton Manors,  
Broward County, Florida, this 16  
day of May 2024

Franklin J. Jacobs  
CITY CLERK

CITY OF WILTON MANORS  
**Petitioner**  
vs.  
MA, WENRUI LI, RUOWEN  
**Respondent**

RE: Case No. 23-001398

### ORDER IMPOSING FINE AND LIEN

**THIS CAUSE FIRST CAME**, by administrative Hearing, before the undersigned Special Magistrate of the City of Wilton Manors, Florida on **June 07, 2023**, after due notice to the Respondent, at which time the Special Magistrate heard testimony under oath, received evidence, determined findings of fact and conclusions of law and thereupon issued a Final Order. The Final Order found the Respondent to be in violation of Wilton Manors Code of Ordinances Section(s): **Sec. 060-010(B) Building Permit - Required Permit Approvals - building permit**. The subject violation occurred at the RESPONDENTS' real property located at **709 NW 29 Street**, within the City of Wilton Manors and more particularly described as follows:

**Folio # - 494227300300**  
**Legal Description - JENADA VILLAS 37-36 B LOT 30 BLK 1**

Said Final Order required the Respondent to take corrective action to remedy the violation by a set compliance date. Under oath the Code Officer testified to the Special Magistrate on **December 06, 2023**, that the required corrective action **had not** taken place by the compliance date set out in the Final Order in this case and that in fact the RESPONDENT'S property is in **violation**. The Code Enforcement Officer further testified that the RESPONDENT **failed** to pay the Administrative costs imposed by the Final Order. In determining the amount of the fine, the Special Magistrate has considered all factors set forth in §162.09(b), Fla. Stat.

**ACCORDINGLY, IT IS HEREBY ORDERED THAT:**

1. A daily fine in the amount of **\$250.00** is hereby imposed, commencing on **OCTOBER 27, 2023**. The property has been in violation for 35 days x's **\$250.00** per day totals, **\$8,750.00** + **\$200.00** Administrative Costs totaling **\$8,950.00** to be certified. The fine shall continue to accrue until compliance has been met.

2. The fine set out above shall, pursuant to Chapter 162 Florida Statutes, constitute a lien against the real property on which the violation exists and upon any other real or personal property of the RESPONDENT and the PETITIONER City may record a true copy of this order in the Public Records of Broward County, Florida.

3. After three (3) months from filing this lien, if it remains unpaid, the City Attorney may, subject to City Commission approval, foreclose on the lien or sue to recover a money judgment for the amount of the lien plus accrued interest.

**DONE AND ORDERED on December 06, 2023**

CITY OF WILTON MANORS, FLORIDA

Theresa Edwards  
Special Magistrate

[Signature]  
Special Magistrate Clerk

STATE OF FLORIDA )  
COUNTY OF BROWARD ) SS:

The foregoing instrument was acknowledged before me by means of ✓ physical presence or \_\_\_ online notarization, this 6<sup>th</sup> day of December, 2023 by Theresa Edwards, Special Magistrate and Kim Holinko, Clerk to the Special Magistrate respectively, who are personally known to me or have produced as identification SWORN TO AND SUBSCRIBED BEFORE ME this 6<sup>th</sup> day of December, 2023

Patricia A. Staples  
Notary Public  
May 14, 2026  
My Commission Expires:  
HH217070  
Serial Number, If any



**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a copy of the foregoing was sent by Regular U.S. Mail and Certified/Return Receipt this 6<sup>th</sup> day of DECEMBER, 2023

to the RESPONDENT.

[Signature]  
Special Magistrate Clerk, Kim Holinko



# POLICE

## WILTON MANORS CODE COMPLIANCE UNIT

2020 WILTON DRIVE, WILTON MANORS, FL 33305

### SPECIAL MAGISTRATE FINAL ORDER

CITY OF WILTON MANORS

Petitioner

vs.

MA, WENRUI LI, RUOWEN

Respondent

IN RE: Case No. 23-001398

Hearing Date: June 7, 2023

Violation(s): Sec. 060-010(B) Building Permit.

An administrative hearing was held before the undersigned Hearing Officer on the date referenced above. At the subject hearing the PETITIONER City entered into the record evidence of proper notice to the RESPONDENT thereby invoking the jurisdiction of this forum. Set out below are the findings of fact, conclusions of law and final order for the subject hearing.

The record indicates that the RESPONDENT owns the real property located at: 709 NW 29 Street, WILTON MANORS, FL 33311 and more particularly described as follows: Folio No.: 494227300300

#### SEE EXHIBIT "A" LEGAL DESCRIPTION

Based upon the statements made by the RESPONDENT and/or the evidence and testimony submitted by the PETITIONER, the RESPONDENT is hereby found to be:

In Violation     Dismissed    Continued to: \_\_\_\_\_ at 2:00 p.m. at the Wilton Manors City Hall, 2020 Wilton Drive, Wilton Manors, FL 33305.

#### -FINES / FEES-

ADMINISTRATIVE COSTS: \$ 200.00    TOTAL AMOUNT DUE: \$ 200.00

FINE AMOUNT: \$ \_\_\_\_\_    PAYMENT DUE DATE: 7/7/23

#### -TIME / PENALTY-

And the RESPONDENT is given until OCTOBER 26, 2023 to remedy the violation. Failure to do so will result in a per diem fine of

TWO HUNDRED FIFTY DOLLARS (\$ 250.00) for each day the RESPONDENT'S property

remains in violation beyond the date set for compliance. This matter is scheduled for a certification hearing on 12/6/23 at 2:00 p.m. at the Wilton Manors City Hall, 2020 Wilton Drive, Wilton Manors, FL 33305.

WITNESSES: HOLINKO    MOORE    STOUT    WELLINGTON     ALBERRO AND: \_\_\_\_\_

EVIDENCE PRESENTED:     Proof of Service     BCPA     Photos    Other \_\_\_\_\_

Failure to correct the violation and pay the accrued fines / fees by date required may result in the execution of a NOTICE OF LIEN which may be recorded in the public records of Broward County, Florida, thereafter constituting a lien on the real or personal property of the RESPONDENT as provided by law.

