

# City of Miramar, FL

2300 Civic Center Place, Miramar, FL 33025



## Meeting Agenda

Monday, November 17, 2025

7:00 PM

REVISED

Commission Chambers

### CITY COMMISSION REGULAR MEETING

*Mayor Wayne M. Messam*  
*Commissioner Maxwell B. Chambers*  
*Commissioner Avril Cherasard*  
*Vice Mayor Yvette Colbourne*  
*Commissioner Carson Edwards*

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City of Miramar

**WELCOME TO YOUR CITY COMMISSION MEETING**

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

**GENERAL INFORMATION:** The City of Miramar is a municipality chartered by the State of Florida operating under the "City Council - City Manager Plan." The City Commission is comprised of four members and the Mayor selected by the residents of Miramar to serve as the City's governing body. It is responsible for adopting policies of the City, passing ordinances, adopting resolutions and approving budgets. A City Manager is appointed by the City Commission to serve as the administrative head of the municipal government and provides recommendations to the City Commission on policy issues.

The City Commission Meeting is a formal meeting of the members of the Commission to transact City business. This business is conducted in a manner prescribed by resolution, laws and regulations which require certain formal actions and the following of specific procedures.

The AGENDA is a printed document that lists the order of business for the Commission Meeting. The public is encouraged to contact the Mayor or any City Commissioner prior to a Commission Meeting to express their views on items appearing on the Agenda.

\* All cell phones and other electronic devices must be turned off prior to entering the Commission Chambers.

The City Commission may consider and act upon such other business as may come before it in the event this agenda must be revised, such revised copies will be available to the public at the City Commission Meeting.

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

**Who May Speak** - Any individual who wishes to address the City Commission may do so providing it is accomplished in an orderly manner and in accordance with the procedures outlined below.

1. **Speaking on items on the Agenda** - Individuals wishing to speak on matters that appear on the Agenda need only to raise their hand to be recognized by the Mayor. Discussion at Special Meetings is limited to the items referred to on the Agenda for such Special Meetings.
2. **Other Business Items** - These are items placed on the Agenda by the Mayor or a Commissioner and either are requests for the preparation of future legislation or are requests for possible direction to the Administration.
3. **Speaking on items not on the Agenda** - **Public Participation** - Any individual may speak on any subject pertinent to the City at the second regularly scheduled meeting of each month. Individuals must sign in with the City Clerk prior to the meeting. The Mayor will recognize those persons who signed in, under the agenda item "Public Participation".
4. **Addressing Commission, Manner & Time** - Public discussion during all items is limited to three minutes maximum per person, however, the Mayor at his/her discretion may allow more time. Each person who addresses the Commission shall step up to the speaker's podium and shall give his/her name and address.
5. **No untested external audio/visual presentations** (i.e. jump/thumb drives) will be accepted. All a/v presentations must be emailed or delivered to the Clerk's Office 30 days in advance of the requested Commission Meeting date. The City reserves the right to modify or deny any presentation request.

The above represents a summarization of the Commission Procedures Resolution. Copies of this resolution are available from the City Clerk's Office. Any person requiring auxiliary aids and services at this meeting may call the City Clerk's Office at 954-602-3011 at least two calendar days prior to the meeting.

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

**CALL TO ORDER**

**ROLL CALL/ANNOUNCEMENTS**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**PRESENTATIONS**

Proclamation: Small Business Saturday 2025. (Mayor Wayne M. Messam)

Proclamation: Caregivers Appreciation Month. (Commissioner Avril Cherasard)

Proclamation: Child Safety Protection Month. (Commissioner Avril Cherasard)

**CONSENT AGENDA**

1. Minutes from the Commission Workshop of September 29, 2025, Budget Public Hearing of September 29, 2025, Regular Commission Meeting of October 15, 2025, and the Special Commission Meeting of November 5, 2025.

**Attachments:** [09-29-25 City Commission Workshop - Legislative Update](#)  
[09-29-25 Budget Public Hearing Minutes](#)  
[10-15-25 Regular Commission Meeting Minutes](#)  
[11-5-25 Special Commission Meeting Minutes](#)

2. Temp. Reso. #R8539 approving the award of Invitation For Bids No. 25-031, entitled “**Concrete Repairs and Leak Stoppage on Aeration Basin #5 at the Wastewater Reclamation Facility Project,**” to Southern Star Contractors Inc., in an amount not-to-exceed \$326,000, to complete the concrete repair and leak stoppage on Aeration Basin #5 at the Wastewater Reclamation Facility; allocating a contingency allowance of \$32,600 for a total amount of \$358,600. (*Utilities Assistant Director Jinsheng Huo and Procurement Director Alicia Ayum*)