Done and Ordered this 7th day of JUNE, 2023    CITY OF WILTON MANORS, FLORIDA

Clerk to the Hearing Officer

HEARING OFFICER

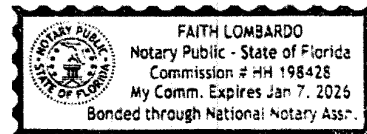
STATE OF FLORIDA    )  
COUNTY OF BROWARD    )    SS:

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this June 7, 2023 by Thomas J. Ansbro or Theresa Edwards, Hearing Officer and Kim Holinko, Clerk to the Hearing Officer, who are personally known to me or who have produced \_\_\_\_\_ as identification.

Notary Public

My Commission Expires \_\_\_\_\_

Serial Number, if any \_\_\_\_\_





# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

*Life's Just Better Here*

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

Code Case #23-001398

Initial Violation Photos – Taken March 15, 2023 by Supv. Abel Alberro





# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

*Life's Just Better Here*

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

## Bathroom Renovation Debris





# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

*Life's Just Better Here*

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

## New Windows



@wiltonmanorspd



@wiltonmanorspd  
Page 273 of 305



Nextdoor



Saferwatch



# WILTON MANORS POLICE DEPARTMENT

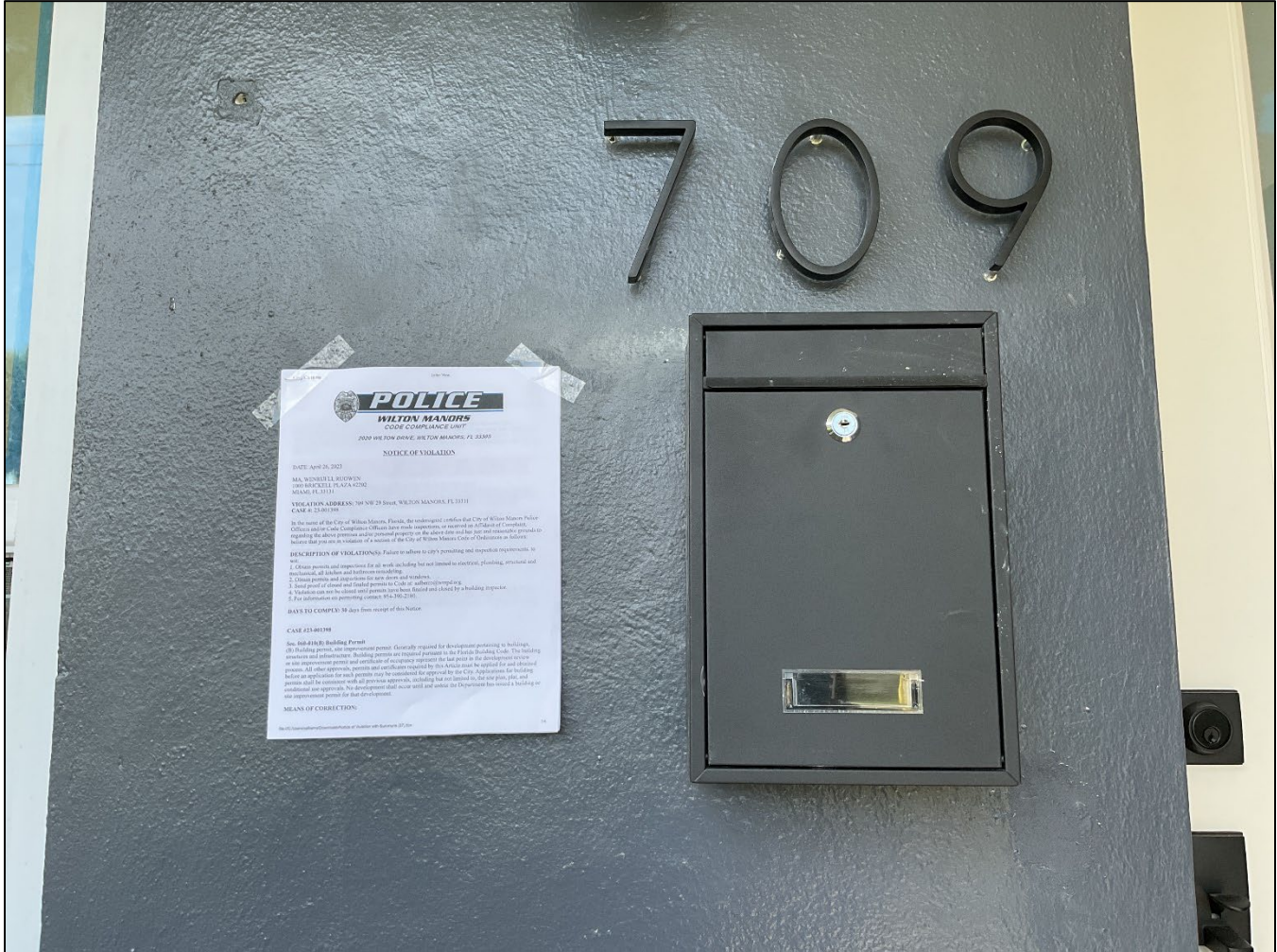


**Gary Blocker**  
Chief of Police

*Life's Just Better Here*

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

## Notice of Violation Posting by Supv. Abel Alberro – Taken April 26, 2023 by Supv. Alberro





# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

*Life's Just Better Here*

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

Final Order Posting by CCO Nadia Taylor-Wellington – Taken June 14, 2023 by CCO NTW





# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

*Life's Just Better Here*

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

Notice of Hearing Posting by Nadia Taylor-Wellington – Taken November 16, 2023 by CCO NTW





# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

*Life's Just Better Here*

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

## Order Imposing Fine and Lien Posting by CCO Nadia Taylor-Wellington – Taken December 20, 2023 by CCO NTW





# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

*Life's Just Better Here*

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

Quality Assurance Review Photo – Taken November 18, 2025 by Supr. Abel Alberro





# WILTON MANORS POLICE DEPARTMENT



**Gary Blocker**  
Chief of Police

*Life's Just Better Here*

2020 WILTON DRIVE WILTON MANORS • NON-EMERGENCY DISPATCH 954-764-4357 (HELP) • INFORMATION 954-390-2150

Quality Assurance Review Photo – Taken November 18, 2025 by Supr. Abel Alberro





<b>Property Address</b>	709 NW 29 STREET, WILTON MANORS FL 33311	<b>ID #</b>	4942 27 30 0300
<b>Property Owner</b>	HARVEST INTERNATIONAL INVESTMENTS LLC	<b>Millage</b>	0912
<b>Mailing Address</b>	11555 NW 124 ST MEDLEY FL 33178-3193	<b>Use</b>	01-01
<b>Abbr Legal Description</b>	JENADA VILLAS 37-36 B LOT 30 BLK 1		

The just values displayed below were set in compliance with **Sec. 193.011, Fla. Stat.**, and include a reduction for costs of sale and other adjustments required by **Sec. 193.011(8)**.

\* 2026 values are considered "working values" and are subject to change.

Property Assessment Values					
Year	Land	Building / Improvement	Just / Market Value	Assessed / SOH Value	Tax
2026	\$43,430	\$482,760	\$526,190	\$526,190	
2025	\$43,430	\$482,760	\$526,190	\$488,030	\$10,598.56
2024	\$43,430	\$464,120	\$507,550	\$443,670	\$9,942.64

2026 Exemptions and Taxable Values by Taxing Authority				
	County	School Board	Municipal	Independent
<b>Just Value</b>	\$526,190	\$526,190	\$526,190	\$526,190
<b>Portability</b>	0	0	0	0
<b>Assessed/SOH</b>	\$526,190	\$526,190	\$526,190	\$526,190
<b>Homestead</b>	0	0	0	0
<b>Add. Homestead</b>	0	0	0	0
<b>Wid/Vet/Dis</b>	0	0	0	0
<b>Senior</b>	0	0	0	0
<b>Exempt Type</b>	0	0	0	0
<b>Taxable</b>	\$526,190	\$526,190	\$526,190	\$526,190

Sales History			
Date	Type	Price	Book/Page or CIN
5/23/2025	WD-T	\$100	120237543
6/29/2022	WD-Q	\$475,000	118251553
10/15/2021	WD-Q	\$424,900	117691700
8/1/1989	WD	\$100	16708 / 742
2/1/1980	WD	\$64,000	

Land Calculations		
Price	Factor	Type
\$5.00	8,686	SF
<b>Adj. Bldg. S.F. (Card, Sketch)</b>		1548
<b>Units/Beds/Baths</b>		1/3/2
<b>Eff./Act. Year Built: 1957/1956</b>		

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc
09								
R								
1								



**PROPERTY SUMMARY**

<b>Tax Year:</b> 2023	<b>Property Use:</b> 01-01 Single Family	<b>Deputy Appraiser:</b> Residential Department
<b>Property ID:</b> 494227300300	<b>Millage Code:</b> 0912	<b>Appraisers Number:</b> 954-357-6831
<b>Property Owner(s):</b> MA, WENRUI LI, RUOWEN	<b>Adj. Bldg. S.F.:</b> 1548	<b>Email:</b> <a href="mailto:realprop@bcpa.net">realprop@bcpa.net</a>
<b>Mailing Address:</b> 1000 BRICKELL PLAZA #2202 MIAMI, FL 33131	<b>Bldg Under Air S.F.:</b> 1436	<b>Zoning :</b> RS-5 - SINGLE FAMILY RESIDENTIAL
<b>Property Address:</b> 709 NW 29 STREET WILTON MANORS, 33311	<b>Effective Year:</b> 1957	<b>Abbr. Legal Des.:</b> JENADA VILLAS 37-36 B LOT 30 BLK 1
	<b>Year Built:</b> 1956	
	<b>Units/Beds/Baths:</b> 1 / 3 / 2	

**PROPERTY ASSESSMENT**

Year	Land	Building / Improvement	Agricultural Saving	Just / Market Value	Assessed / SOH Value	Tax
2023	\$43,430	\$359,910	0	\$403,340	\$403,340	
2022	\$43,430	\$343,210	0	\$386,640	\$386,640	\$8,080.33
2021	\$43,430	\$251,730	0	\$295,160	\$224,600	\$5,270.38

**EXEMPTIONS AND TAXING AUTHORITY INFORMATION**

	County	School Board	Municipal	Independent
Just Value	\$403,340	\$403,340	\$403,340	\$403,340
Portability	0	0	0	0
Assessed / SOH	\$403,340	\$403,340	\$403,340	\$403,340
Granny Flat				
Homestead	0	0	0	0
Add. Homestead	0	0	0	0
Wid/Vet/Dis	0	0	0	0
Senior	0	0	0	0
Exemption Type	0	0	0	0
Affordable Housing	0	0	0	0
Taxable	\$403,340	\$403,340	\$403,340	\$403,340

**SALES HISTORY FOR THIS PARCEL**

Date	Type	Price	Book/Page or Cin
06/29/2022	Warranty Deed Qualified Sale	\$475,000	118251553
10/15/2021	Warranty Deed Qualified Sale	\$424,900	117691700
08/01/1989	Warranty Deed	\$100	16708 / 742
02/01/1980	Warranty Deed	\$64,000	
06/01/1979	Warranty Deed	\$50,000	