**Attachments:** [R8539 WWRF AB5 Concrete Repair\\_Rev 1 with backup](#)

3. Temp. Reso. #R8533 approving the first one-year renewal option with Acordis International Corp., for **multi-function copier equipment**, including **printer management services**, in an amount not-to-exceed \$204,000. (*Help Desk Manager Dylan Mahadeo*)

Attachments: [R8533 Accordis One-Year Renewal with backup](#)

4. Temp. Reso. #R8534 approving the **renewal of cyber security services and software licenses** for a period of one year from vTechio in an amount of \$267,615, and from Peller Technologies in an amount of \$101,400, for Fiscal Year 2026. (*Information Technology Assistant Director Ricardo M. Simonis*)

Attachments: [R8534 RENEWAL OF CYBER SECURITY SERVICES AND SOFTWARE LICENSES](#)

5. Temp. Reso. #R8555 approving the purchase of **cyber security services** from United Data Technologies Inc., utilizing the NCPA contract # 01-134, in an amount of \$137,592, for Fiscal Year 2026. (*Information Technology Assistant Director Ricardo M. Simonis*)

Attachments: [R8555 NIST Compliance Cybersecurity Services with backup](#)

6. Temp. Reso. #R8544 accepting an Absolute Bill of Sale and Easement from Stonebrook Hotel, L.L.C., for the water system improvements to serve **Tru by Hilton Miramar**; authorizing the release of Surety Letter of Credit No. SB-6259/22 in the amount of \$136,295.34 and accepting a one-year Maintenance Bond in the amount of \$19,512.08 from Stonebrook Hotel, L.L.C. (*City Engineer Salvador Zuniga*)

Attachments: [R8544 Water System Improvements for Tru By Hilton Miramar with backup](#)

7. Temp. Reso. #R8548 approving Amendment #2 for additional design services for the "**Pembroke Road Expansion from SW 160th Avenue to US-27 and Miramar Parkway Extension to Pembroke Road**" Project (CIP #52061) to Kimley Horn and Associates, Inc., authorizing the City Manager to execute the proposed amendment in an amount not-to-exceed \$103,272. (*Assistant City Engineer Leah deRiel*)

Attachments: [R8548 - Amendment #2 Kimley Horn & Associates with backup](#)

8. Temp. Reso. #R8553 approving the procurement of **legal and environmental services** from the Goldstein Environmental Law Firm, P.A. to represent the City of Miramar at local and state levels against the development of a waste to energy facility or the development of any other project that can endanger the City and its residents, in an amount of \$240,000. *(Sponsored by Mayor Wayne M. Messam) (Deputy City Manager Kelvin L. Baker, Sr.)*

Attachments: [R8553 Professional Legal Services - Goldstein Environmental Law Firm with ba](#)

9. Temp. Reso. #R8560 approving the purchase of **utility bill printing and mailing services** provided by Enco Utility Services Florida, L.L.C., through the utilization of the City of Milton Competitive Agreement, in the amount not exceeding \$380,000 during Fiscal Year 2026. *(Chief Administrator Samantha Edouard and Procurement Director Alicia Ayum)*

Attachments: [R8560 - Utility Bill Printing and Mailing Services with backup](#)

10. Temp. Reso. #R8508 approving the recreational agreement with the **Overtown Youth Center (Honey Shine Program)** for the 2026 Fiscal Year. *(Parks & Recreation Assistant Director Holly Hicks and Procurement Director Alicia Ayum)*

Attachments: [RR8508 Recreational Agreement for Overtown Youth Center \(Honey Shine\) for](#)

11. Temp. Reso. #R8569 approving recreational agreement with **Baptist Health** for the Fiscal Year 2026. *(Parks & Recreation Department Assistant Director Holly Hicks)*

Attachments: [R8569 Recreational agreement with Baptist Health for the FY2026 with backup](#)

12. Temp. Reso. #R8562 approving the second one-year renewal of the **building permitting and inspection services** agreement between City of Miramar and C.A.P. Government, Inc., from February 21, 2026, to February 20, 2027. *(Building, Planning, and Zoning Assistant Director Tekisha Jordan and Procurement Director Alicia Ayum)*

Attachments: [R8562 C.A.P. Government Inc. Agreement Second Renewal with backup](#)

13. Temp. Reso. #R8567 approving additional services from Community Revitalization Affiliates, Inc., for the **ParcView Purchase Assistance Program**, in the amount not-to-exceed \$287,066.51. (*Economic Development & Housing Chief Housing Administrator Carolyn Francis-Royer and Procurement Director Alicia Ayum*)

Attachments: [TR8567 CRA Parcview with backup](#)

14. Temp. Reso. #R8570 approving the procurement of **insurance brokerage and benefits consulting services** from Gelin Benefits Group, L.L.C. by piggybacking City of Lauderdale Lakes Agreement #25-3410-05R in commission-based compensation amount not-to-exceed \$150,000, which shall be paid by the City's respective health, dental, and vision insurance companies. (*Chief Human Resources Officer/Human Resources Director Kanika Stampf*)