**LAND CALCULATIONS**

Unit Price	Units	Type
\$5.00	8,686	Square Foot
	SqFt	Foot

Property ID	Date	Type	Qualified/ Disqualified	Price	CIN	Property Address
494227300750	09/19/2025	Special Warranty Deed	Qualified Distressed Sale	\$522,600	120505902	818 NW 28 CT WILTON MANORS, FL 33311
494227300820	09/04/2025	Warranty Deed	Qualified Sale	\$599,000	120434791	733 NW 28 ST WILTON MANORS, FL 33311
494227300750	07/16/2025	Certificate of Title	Disqualified Sale	\$440,100	120374628	818 NW 28 CT WILTON MANORS, FL 33311
494227300110	06/26/2025	Warranty Deed	Qualified Sale	\$720,000	120297650	2940 NW 8 AVE WILTON MANORS, FL 33311
494227300640	06/24/2025	Warranty Deed	Qualified Sale	\$640,000	120325094	2808 NW 8 AVE WILTON MANORS, FL 33311

### SPECIAL ASSESSMENTS

Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc
Wilton Manors Fire Svcs (09) Residential (R) 1								

### SCHOOL

Wilton Manors  
 Elementary School: B  
 Sunrise Middle School: B  
 Fort Lauderdale High School: A

### ELECTED OFFICIALS

Property Appraiser	County Comm. District	County Comm. Name	US House Rep. District	US House Rep. Name
Marty Kiar	8	Robert McKinzie	23	Jared Moskowitz
Florida House Rep. District	Florida House Rep. Name	Florida Senator District	Florida Senator Name	School Board Member
99	Daryl Campbell	37	Jason W. B. Pizzo	Sarah Leonardi



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company  
HARVEST INTERNATIONAL INVESTMENTS, LLC

### Filing Information

<b>Document Number</b>	L05000053685
<b>FEI/EIN Number</b>	14-1942852
<b>Date Filed</b>	05/31/2005
<b>Effective Date</b>	06/01/2005
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	NAME CHANGE AMENDMENT
<b>Event Date Filed</b>	11/28/2005
<b>Event Effective Date</b>	NONE

### Principal Address

11555 NW 124TH STREET  
MIAMI, FL 33178

Changed: 01/03/2020

### Mailing Address

11555 NW 124TH STREET  
MIAMI, FL 33178

Changed: 01/03/2020

### Registered Agent Name & Address

MA, GUOFENG  
11555 NW 124TH STREET  
MIAMI, FL 33178

Address Changed: 01/03/2020

### Authorized Person(s) Detail

#### **Name & Address**

Title MMGR

MA, GUOFENG  
11555 NW 124TH STREET  
MIAMI, FL 33178

Title MGR

CHENG, WEI  
 11555 NW 124TH STREET  
 MIAMI, FL 33178

Title Manager

Ma, Wenrui  
 11555 NW 124TH STREET  
 MIAMI, FL 33178

**Annual Reports**

Report Year	Filed Date
2023	03/13/2023
2024	02/01/2024
2025	02/12/2025

**Document Images**

<a href="#">02/12/2025 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/01/2024 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/13/2023 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/10/2022 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/04/2021 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/03/2020 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/07/2019 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/16/2018 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/12/2017 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/26/2016 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/18/2015 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/17/2014 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/28/2013 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/27/2012 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/16/2011 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">05/03/2010 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/29/2009 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/07/2008 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/27/2007 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/22/2006 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">11/28/2005 -- Name Change</a>	View image in PDF format
<a href="#">05/31/2005 -- Florida Limited Liability</a>	View image in PDF format



<b>Property Address</b>	709 NW 29 STREET, WILTON MANORS FL 33311	<b>ID #</b>	4942 27 30 0300
<b>Property Owner</b>	HARVEST INTERNATIONAL INVESTMENTS LLC	<b>Millage</b>	0912
<b>Mailing Address</b>	11555 NW 124 ST MEDLEY FL 33178-3193	<b>Use</b>	01-01
<b>Abbr Legal Description</b>	JENADA VILLAS 37-36 B LOT 30 BLK 1		

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<b>Homestead</b>	0	0	0	0
<b>Add. Homestead</b>	0	0	0	0
<b>Wid/Vet/Dis</b>	0	0	0	0
<b>Senior</b>	0	0	0	0
<b>Exempt Type</b>	0	0	0	0
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Sales History			
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<b>Eff./Act. Year Built: 1957/1956</b>		

Special Assessments								
Fire	Garb	Light	Drain	Impr	Safe	Storm	Clean	Misc
09								
R								
1								



City of Wilton Manors  
Community Development Services Department  
2020 Wilton Drive Wilton Manors, FL 33305  
954-390-2180 Fax: 954-567-6069  
[www.wiltonmanors.com](http://www.wiltonmanors.com)

*Life's Just Better Here*

03/25/2025

MA, WENRUI LI, RUOWEN  
1000 BRICKELL PLAZA #2202  
MIAMI FL 33131

**RE: PERMIT WM24-000211 SET TO EXPIRE NOTICE**

Dear Sir or Madam;

Our records indicate a permit was issued for work at the property located at 709 NW 29 ST and the permit is set to expire on 04/24/2025. The Florida Building Code, Section 105.3.2.1 states **“every permit issued shall become null and void if work, as defined in Paragraph 105.3.2.6 authorized by such permit is not commenced within 180 days from the date of the permit or if the work authorized by such permit is suspended or abandoned for a period of 90 days after the time the work is commenced.”**

If you obtain an approved inspection prior to the expiration date, the permit will be extended 90 days from the approved inspection date and you can disregard this letter. If you cannot acquire an inspection prior to the expiration date, you may extend this permit, if the Building Official is provided in writing your request to extend the permit prior to the permit expiration date, at a fee of \$150.00.

We urge you to promptly respond to this letter and take the appropriate action to resolve the status of the permit in question. Failure to do so will cause your permit to expire and may result in additional fees, penalties and Code Compliance action or the Unsafe Structures Board.

Please contact our office at 954-390-2180.

Sincerely,

Community Development Services Director

The Community Development Services Department is a customer focused department that facilitates investment in the City in order to create a balanced, sustainable community that enhances the overall quality of life for our residents, business owners and visitors.  
Wilton Manors is a Community Wildlife Habitat



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Community Development Services Department  
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03/25/2025

J CAPPELETTI, INC. [ACTIVE]  
7100 NW 12 STREET  
SUITE 205  
MIAMI FL 33126

**RE: PERMIT WM24-000211 SET TO EXPIRE NOTICE**

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Our records indicate a permit was issued for work at the property located at 709 NW 29 ST and the permit is set to expire on 04/24/2025. The Florida Building Code, Section 105.3.2.1 states ***“every permit issued shall become null and void if work, as defined in Paragraph 105.3.2.6 authorized by such permit is not commenced within 180 days from the date of the permit or if the work authorized by such permit is suspended or abandoned for a period of 90 days after the time the work is commenced.”***

If you obtain an approved inspection prior to the expiration date, the permit will be extended 90 days from the approved inspection date and you can disregard this letter. If you cannot acquire an inspection prior to the expiration date, you may extend this permit, if the Building Official is provided in writing your request to extend the permit prior to the permit expiration date, at a fee of \$125.00.

We urge you to promptly respond to this letter and take the appropriate action to resolve the status of the permit in question. Failure to do so will cause your permit to expire and may result in additional fees, penalties and Code Compliance action or the Unsafe Structures Board.

Please contact our office at 954-390-2180.

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05/27/2025

MA, WENRUI LI, RUOWEN  
1000 BRICKELL PLAZA #2202  
MIAMI FL 33131

**RE: Permit WM24-000211 PERMIT EXPIRATION NOTICE**

Dear Sir or Madam;

Our records indicate a permit was issued for work at the property located at 709 NW 29 ST and it has expired on 04/24/2025. The Florida Building Code, Section 105.3.2.1 states ***"every permit issued shall become null and void if work, as defined in Paragraph 105.3.2.6 authorized by such permit is suspended or abandoned for a period of 90 days after the time the work is commenced."***

Once expired, permits must be renewed prior to any further work or inspections being accomplished. (Florida Building Code Section 105.3.2.4)

We urge you to promptly respond to this letter and take the appropriate action to resolve the status of the permit in question. Failure to do so may result in action by Code Compliance or the Unsafe Structures Board.

Sincerely,

A handwritten signature in black ink, appearing to be "R. Williams", is written over a faint, dotted grid background.

Community Development Services Department



City of Wilton Manors  
Community Development Services Department  
2020 Wilton Drive Wilton Manors, FL 33305  
954-390-2180 Fax: 954-567-6069  
www.wiltonmanors.com

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Sincerely,

A handwritten signature in black ink, appearing to be "R. Williams", is written over a faint, dotted grid background.

Community Development Services Department



# MEMORANDUM

To: City Clerks  
From: Mary Lou Tighe, Executive Director  
Date: February 24, 2026  
Re: 2026-27 Board of Director Appointments

According to the League By-Laws:

- Each city shall appoint a Director, Alternate, and Second Alternate to attend and vote at any Board of Directors or General Membership meeting held where he/she represents his/her municipality.
- It is the responsibility of each Director to communicate with his/her respective municipal officials, employees, and constituents concerning actions taken or to be taken by the Board of Directors or the general membership. Directors are responsible for bringing issues of collective importance to the attention of the Board of Directors.
- Each member of the Board of Directors shall notify his or her Alternate to attend Board of Director Meetings when that voting member will not attend. The Alternate shall have the right to participate and vote. In the event the Alternate cannot attend, the Alternate shall notify his or her Second Alternate to attend Board of Director meetings when the Alternate cannot attend. The Second Alternate shall have the right to participate and vote.

Please agenda the selection of your Director, Alternate, and Second Alternate for an upcoming commission meeting. See the attached attendance record for the last year. **The deadline for board appointments is April 17, 2026.** The term will begin on May 30, 2026, where members will be sworn in at the 69<sup>th</sup> Annual Gala at Margaritaville. The term will end in May of 2027.

Please forward the information below to [scochrane@browardleague.org](mailto:scochrane@browardleague.org).

=====  
**Municipality:** \_\_\_\_\_

**Commissioner/Council Appointments:** \_\_\_\_\_

**Director:** \_\_\_\_\_

**Alternate:** \_\_\_\_\_

**Second Alternate:** \_\_\_\_\_

**2025-2026 OFFICERS**

**President Denise Horland**  
*Councilmember, Plantation*  
**First Vice President Joyce Davis**  
*Mayor, Dania Beach*  
**Second Vice President Neil Kerch**  
*Commissioner, Sunrise*  
**Treasurer Traci Callari**  
*Commissioner, Hollywood*