Attachments: [TR8570 - Benefits Consulting Services Piggyback Agreement with backup](#)

**End of Consent**

**RESOLUTIONS**

15. Temp. Reso. #R8531 adopting the 2025 **Local Housing Incentive Strategies Recommendations and Report** from the City's Affordable Housing Advisory Committee; authorizing submission of the incentives report to the Florida Housing Finance Corporation. (*Economic Development & Housing Chief Housing Administrator Carolyn Francis-Royer*)

Attachments: [R8531 AHAC Local Housing Incentive Strategies Recommendations and Repc](#)

16. Temp. Reso. #R8528 approving the Program Year 2024 **Consolidated Annual Performance Evaluation Report** for the Community Development Block Grant Programs. (*Economic Development & Housing Chief Housing Administrator Carolyn Francis-Royer*)

Attachments: [R8528 2024-2025 CAPER with backup](#)

17. Temp. Reso. #R8563 authorizing the execution of an agreement with the Broward County Tax Collector for the **uniform collection of non-ad valorem assessments**. (*Management & Budget Director Rafael Sanmiguel*)

Attachments: [R8563 Agreement with the Tax Collector of Broward Co with backup](#)

18. Temp. Reso. #R8505 approving an agreement for **contractor operated parts store services** with Genuine Parts Company D/B/A NAPA Integrated Business Solutions, in the combined total amount of \$2,115,000 for the period December 30, 2025, through December 3, 2028, utilizing Sourcewell Contract No. 090624 entitled, "Vendor Managed Inventory Logistics Management Solutions for Fleets and Facilities". (*Chief Operations Officer/Public Works Director Shana Coombs and Procurement Director Alicia Ayum*)

Attachments: [R8505 NAPA On-site Parts Store Services Rev 11-13-25 with backup](#)

### **PUBLIC PARTICIPATION (7:30 – 8:00 P.M.)**

#### **ORDINANCES**

19. **FIRST READING** of Temp. Ord. #O1859 amending Chapter 15, Article V, of the City Code of the City of Miramar governing the **City's Consolidated Retirement and Trust Fund**; amending Section 15-322 to permit retirees to substitute a new joint annuitant on an actuarially equivalent basis and permitting the purchase of an optional actuarially equivalent COLA; amending Section 15-327(s) to create a DROP Loan Program; amending Section 15-328(d) to permit 50% of part time service to be used for vesting and retirement eligibility purposes; creating Section 15-329 to create a Post Retirement Option Plan; amending Section 15-345 to permit grandfathered management plan retirees to substitute a new joint annuitant on an actuarially equivalent basis; providing for severability; providing for codification; and providing for an effective date. (*Human Resources Assistant Director Heather Dailey*)

SECOND READING SCHEDULED for January 21, 2026

Attachments: [O1859 FIRST READING Consolidated Plan Packaged Pension Ordinance Char](#)

20. **FIRST READING** of Temp. Ord. #O1858 amending Chapter 15, Article IV, of the City Code of the City of Miramar governing the **Miramar Police Officers' Retirement Plan and Trust Fund**; creating Section 15-229 to create a **Post Retirement Option Plan**; providing for severability; providing for codification; and providing for an effective date. (*Human Resources Assistant Director Heather Dailey*)

SECOND READING SCHEDULED for January 21, 2026

Attachments: [O1858 1st Reading Police Officers Pension Plan - PROP with backup](#)

### **PUBLIC HEARING**

21. **SECOND READING** of Temp. Ord. #O1844 considering an **Evaluation and Appraisal Review Based Amendments** to the **Comprehensive Plan** of the City of Miramar to reflect the required minimum 10-year and 20-year planning periods, as well as changes in State requirements and in local conditions since the last update of the Comprehensive Plan, in conformity with, and in furtherance of, the requirements of Sections 163.3167, 163.3174(4), 163.3184(4) and (11), and 163.3191, Florida Statutes, and of Section 303(2)(b) of the adopted Land Development Code of the City of Miramar; amending the Future Land Use Map to provide for greater consistency with the BrowardNext-Broward County Land Use Plan Future Land Use Map; amending the goals, objectives and policies of the Future Land Use, Transportation, Housing, Infrastructure, Conservation, Recreation and Open Space, Intergovernmental Coordination, Capital Improvement Elements, and Public School Facilities; providing for supporting data and analysis for the amendments to the goals, objectives and policies of the elements thereof; providing for transmittal of the adopted amendments, as amended to address the technical comments from the objections, recommendations and comments report, to the Florida State Land Planning Agency for a determination of compliance and the subsequent issuance of a notice of intent finding the amendments to be in compliance, as authorized under the State coordinated review process set forth in Section 163.3184(4), Florida Statutes; providing for severability; providing for interpretation; providing for correction of scrivener's errors; and providing for an effective date. (***Passed First Reading on 05/07/25***) (*Building, Planning & Zoning Assistant Director Frensky Magny*)