**DIRECTORS**

**Immediate Past President Felicia Brunson**

*Mayor, West Park*

**Past President Todd Drosky**

*Mayor, Deerfield Beach*

**Past President Susan Starkey**

*Councilmember, Davie*

**Past President Joy Cooper**

*Mayor, Hallandale Beach*

**Jim Allbritton**

*Councilmember, Southwest Ranches*

**Pamela Beasley-Pitman**

*Commissioner, Fort Lauderdale*

**Heather Berman**

*Commissioner, Hillsboro Beach*

**Samson Borgelin**

*Mayor, North Lauderdale*

**Slava Borschukov**

*Councilmember, Sea Ranch Lakes*

**John Brodie**

*Commissioner, Coconut Creek*

**Anthony Caggiano**

*Commissioner, Margate*

**Tycie Causwell**

*Vice Mayor, Lauderdale Lakes*

**Kicia Daniel**

*Commissioner, Tamarac*

**Beam Furr**

*Mayor, Broward County*

**Aisha Gordon**

*Commissioner, Oakland Park*

**Denise Grant**

*Mayor, Lauderdale*

**Jeremy Katzman**

*Commissioner, Cooper City*

**Edmund Malkoon**

*Mayor, Lauderdale-by-the-Sea*

**Everett Marshall, III**

*Commissioner, Lighthouse Point*

**Henry Mead**

*Vice Mayor, Weston*

**Wayne Messam**

*Mayor, Miramar*

**Nancy Metayer Bowen**

*Vice Mayor, Coral Springs*

**Erik Morrisette**

*Acting Clerk Commissioner, Pembroke Park*

**Tom Plaut**

*Commissioner, Deerfield Beach*

**Maria Rodriguez**

*Commissioner, Pembroke Pines*

**Paul Rolli**

*Commissioner, Wilton Manors*

**Rhonda Sigerson-Eaton**

*Commissioner, Pompano Beach*

**Joy Smith**

*Vice Mayor, West Park*

**Rich Walker**

*Mayor, Parkland*

**Samuel S. Goren, Esquire**

*Goren Cherof Doody & Ezrol, PA*

*Legal Counsel*

**Mary Lou Tighe**

*Executive Director*

**Sely Cochrane**

*Deputy Executive Director*



Governmental Center, Suite 122  
115 South Andrews Avenue  
Fort Lauderdale, Florida 33301  
Phone: 954.357.73  
Internet: [www.browardleague.org](http://www.browardleague.org)

# 2025-2026 Board Meeting Attendance

	9/4/2025	11/6/2025	12/11/2025	1/8/2026	2/5/2026
Denise Horland	X	X	X	X	X
Joyce Davis	X	X	X	X	X
Traci Callari	(EXC.)	X	X	(EXC.)	(EXC.)
Felicia Brunson	X	X	(EXC.)	X	X
Todd Drosky	(EXC.)	(EXC.)	X	(EXC.)	(EXC.)
Susan Starkey	X	X	X		X
Joy Cooper	(EXC.)	(EXC.)		X	
Jim Allbritton	(EXC.)	X	(EXC.)	X	X
Pamela Beasley-Pittman	X	X	X	X	X
Heather Berman	(EXC.)		X	(EXC.)	(EXC.)
Samson Borgelin	X	X		X	X
Slava Borshchukov	X	(EXC.)		(EXC.)	(EXC.)
John Brodie	X		(EXC.)	X	
Anthony Caggiano	X	X	X	X	X
Tycie Causewell	X		X	X	
Kicia Daniel					X
Beam Furr	(EXC.)	(EXC.)			
Aisha Gordon	X			X	
Denise Grant				X	X
Jeremy Katzman	X	X		(EXC.)	(EXC.)
Neil Kerch	X	X	X	X	X
Edmund Malkoon	(EXC.)	(EXC.)	X		
Everett Marshall	X	X	X	X	X
Henry Mead	X	X	X	(EXC.)	(EXC.)
Wayne Messam					
Nancy Metayer Bowen	(ALT.)	X	(EXC.)	(EXC.)	(EXC.)
Erik Morrissette	X		(EXC.)		
Tom Plaut	X	X	X	X	X
Maria Rodriguez	X	(EXC.)	(EXC.)	X	X
Paul Rolli	X	X	(EXC.)	(EXC.)	(EXC.)
Rhonda Sigerson Eaton	X	X	(EXC.)		
Joy Smith		X	X	(ALT.)	(ALT.)
Rich Walker	X	X	X	X	X
			X = Attendance		
			(ALT.) = Alternate Attended		
			(EXC.) = Excused Absence		
			Gray = Absence		



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# Colohatchee Park Expansion Parcels

## March 24, 2026

# 2109 NE 14<sup>th</sup> Avenue

# 2101 NE 14<sup>th</sup> Avenue

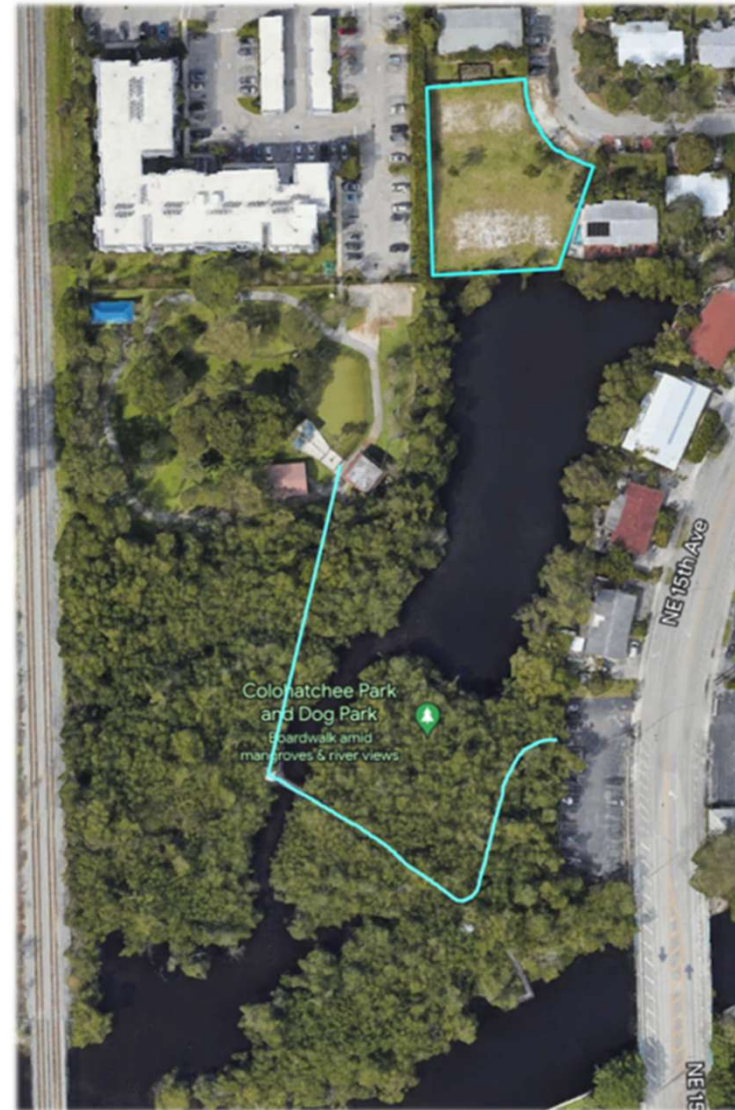
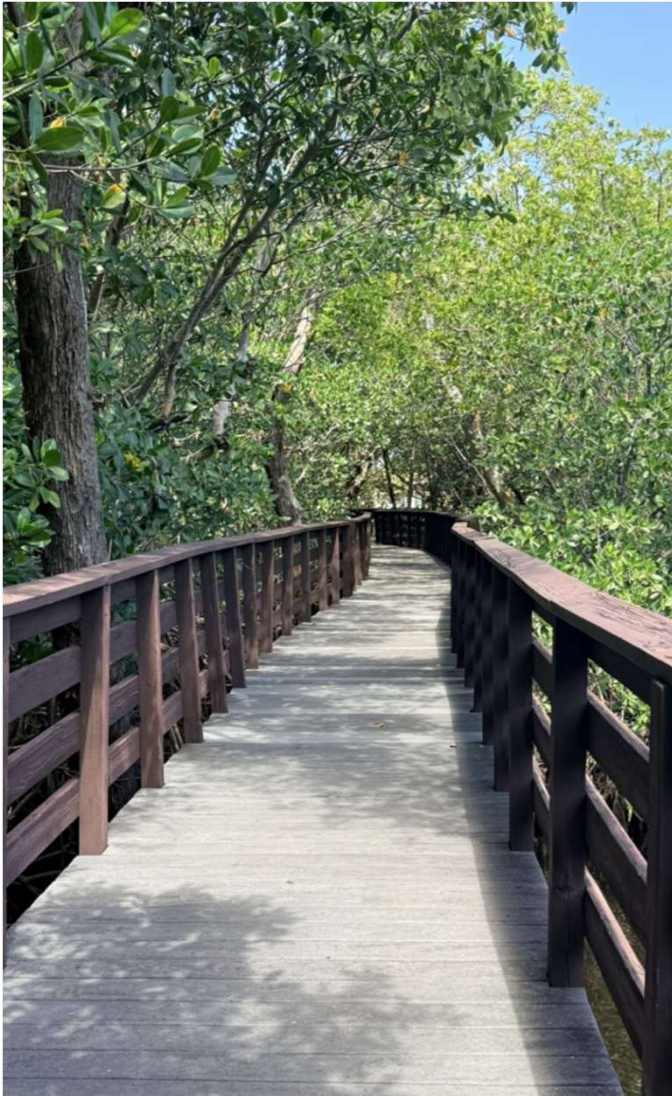


# Colohatchee Park

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# Colohatchee Park



# Current Value



CLOSER VIEW OF APPRAISED LOTS 2109 & 2101 NE 14 AVENUE, WILTON MANORS, FL

## VALUE OF LOTS SEPARATELY:

2101 as "RM-16":	4 dwellings x \$187,733 per dwelling =	\$ 750,900
2109 as "RM-16":	3 dwellings x \$187,733 per dwelling =	<u>563,200</u>
<b>Total:</b>		<b>\$1,314,000</b>

## VALUE OF LOTS ASSEMBLED

2101 & 2109 as "RM-16":	8 dwellings x \$187,733 per dwelling =	\$1,502,000
2101 & 2109 as "TOC E":	31 dwellings x \$52,250 per dwelling =	\$1,620,000



# Debt Information

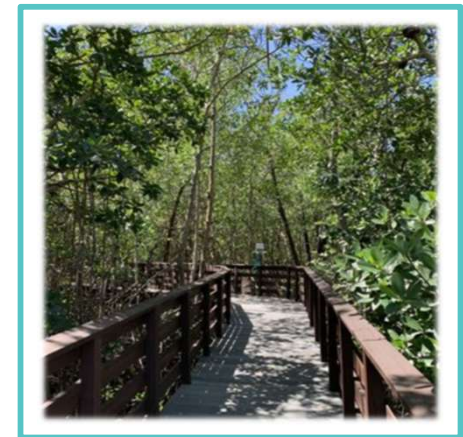
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Principal	\$2,668,000.00
Disbursement of Principal:	
Pay off amount – Utility & Parking Loan	\$994,562.54
Pay off amount – Mickel Loan	\$342,957.55
Bond Counsel/Financial Advisers/City Atty	\$40,900
Net Proceeds to Repay Utility Fund	\$1,289,579.91

Interest rate of 1.303%

Maturity date of 12/01/2030

Outstanding balance of Colohatchee portion: \$581,001



# Loan Implications

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- Original loan - \$2.7 million
- About \$1.5 million has been repaid
- If continued status quo, loan will be repaid in 2030
- Currently requires project funds be utilized for park purposes
- Currently a tax-exempt debt per IRS
- The note does not allow conversion to taxable rate, but lender might be indifferent or amenable to conversion



# Potential Options

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- Develop all or a portion of the properties to accommodate park access, add parking, and establish utility connections
  - Grant funds, impact fees, budget allocation
- Maintain in current condition and preserve for future use
- Seek out a development partner for all or a portion of the property



# Thank You

---



*Life's Just Better Here*

## Commission Discussion and Direction



*Life's Just Better Here*

**From:** [Jennifer.Kent@hklaw.com](mailto:Jennifer.Kent@hklaw.com)  
**To:** [CityClerk](#)  
**Subject:** FW: Greater Fort Lauderdale Chamber of Commerce  
**Date:** Monday, March 9, 2026 12:13:42 PM  
**Importance:** High

---

**EXTERNAL EMAIL WARNING!**

**THIS IS AN EMAIL FROM AN OUTSIDE SENDER!**

Do not reply to it, click any links, or open any attachments unless you recognize the sender's email address as legitimate and know the content is safe.

If you have any concerns, call the Help Desk at (904)-688-2211 Ext:1.

Hi, I am following up on this request for phone or Zoom call with the Mayor. I can be reached at the telephone number below or via email.