Attachments: [O1844 - 2nd Reading - EAR BASED COMPREHENSIVE PLAN AMENDMENTS](#)  
[O1844 1st Reading Comprehensive Plan Amendments Transmittal Hearing with](#)

22. **SECOND READING** of Temp. Ord. #O1854 approving the end-of-year amendment of the **Fiscal Year 2025 Operating and Capital Improvement Program Budget**; providing for severability; and providing for an effective date. *(Passed 1st Reading on 11/05/25) (Management & Budget Assistant Director Yenevin Capote)*

Attachments: [2nd Reading FY25 Final Budget Amendment TO1854 with backup](#)  
[1st Reading FY25 Final Budget Amendment with backup](#)

23. **SECOND READING** of Temp. Ord. #O1856 amending City Code of Ordinances Chapter 15 "Pensions," Article III "**Firefighters' Pension Plan and Trust Fund**", Section 15-79, Contributions; amending Section 15-93, Chapter 175 Share Account; providing for severability; providing for codification; and providing for an effective date. *(Passed 1st Reading on 11/05/25) (Human Resources Assistant Director Heather Dailey)*

Attachments: [O1856 2nd Reading Firefighters Pension Plan CBA alignment with backup](#)  
[O1856 1st Reading Firefighters' Pension Plan CBA alignment with backup](#)

### **QUASI-JUDICIAL PUBLIC HEARING**

All who wish to speak shall be collectively sworn in. City Attorney will then read the title of the item to be considered. Staff shall present a brief synopsis of the application and make a recommendation. Next will be a presentation by the applicant. The Commission will then hear from participants in favor of and in opposition to the application. The applicant, staff and or any Commissioner may cross-examine the witnesses, and a participant may request that the board ask questions of a witness. The public hearing will conclude with final remarks by staff and the applicant. No further presentations or testimony shall be permitted. All decisions of the Commission must be based upon competent substantial evidence presented to it at the hearing. All backup materials provided to the City Commission, as a part of the agenda will automatically be made a part of the record of the hearing. All approvals will be subject to staff recommended conditions unless otherwise stated in the motion for approval.

24. Temp. Reso. #R8540 considering a Quasi-Judicial appeal, in accordance with Section 715.1.5.2 of the Land Development Code of the City of Miramar, of the Development Review Committee's administrative approval of **Site Plan Application No. 2308530** and **Building Height Deviation Application No. 2503845** in connection with a proposed 4-Story, 18-Unit Multi-Family Residential Development on the property located at **6340 Southwest 25th Street in Historic Miramar**, more specifically identified with Broward County Parcel ID Number 514125040471 and legally described in Exhibit "D," attached hereto; providing for severability; providing for administrative correction of scrivener's errors. (*Building, Planning & Zoning Senior Planner Deyman Rodriguez*)

Attachments: [R8540 Najibe Gardens West with backup](#)  
[EX PARTE](#)

### **OTHER BUSINESS**

#### **Reports and Comments:**

25. **Advisory Board Updates:**

- BID Construction and Professional Services Advisory Board
- Education Advisory Board
- Elderly Affairs Advisory Board
- Historic Miramar Advisory Board
- Parks & Recreation Advisory Board
- Ruth Bader Ginsburg (RBG) Commission on the Status of Women
- Sister Cities Board
- Teen Council Advisory Board

Attachments: [1. BID Advisory Board Report \(Q3 - Q4 2025\)](#)  
[2. Education Advisory Board \(EAB\) Commission update Q3-4](#)  
[3. Elderly Affairs Advisory Board Report \(Q3 - Q4 2025\)](#)  
[4. Historic Miramar Advisory Board Report \(Q3 - Q4 2025\)](#)  
[5. Parks & Rec Advisory Board Report \(Q3 - Q4 2025\)](#)  
[6. Ruther Bader Ginsburg \(RBG\) Advisory Board Report - November 2025](#)  
[7. Sister Cities Advisory Board Report \(MSCB\)](#)  
[8. Teen Council Advisory Board \(TCAB\) Report](#)

#### **Commission Reports:**

City Attorney Reports:

City Manager Reports:

**FUTURE WORKSHOP**

**11/17/25 - 5:00 P.M. - Care ATC Health & Wellness Center - Commission Chambers**

**ADJOURNMENT**

26. Motion to Adjourn

**THE NEXT REGULARLY SCHEDULED CITY COMMISSION MEETING IS:**

**Wednesday, January 21, 2026 at 7:00 P.M.**