Thank you,  
Jennifer

**Jennifer Kent | Holland & Knight**

Practice Assistant

Holland & Knight LLP

515 East Las Olas Boulevard, Suite 1200 | Fort Lauderdale, Florida 33301

Phone +1.954.468.7971 | Fax +1.954.463.2030

[jennifer.kent@hklaw.com](mailto:jennifer.kent@hklaw.com) | [www.hklaw.com](http://www.hklaw.com)

---

**From:** Lhota, Janna P (FTL - X27841) <Janna.Lhota@hklaw.com>  
**Sent:** Tuesday, March 3, 2026 3:02 PM  
**To:** [snewton@wiltonmanors.com](mailto:snewton@wiltonmanors.com)  
**Cc:** [lhenderson@wiltonmanors.com](mailto:lhenderson@wiltonmanors.com)  
**Subject:** Greater Fort Lauderdale Chamber of Commerce  
**Importance:** High

Dear Mayor Newton,

I hope this message finds you well.

A short while ago, I stepped into the role as Chair of the Greater Fort Lauderdale Chamber of Commerce. I am writing to share an important step the Chamber has taken to further strengthen our partnership with our member cities. The Board has created an honorary seat on the Chamber's Board of Directors for the City, and it is my pleasure to invite City's participation in this role.

As a member city of the Chamber, it was important to me as Chair that the City have a meaningful voice within the Chamber—one that reflects our shared commitment to economic vitality, collaboration, and the success of our business community. This position is intended to ensure strong alignment and open dialogue between the City and the Chamber as we work together on issues that impact our residents, employers, and workforce.

We would welcome your guidance on who from the Commission or City staff you would like to appoint or designate to serve in this capacity. The intent is for this individual to act as an additional liaison between the City and the Chamber, participate in Board discussions, and help ensure that the City's perspective is represented as we advance shared priorities.

Thank you for your leadership and for the City's continued partnership with the Chamber. I believe this step will further strengthen our collaboration and reinforce the importance of public-private partnership in driving positive outcomes for our community.

I look forward to your thoughts and to continuing our work together.

Warm regards,

Janna Lhota  
Chair, Greater Fort Lauderdale Chamber of Commerce

**Janna Lhota | Holland & Knight**

Partner

Holland & Knight LLP

515 East Las Olas Boulevard, Suite 1200 | Fort Lauderdale, FL 33301

Phone 954.468.7841 | Fax 954.463.2030

[janna.lhota@hklaw.com](mailto:janna.lhota@hklaw.com) | [www.hklaw.com](http://www.hklaw.com)

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**From:** [Rebecca N. Schultz](#)  
**To:** [Chris Caputo](#)  
**Cc:** [Carl Ema](#); [Elizabeth Garcia Beckford](#); [Roberta Moore](#); [Bryan Caletka](#)  
**Subject:** Broward MPO Citizens" Advisory Committee member request - Wilton Manors  
**Date:** Monday, March 16, 2026 10:26:47 AM  
**Attachments:** [image.png](#)

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If you have any concerns, call the Help Desk at (904)-688-2211 Ext:1.

Dear Board Member Caputo,

Greetings. My name is Rebecca Schultz and I am the Boards Coordinator at the Broward Metropolitan Planning Organization (MPO). As a Board Member, your municipality has representatives on the MPO's Technical Advisory Committee (TAC) and Citizens' Advisory Committee (CAC). They advise and provide recommendations on transportation plans and programs as well as communicate with you regarding the views of their committee. Many of the items that come before the MPO Board go to the TAC and CAC first, so it can be beneficial to have a representative on both committees in order to keep you apprised of relevant issues and to offer feedback/advice from a different perspective.

The TAC member is typically a member of municipal staff assigned by the City/Town Manager. For Wilton Manors, the TAC member is [Roberta Moore](#).

The **CAC** is made up of members of the public (residents, businesspeople, etc.) who have an interest in transportation, are available to regularly attend in-person meetings, and would maintain an open line of communication with their appointing MPO Board Member. The CAC meets for about two hours on the fourth Wednesday of every month at 6:00 p.m. at the Broward MPO's Board Room (located at 100 West Cypress Creek Road, 6th Floor, Suite 650, Fort Lauderdale, FL 33309). Agendas and materials are provided for review to CAC Members in advance of each meeting.

Currently, the CAC seat representing your municipality is **vacant**. To fill this vacant seat on the CAC, please let us know the contact information for your new appointment. No alternates serve on the CAC.

Thank you in advance for taking the time to address this matter. If you have any questions regarding this request, please don't hesitate to reach out to us.

Rebecca Schultz

Communication Specialist/TD Program Administrator



Trade Centre South

100 West Cypress Creek Road,

6th Floor, Suite 650

Fort Lauderdale, FL 33309-2181

(954) 876-0047 Direct

(954) 876-0033 Office

(954) 876-0062 Fax

Florida Relay Service 711

[schultzr@browardmpo.org](mailto:schultzr@browardmpo.org)

For more information on activities and projects of the Broward MPO, please visit: [BrowardMPO.org](http://BrowardMPO.org) and while you're there, follow us on Social Media.

"Put Your Dollar to Work"! Help friends and neighbors who need transportation services by making a voluntary contribution to the [Transportation Disadvantaged Voluntary Trust Fund](#). To contribute, check the box provided on the registration form each time you renew the vehicle tag for your car, truck or boat!

Ayude a alguien conseguir transporte! No olvide donar \$1 para el fondo de Transporte del Desventajado ([Transportation Disadvantaged Voluntary Trust Fund](#)) la próxima vez que usted renueve su placa del vehículo, camión, o barco.

**Please Note:** Florida has a very broad public records law. Most written communications to or from Broward MPO officials and/or employees regarding Broward MPO business are public records, and are available to the public and media upon request. Your e-mail communications, including your email address, may therefore be subject to public disclosure. This message, together with any attachments, is intended only for the addressee. It may contain information which is legally privileged, confidential and exempt from public disclosure. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, use, or any action or reliance on this communication is strictly prohibited. If you have received this e-mail in error, please notify the Broward MPO immediately by telephone (954) 876-0033 or by return e-mail and delete the message, along with any attachments.